

Eastern WV Regional Airport Authority
ZOOM MEETING MINUTES, February 20th, 2024- 6pm

ROLL CALL		Remote	Present In Person	Absent
Chairman	Chip Leatherman		✓	
Vice Chairman	Larry Dunn	✓		
Secretary	Maria Lorensen		✓	
Treasurer	Brad Close			✓
Berkeley County	Jill Burkhart		✓	
City of Martinsburg	Margie Bartles		✓	
Berkeley County	Jim Whitacre			✓
STAFF				
Executive Director	Nic Diehl		✓	
Business Manager	Craig Bartoldson	✓		
Legal	Jim Marshall		✓	
Accountant	Charli Heilmann		✓	
Executive Assistant	Megean Moon		✓	

Petitions of Citizens

None

Meeting called to order at 6PM by Chairman Leatherman

1st Agenda Item: Approval of January 8th, 2024, Meeting Minutes

- Jim Whitacre motioned to approve the minutes with the amended provisions. Margie Bartles motioned to approve the minutes as presented. Maria Lorensen seconded the motion. All were in favor and the motion passed.

2nd Agenda Item: Review and Approval of December 2023 and January 2024 Budget Report

- CPA Charli Heilmann presented the December Budget Report. Margie Bartles motioned to approve the December 2023 Budget Report. Maria Lorensen seconded the motion. All were in favor and the motion passed. Charli Heilmann presented a Preliminary January 2024 Budget Report. Vice Chairman Larry Dunn motioned to move the approval of January 2024 Budget Report to the scheduled March 2024 meeting. Margie Bartles seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Update on Flight School and Education Program

- Updates given by Nic Diehl

4th Agenda Item: Executive Director/ Staff Reports

- Nic Diehl presented Staff and Director reports.

5th Agenda Item: Property/ Personnel/ Legal contract matter (Possible Executive Session)

- After it was confirmed a need for Executive Session was needed, Larry Dunn motioned to move into Executive Session and discuss property contracts. Maria Lorensen seconded the motion. All were in favor and the motion passed.
- No decision was made during Executive Session. Margie Bartles moved to direct the Mr. Diehl to complete the property sale in the John D. Rockefeller IV Science and Technology Park. Maria Lorensen seconded the motion. All were in favor and the motion passed.

Chairman Chip Leatherman motioned to adjourn the meeting.

The meeting adjourned at 6:45pm.