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**Eastern WV Regional Airport Authority**  
**ZOOM MEETING MINUTES, March 18<sup>th</sup> 2024- 6pm**

ROLL CALL		Remote	Present In Person	Absent
<b>Chairman</b>	Chip Leatherman		✓	
<b>Vice Chairman</b>	Larry Dunn		✓	
<b>Secretary</b>	Maria Lorensen		✓	
<b>Treasurer</b>	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**

**1<sup>st</sup> Agenda Item: Approval of February 20<sup>th</sup>, 2024, Meeting Minutes**

- Maria Lorensen motioned to accept the February Meeting Minutes as presented. Larry Dunn seconded the motion. All were in favor and the motion passed.

**2<sup>nd</sup> Agenda Item: Approval of January and February 2024 Budget Reports**

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

### **3<sup>rd</sup> Agenda Item: Update on Flight School and Education Program**

- Updates given by Nic Diehl

### **4<sup>th</sup> Agenda Item: Executive Director/ Staff Reports**

- Nic Diehl presented Staff and Director reports.

### **5<sup>th</sup> 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. Larry Dunn moved to approve the stock sale of Kingdom Air Charter, LLC (sale of charter air business). 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 7:15pm.**