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226 Pilot Way
 Martinsburg, West Virginia 25405

Eastern WV Regional Airport Authority
MEETING MINUTES, April 15th, 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 March 18th, 2024, Meeting Minutes

- Maria Lorensen motioned to accept the March Meeting Minutes as presented. Jim Whitacre seconded the motion. All were in favor and the motion passed.

2nd Agenda Item: Approval of March 2024 Budget Report

- CPA Charli Heilmann presented the March 2024 Budget Report. Vice Chairman Larry Dunn motioned to approve the March Budget Report as presented. Jim Whitacre seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Review of FY 24/25 Proposed Budget

- FY24/25 Proposed Budget presented by Charli Heilmann, CPA and Nicolas Diehl, Executive Director. Approval to be determined at the next meeting.

4th Agenda Item: Review of FY 24/25 Fee Schedule

- FY 24/25 Proposed Fee Schedule presented by Nic Diehl. Approval to be determined at the next meeting.

5th Agenda Item: Executive Director/ Staff Reports:

- Staff Reports given by Nic Diehl

6th Agenda Item: Property/ Personnel/ Legal Contract matter (possible Executive Session):

- After Chairman Leatherman confirmed it was necessary to move into Executive Session to discuss a legal and personnel matter, Larry Dunn motioned to enter Executive Session. Jim Whitacre seconded the motion. All were in favor and the motion passed.
- No decisions were made in Executive Session. Larry Dunn motioned to approve the stock sale of Kingdom Air Charter, LLC as amended and have Nic Diehl move as previously directed. Jim Whitacre seconded the motion. All were in favor and the motion passed.
- Jim Whitacre moved to execute the resolution as presented in the meeting for the agreement of sale of Charter Business. Larry Dunn seconded the motion. All were in favor and the motion passed.

Chairman Chip Leatherman motioned to adjourn the meeting.

The meeting adjourned at 7:30pm.