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226 Pilot Way
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Eastern WV Regional Airport Authority
ZOOM MEETING MINUTES, October 21st 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		✓	

Also attending: Kathy Brosius and Lee Jones

Petitions of Citizens

None

Meeting called to order at 6PM by Chairman Leatherman

1st Agenda Item: Approval of September 16, 2024, Meeting Minutes

- Margie Bartles motioned to approve the minutes as presented. Vice Chairman Larry Dunn seconded the motion. All were in favor and the motion passed.

2nd Agenda Item: Approval of September 2024 Budget Report

- CPA Charli Heilmann presented the September 2024 Budget Report. Larry Dunn motioned to approve the budget report. Margie Bartles seconded the motion, all were in favor and the motion passed.

3rd Agenda Item: Approval of FY 24-25 Board Meeting Schedule

- Larry Dunn motioned to approve the FY24-25 Board Meeting Schedule as presented. Maria Lorensen seconded the motion. All were in favor and the motion passed.

4th Agenda Item: Approval of Employee Handbook Revisions

- Larry Dunn motioned to approve the revisions needed for EWVRAA Employee Handbook. Maria Lorensen seconded the motion. All were in favor and the motion passed.

5th Agenda Item: Executive Director/ Staff Report

- Executive Director & Staff Reports given by Nic Diehl

5th Agenda Item: Property/ Legal Matter (possible Executive Session)

- It was concluded that the need for Executive Session was not necessary

Chairman Chip Leatherman motioned to adjourn the meeting.

The meeting adjourned at 6:45pm.