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226 Pilot Way
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Eastern WV Regional Airport Authority
ZOOM MEETING MINUTES, September 16th 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: Civil Air Patrol Introduction

- CAP introduction given

2nd Agenda Item: Approval of August 19th, 2024, Meeting Minutes

- After reviewing the August 2024 Meeting Minutes, Maria Lorensen motioned to accept as presented. Jill Burkart seconded the motion, all were in favor and the motion passed.

3rd Agenda Item: Review and Approval of August 2024 Budget Report

- August 2024 Budget Report given by CPA Charli Heilmann. Upon review and discussion, Brad Close motioned to approve the Budget Report. Maria Lorensen seconded the motion, all were in favor and the motion passed.

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)

- It was determined Executive Session was not necessary at this time. Brad Close motioned to adjourn the meeting. Jill Burkhart seconded the motion; all were in favor and the motion passed.

The meeting adjourned at 6:50pm.