



phone: 304.263.2106
 fax: 304.267.6350

226 Pilot Way
 Martinsburg, West Virginia 25405

Eastern WV Regional Airport Authority
ZOOM MEETING MINUTES, December 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	✓		
Berkeley County	Tosha Brown		✓	
STAFF				
Executive Director	Nic Diehl		✓	
Business Manager	Craig Bartoldson		✓	
Legal	Jim Marshall	✓		
Accountant	Charli Heilmann		✓	
Executive Assistant	Megean Moon			✓

Also Present: Dennis Bradford KMRB FBO

Petitions of Citizens

None

Meeting called to order at 6PM by Chairman Leatherman

1st Agenda Item: Approval of November 18th, 2024, Meeting Minutes

- Maria Lorensen motioned to accept the November Meeting Minutes as presented. Treasurer Brad Close seconded the motion. All were in favor and the motion passed.

2nd Agenda Item: Approval of November 2024 Budget Report

- CPA Charli Heilmann presented the November 2024 Budget Report. Margie Bartles motioned to approve the Budget Report. Brad Close seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Executive Director/ Staff Reports

- Staff and Director Reports given by Nic Diehl

4th Agenda Item: Property/ Personnel/ Legal Contract Matter (Possible Executive Session)

- After it was confirmed the need to enter Executive Session to discuss legal matter was necessary, Margie Bartles motioned to enter into Executive Session. Brad Close seconded the motion. All were in favor and the motion passed.
- No decisions were made in Executive Session.

Chairman Chip Leatherman motioned to adjourn the meeting.

The meeting adjourned at 6:45pm