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226 Pilot Way
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Eastern WV Regional Airport Authority
ZOOM MEETING MINUTES, May 28th 2025 - 5pm

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: Mike Hyams

Petitions of Citizens

None

Meeting called to order at 5PM by Chairman Leatherman

1st Agenda Item: Approval of April 21st, 2025, Meeting Minutes

- Maria Lorensen motioned to approve the April Meeting Minutes as presented. Margie Bartles seconded the motion. All were in favor and the motion passed.

2nd Agenda Item: Approval of April 2025 Budget Report

- CPA Charli Heilmann presented the April 2025 Budget Report. Maria Lorensen motioned to approve the Budget Report. Vice Chairman Larry Dunn seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Review of Bylaws Revisions for June Approval

- Review of Bylaws Revisions discussed with added provisions

4th Agenda Item: Approval of FY 2025 - 2026 Budget

- FY25-26 Budget presented by Charli Heilmann. Maria Lorensen motioned to approve the FY Budget as presented. Brad Close seconded the motion. All were in favor and the motion passed.

5th Agenda Item: Approval of FY 2025 - 2026 Fee Schedule

- FY25-26 Fee Schedule presented by Nic Diehl. Treasurer Brad Close motioned to approve the Fee Schedule as presented. Maria Lorensen seconded the motion. All were in favor and the motion passed.

6th Agenda Item: Executive Director / Staff Reports

- Executive Director and Staff reports given by Nic Diehl

7th Agenda Item: Property/ Legal Matter (possible Executive Session)

- A need to enter Executive Session was not presented. Margie Bartles motioned to adjourn the meeting. 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 6:48pm