



phone: 304.263.2106  
 fax: 304.267.6350

226 Pilot Way  
 Martinsburg, West Virginia 25405

**Eastern WV Regional Airport Authority**  
**ZOOM MEETING MINUTES, July 21<sup>st</sup> 2025 - 6pm**

ROLL CALL		Remote	Present In Person	Absent
<b>Chairman</b>	Chip Leatherman		✓	
<b>Vice Chairman</b>	Larry Dunn		✓	
<b>Secretary</b>	Maria Lorensen			✓
<b>Treasurer</b>	Brad Close	✓		
Berkeley County	Jill Burkhart			✓
City of Martinsburg	Margie Bartles		✓	
Berkeley County	Jim Whitacre			✓
Berkeley County	Tosha Brown		✓	
<b>STAFF</b>				
Executive Director	Nic Diehl		✓	
Business Manager	Craig Bartoldson			✓
Legal	Jim Marshall		✓	
Accountant	Charli Heilmann		✓	
Executive Assistant	Megean Moon			✓

Also Present: Heidi Crawford

**Petitions of Citizens**

None

**Meeting called to order at 6PM by Chairman Leatherman**

**1<sup>st</sup> Agenda Item: Election of Officers**

- Brad Close motions to nominate Larry Dunn as Chairman. Margie Bartles seconded the motion. Nominations were closed; all were in favor and the motion passed. Brad Close motions to nominate Maria Lorensen as Vice Chairman, Margie Bartles seconded the motion. Margie Bartles motioned to close nominations; all were in favor and the motion passed. Chip Leatherman motions to nominate Margie Bartles as Secretary. Bard Close seconds the nomination. Brad Close motions to close nominations, Margie Bartles seconds and the motion passed. Margie Bartles motions to nominate Brad Close as Treasurer. Chip Leatherman seconds the motion. Margie Bartles motion to close the nominations, Chip Leatherman seconds the motion and the motion passed unanimously.

## **2<sup>nd</sup> Agenda Item: Approval of June 16<sup>th</sup> Meeting Minutes**

- Margie Bartles motioned to approve the meeting minutes as presented, Brad Close seconds the motion. All were in favor and the motion passed.

## **3<sup>rd</sup> Agenda Item: Approval of June 2025 Budget Report**

- CPA Charli Heilmann presents the June 2025 Budget Report. Margie Bartles motioned to approve the June 2025 Budget Report. Chip Leatherman seconded the motion. All were in favor and the motion passed.

## **4<sup>th</sup> Agenda Item: Executive Director / Staff Reports**

- Nicolas Diehl discussed Director and Staff reports

## **5<sup>th</sup> Agenda Item: Property/ Personnel/ Legal Matter (possible Executive Session)**

- Margie Bartles motioned to enter Executive Session to discuss possible legal matters. Brad Close seconded the motion; all were in favor and the motion passed. No decisions were made in Executive Session. Margie Bartles motioned to adjourn the meeting. Brad Close seconded the motion; all were in favor and the motion passed.

**The meeting adjourned at 7:06pm**