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Eastern WV Regional Airport Authority

ZOOM MEETING MINUTES, October 20th 2025 - 6pm

ROLL CALL		Remote	Present In Person	Absent
Chairman	Larry Dunn		✓	
Vice Chairman	Maria Lorensen		✓	
Secretary	Margie Bartles		✓	
Treasurer	Brad Close			✓
City of Martinsburg	Heidi Crawford			✓
Berkeley County	Chip Leatherman		✓	
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			✓

Petitions of Citizens

None

Meeting called to order at 6PM by Chairman Dunn

1st Agenda Item: Welcome and Recognition of retiring employee

- Acknowledgement and appreciation of Airport Operations Manager, Bill Walkup

2nd Agenda Item: Approval of September 15th, 2025, Meeting Minutes

- Jim Whitacre motioned to accept the September Meeting Minutes as presented. Maria Lorensen seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Approval of September 2025 Budget Report

- CPA Charli Heilmann presented the September 2025 Budget Report. Maria Lorensen motioned to approve the Budget Report. Margie Bartles seconded the motion. All were in favor and the motion passed.

4th Agenda Item: Review & Approval of Revised FY 25-26 Budget

- Review given by Charli Heilmann. Maria Lorensen motioned to approve the Revised FY 25-26 Budget. Margie Bartles seconded the motion. All were in favor and the motion passed.

5th Agenda Item: Executive Director / Staff Reports

- Staff and Director Reports given by Nic Diehl

6th Agenda Item: Property/ Personnel/ Legal Contract Matter (Possible Executive Session)

- After it was confirmed the need to enter Executive Session to discuss property and personnel matters was not necessary, Margie Bartles motioned to adjourn the meeting. Maria Lorensen seconded, all were in favor and the motion passed.

The meeting adjourned at 6:45pm