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226 Pilot Way
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Eastern WV Regional Airport Authority

ZOOM MEETING MINUTES, November 17th 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: Approval of October 20 Meeting Minutes

- Maria Lorensen motioned to approve the meeting minutes as presented. Chip Leatherman seconded the motion. All were in favor and the motion passed.

2nd Agenda Item: Review and Approval of October 2025 Budget Report

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

3rd Agenda Item: Executive Director / Staff Reports

- Staff and Director Reports give by Nic Diehl

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

- After it was confirmed the need to enter executive session was not necessary, Margie Bartles motioned to adjourn the meeting. Maria Lorensen seconded the motion, all were in favor and the motion passed.

The meeting adjourned at 7:05pm