EASTERN WV REGIONAL AIRPORT

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Eastern WV Regional Airport Authority

ZOOM MEETING MINUTES, December 15th 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		✓	

Also present Mr. John McGrath

Petitions of Citizens

None

Meeting called to order at 6PM by Chairman Dunn

1st Agenda Item: Approval of November 17, 2025, Meeting Minutes

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

2nd Agenda Item: Review and approval of November Budget Report

- CPA Charli Heilmann presented the November 2025 Budget Report. Margie Bartles motioned to approve the Budget Report. Tosha Brown seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Discussion and approval of date change for January 20th Meeting

- Mria Lorensen motioned to approve the schedule change for January 20th meeting to January 26th. Heidi Crawford seconded the motion. All were in favor and the motion passed.

4th Agenda Item: Executive Director / Staff Reports

- Staff and Director Reports given by Nic Diehl

5th 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. Tosha Brown seconded, all were in favor and the motion passed.

The meeting adjourned at 6:30pm