

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: Frank Sims
Daniel Ruble
Stephen M. Quilty
Dr. James E. Baker
Ben Jenkins
Andy Puckett
Dr. Ellison Conrad

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, June 14, 2021, at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Sims, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also, present were Mickey Hines, Airport Manager, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. Sims called for approval of the Minutes of the Regular Meeting May 10, 2021.

Dr. Conrad moved to approve the minutes of May 10, 2021. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Sims called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines presented the Board with a Resolution to apply for and accept a FAA Grant for the expressed purpose to continue construction of the runway extension project, Phase III, (Embankment) – AIP-41.

Discussion ensued.

Mr. Ruble moved to approve the Resolution to apply for and accept a FAA Grant for the expressed purpose to continue construction of the runway extension project, Phase III, (Embankment) – AIP-41. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Sims called for the Operations Committee Report.

Mr. Quilty stated that the Operations Committee had met to review the FY21-22 Operations Budget.

Mr. Quilty stated that it is the recommendation and motion of the Operations Committee to approve and accept total expense budget of seven hundred ninety-four thousand six hundred forty dollars (\$794,640) for the Operations Budget FY21-22.

Discussion ensued.

Mr. Sims called for a vote to accept the Operations Committee recommendation to approve the FY21-22 Operations Budget. The motion carried unanimously.

Mr. Sims called for the Development Committee Report.

Dr. Baker stated that the Development Committee had not met.

Mr. Sims called for Unfinished Business.

None

Mr. Sims called for New Business.

Mr. Hines reminded the Board that Elections of Officers will be held at the July 12, 2021, meeting.

Mr. Sims called for Public Comments.

None.

Mr. Sims called for a five (5) minute break at 6:27 P.M.

Mr. Sims called the meeting back to order at 6:31 P.M.

Mr. Sims stated that a motion was needed in order for the Virginia Highlands Airport Authority to conduct a Closed Session pursuant to Code of Virginia § 2.2-3711. A.7., for the purpose of Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Mr. Ruble moved to conduct a Closed Session in accordance with the items that were stated by Mr. Sims. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Sims stated that Closed Session would consist of Board Members, Airport Manager, Executive Assistant, and Administrative Assistant.

Following the Closed Session, the Board immediately reconvened its Open Session. Having reconvened, members of the Board were advised that if any one of them believes there was a departure from the purposes stated in the motion to go into Closed Session, they now should so state. Mr. Sims asked if anyone believed there was a departure in the Closed Session from the purposes announced for having a Closed Session. FOIA requires you to speak up now.

No one having identified any departures from the purpose for the closed session, a roll call vote was taken certifying that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.

James Baker – I so certify.

Ben Jenkins – I so certify.

Andy Puckett – I so certify.

Stephen Quilty– I so certify.

Danny Ruble – I so certify.

Ellison Conrad – I so certify.

Frank Sims – I so certify.

Mr. Ruble moved to adjourn. Dr. Baker seconded the motion. The motion carried unanimously. The meeting adjourned at 6:42 P.M.



Dr. James Baker, Secretary

Frank Sims, Chairman



RESOLUTION
OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY
ACCEPTING A GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION

WHEREAS, the Virginia Highlands Airport Authority (VHAA) was formed by Washington County, Virginia to operate the County's only airport and given the power and duty to acquire, establish, construct, enlarge, improve, equip, maintain, operate, and regulate the use of the public airport known as Virginia Highlands Airport, its structures, air navigation facilities, and other property incident thereto and is empowered, as fully and completely as provided by the 1950 Code of Virginia, Title 5.1, as amended from time to time, together with all applicable powers and authority granted by the general law of the Commonwealth of Virginia, to fulfill such functions, and

WHEREAS, as a public airport listed in the National Plan of Integrated Airport Systems maintained by the Federal Aviation Administration (FAA), all major procurement and construction to improve the safe arrival and departure of aircraft has been and will continue to be controlled by the rules and regulations of the U.S. Department of Transportation, Federal Aviation Administration (FAA), and Virginia Department of Aviation (DOAV), and

WHEREAS, VHAA has consistently and continually worked to create and maintain a safe environment for aircraft to operate in and out of its public airport, in accordance with the requirements and direction of the FAA, and DOAV, and

WHEREAS, developments in non-commercial aircraft using the airports that are part of the National Plan of Integrated Airport Systems, including those using the Virginia Highlands Airport, have from time to time resulted in the need for runway improvements (including lengthening of same) in order to safely and efficiently accommodate many of today's non-commercial aircraft, and

WHEREAS, the FAA has extended an offer to VHAA to apply for a \$3,716,000.00 grant, a copy of which is attached, for the expressed purpose to continue construction of the runway extension project, Phase III, (Embankment) Grant 4, and

WHEREAS, a copy of the FAA grant application for the above referenced project is attached, and,

WHEREAS, this Board of Directors wishes to continue the development of improvements necessary to meet the safe landing and take-off demands posed by current non-commercial aircraft operations in the United States, therefore it is

RESOLVED, that the VHAA Chair, Airport Manager and Airport Administrative Staff and VHAA Legal Counsel and VHAA Engineering Consultants are authorized and instructed to apply for the necessary grants and pursue such actions as are necessary to complete the work as described in the grant applications, and to seek further grants and financial assistance in order to continue development of VHAA aviation facilities, and expend said funds for the same, and it is

FURTHER RESOLVED, that the Virginia Highlands Airport Authority Legal Counsel is hereby authorized to execute any and all grants for the above referenced project.

THE FOREGOING RESOLUTION WAS ADOPTED THIS 14th DAY OF JUNE 2021, BY A VOTE OF 7 FOR AND 0 AGAINST, A QUORUM PRESENT AND VOTING:



Secretary
(Dr. James Baker)