

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

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

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, August 09, 2021, at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Ruble, 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. Ruble called for approval of the Minutes of the Regular Meeting July 12, 2021.

Mr. Sims moved to approve the minutes of July 12, 2021. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Ruble called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Ruble called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Quilty recommended that the list of Future Capital Improvement Projects be forwarded to the Development Committee for review.

Mr. Ruble called for the Operations Committee Report.

Mr. Quilty stated that the Operations Committee has not met.

Mr. Ruble called for the Development Committee Report.

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

Mr. Ruble called for Unfinished Business.

Mr. Hines stated that three (3) roof repair quotes had been received (Attachment #3).

Discussion ensued.

Dr. Baker made the motion to have Mr. Hines contact Baker Roofing to see if they would match Leonard Roofing pricing on the replacement of the roof on the maintenance building and if they are willing to match then go with Baker Roofing for repairs to Hangar "C", T-Hangar Group V, and replacement of the roof on the maintenance building. If not, go with Baker Roofing for repairs to Hangar "C", T-Hangar Group V and go with Leonard Roofing for the replacement of the roof on the maintenance building. Mr. Quilty seconded the motion. The motion carried unanimously.

Mr. Ruble stated that he needed to appoint the Committee Members.

Mr. Ruble appointed Mr. Sims, Mr. Puckett, and Dr. Conrad to serve on the Operations Committee with Mr. Sims serving as Chairman of the Committee.

Mr. Ruble appointed Dr. Baker, Mr. Jenkins, and Mr. Quilty to serve on the Development Committee with Dr. Baker serving as Chairman of the Committee.

Mr. Ruble appointed Mr. Puckett, Mr. Quilty, and Mr. Sims to serve on the Audit Committee with Mr. Puckett serving as Chairman of the Committee.

Mr. Ruble called for New Business.

Mr. Ruble stated that Mr. Elliott, the Airports Attorney, is nearing retirement and that he would like the Board to recognize Mr. Elliott and host a reception to thank him for his long-time service.

The Board was in agreeance to recognize Mr. Elliott and host a reception for him. Mr. Ruble asked the staff to contact Mr. Elliott to see when a convenient time for him would be.

Mr. Ruble stated that it was time for the Board to do the Airport Managers annual review and with no objections, he would like the use the review forms that Mr. Sims put in place.

Discussion ensued.

Mr. Ruble stated that he would get the review forms out to all Board Members and that if everyone would get the forms back to him by mid-September. The review will be completed in October.

Dr. Baker stated that the Airport had an issue several years back where the Board was deficient a Board Member, because they were not being appointed in a

timely fashion. He inquired about having it changed to that if a Board Member is not appointed that the current Board Member serve until one is appointed.

Discussion ensued.

Dr. Baker made the motion to have the Airport Manager obtain the information on how to proceed to have the issue fixed before it becomes an issue again. Mr. Sims seconded the motion. The motion carried unanimously.

Mr. Ruble called for Public Comments.

None.

Mr. Ruble requested the Board Member Comments be added before Close Session on the Agenda. The Board was in agreeance.

Mr. Ruble called for Board Members comments.

Dr. Baker commented that he would like to see the Airport host a fair.

Mr. Quilty commented that he would like to see a percentage column added to the P & L Budget Performance report.

Mr. Sims commented that he would like the Airport staff to look at adding the percentage column to the P & L Budget Performance report but be time sensitive. He also would like to see the marketing efforts of the Airport.

Mr. Ruble asked the staff to put together a report of the Airports marketing efforts before the end of the year.

Mr. Ruble commented that he would like to thank the Board for allowing him to be the Chairman for the next year and he offered a sincere thanks to Mr. Sims for his leadership for the last two years and he thanked Mr. Hines and staff for their hard work, day in and day out.

Closed Session - None

Dr. Conrad moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 7:02 P.M.



Dr. James Baker, Secretary



Daniel Ruble, Chairman