

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: Daniel Ruble
Jeffery Johnson
John White
Andy Puckett
Ben Jenkins
Dr. James Baker

Absent: Frank Sims

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, August 08, 2022, at 5:30 P.M. in the “Dr. F. Ellison Conrad” Conference Room 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 11, 2022.

Mr. Puckett moved to approve the minutes of July 11, 2022. Mr. Johnson 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.

Discussion ensued regarding issuing a Start Work Order to Baker’s.

Dr. Baker moved to issue a Start Work Order for August 22, 2022, on both projects (Runway 6 Extension, Embankment 4, and Sinkhole Repair (Construction)). Mr. Jenkins seconded the motion. The motion carried unanimously.

Mr. Ruble called for the Operations Committee Report.

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

Mr. Ruble called for the Development Committee Report.

Dr. Baker stated that the Development Committee met to discuss and review the Future Airport Projects/Needs document that was put together by Mr. Hines. No action taken, more meetings to discuss Future Airport Projects/Needs at a later date.

Dr. Baker suggested that at the next Board meeting that an airport tour take place.

Mr. Hines stated that he would make arrangements for the airport tour at the next meeting.

Mr. Ruble called for Unfinished Business.

Mr. Ruble stated that him and Mr. Hines had met with Mr. Berry and Mr. Hernandez regarding funds for Land Acquisition and related expenses for the Runway 6 Extension. It was recommended that the Airport request two hundred and fifty thousand dollars (\$250,000) from the County.

Mr. Ruble stated the Resolution that would authorize the Airport staff and consultants to issue the funding request to the County was handed out at the beginning of the meeting needs to be discussed and approved.

Discussion ensued.

Mr. Jenkins moved to approve the Resolution to request funding from the County. Mr. Johnson seconded the motion. The motion carried unanimously.

Mr. Ruble called for New Business.

None.

Mr. Ruble called for Public Comments.

None.

Mr. Ruble called for Board Members comments.

Dr. Baker commented that he is pleased the Board is moving forward on potentially something to do with the hangars.

Mr. Ruble made the motion for Virginia Highlands Airport Authority to conduct a Closed Session pursuant to Code of Virginia § 2.2-3711. A.1., for the purpose of Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Ruble stated that Closed Session would consist of Board Members and Airport Manager.

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. Ruble 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.

**Daniel Ruble – I so certify.
Dr. James Baker – I so certify.
Ben Jenkins – I so certify
Andy Puckett – I so certify.
John White – I so certify.
Jeffery Johnson – I so certify.**

Mr. White made the motion that the Airport Manager be authorized to grant ten (10) additional sick days to a specific employee (Case #1). Mr. Jenkins seconded the motion. The motion carried unanimously.

Mr. Ruble stated that it is time for the Airport Managers evaluation and that he would be e-mailing each Board Member an evaluation form and asked that the forms be completed and sent back to him by the 1st of October.

Mr. Jenkins moved to adjourn. Mr. Johnson seconded the motion. The motion carried unanimously. The meeting adjourned at 7:28 P.M.



Dr. James Baker, Secretary



Daniel Ruble, Chairman



Virginia Highlands Airport Authority

Resolution Authorizing the Request for Funding From Washington County, Virginia to Fund Land Acquisition and Related Expenses for Runway 6 at Virginia Highlands Airport

WHEREAS, the Virginia Highlands Airport Authority (“Authority”) exists as an independent body corporate of the Commonwealth of Virginia created pursuant to Chapter 3, Title 5.1 of the Code of Virginia of 1950, as amended, with all powers authorized under applicable state law, including but not limited to owning and operating an airport, and

WHEREAS, the Authority is undertaking the extension of Runway 6 at the Airport (the “Runway Extension Project”), major elements of which include design and engineering costs and expenses, the acquisition of land for such runway extension and the relocation of portions of State Route 611, and

WHEREAS, while it is anticipated the majority of the funding for the Runway Extension Project is to be provided from the proceeds of federal and state grants for such purpose, such grant proceeds may not be received by Authority at the time that Authority incurs related project costs, and

WHEREAS, in order to meet interim funding requirements for land acquisition for the Runway Extension Project, Authority has secured a line-of-credit with First Bank and Trust Company for funds for the land acquisition and associated cost with the expectation that the Federal Aviation Administration (FAA) and Virginia Department of Aviation would provide reimbursement for the land acquisition, and

WHEREAS, Virginia Department of Aviation (DOAV) has advanced Authority a grant to assist in paying down the principal and interest on the line-of-credit, and

WHEREAS, Authority has now been notified by FAA that FAA does not intend to reimburse Authority for the land acquisition, resulting in the hardship of Authority to satisfy the balance on the line-of-credit, now

THEREFORE, BE IT RESOLVED by the Board of Directors of the Authority that airport staff and consultants of Authority are hereby authorized to issue a Funding Request in the amount of Two-hundred fifty-thousand dollars (\$250,000.00) to Washington County, Virginia Board of Supervisors for the above referenced land acquisition and related costs and in connection therewith to receive and disperse receipts from such request to First Bank and Trust to be applied to the outstanding balance on the Line-of-Credit, and

IT IS ADDITIONALLY RESOLVED that in the event FAA grants the funds for reimbursement the request for funding from Washington County, Virginia will be rescinded or modified to the satisfaction of the Authority.

Adopted this 8th day of August 2022, at a regular meeting of the Board of Directors of the Virginia Highlands Airport Authority, by a majority of the Directors present and voting, a quorum existing.



Secretary