

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

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

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, September 12, 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, Amber Miller, Administrative Assistant and Jarrod Power, Operations Supervisor.

Mr. Ruble stated that the Board would be taking a brief tour of the Airport.

No action took place during the tour.

Mr. Ruble called for approval of the Minutes of the Regular Meeting August 08, 2022.

Dr. Baker moved to approve the minutes of August 08, 2022. Mr. Puckett 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. Ruble called for the Operations Committee Report.

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

Mr. Ruble called for the Development Committee Report.

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

Mr. Ruble called for Unfinished Business.

None.

Mr. Ruble called for New Business.

Mr. Hines stated that back in March 2022, there was an incident where the lineman (after fueling) left the fuel cap off the Strongwell Jet, and some damage was done to the aircraft. The incident was reported to him the same day. He told our lineman to tell Strongwell that we would take care of it, that we would call our insurance, never heard another word from Strongwell until a couple weeks ago when we received a bill for sixteen thousand six hundred ninety-eight dollars and fifty-eight cents (\$16,698.58). Turned it into our insurance and it has been denied, reason being, the pilot-in-command is supposed to do a preflight before take-off. Strongwell has requested that their hangar rent be reduced until they're reimbursed for the full amount.

Discussion ensued.

Mr. White made the motion to send the letter of denial from our insurance to Strongwell and ask them to file it with their insurance. Mr. Johnson seconded the motion. Motion carried 5-0-2 with Mr. Ruble and Mr. Sims abstaining.

Mr. Ruble requested that the Development Committee meet to discuss the options for Food City's Hangar.

Mr. Ruble requested that the Operations Committee meet to review our line of credit and develop a plan to eliminate that debt and to take look at our overall employee relations, recruitment, and retention.

Amber Miller stated that we have a tenant, Mr. Buchanan who has recently sold his aircraft and has submitted a request to temporarily lease his hangar to the purchaser. In the T-Hangar Lease, section 5, it says, "Lessee may request the Authority to temporarily lease his/her hangar space to the purchaser on a month-to-month basis not to exceed six (6) months".

Discussion ensued.

Mr. Puckett moved to approve Mr. Buchanan's request to temporarily lease his hangar to the purchaser, not to exceed six (6) months. Mr. Jenkins seconded the motion. The motion carried unanimously.

Mr. Ruble called for Public Comments.

The following people addressed the Board:

Mr. Stephen Quilty

Mr. Ruble called for Board Members comments.

Mr. Ruble commented that he had met with Mr. Pennington and that he did express favorability for the Airports request.

Mr. Ruble made the motion for 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. Mr. Jenkins seconded the motion. The motion carried unanimously.

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

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.

Frank Sims – I so certify.

Jeffery Johnson – I so certify.

Mr. Ruble stated that he had e-mailed each Board Member the Airport Managers evaluation and asked that the forms be completed and sent back to him by the 1st of October.

Dr. Baker moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 8:04 P.M.



Dr. James Baker, Secretary



Daniel Ruble, Chairman