

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present:** Daniel Ruble  
Jeffery Johnson  
Frank Sims  
John White  
Dr. James Baker

**Absent:** Andy Puckett  
Ben Jenkins

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Wednesday, October 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, and Amber Miller, Administrative Assistant.

Mr. Ruble called for approval of the Minutes of the Regular Meeting September 12, 2022.

Mr. Sims stated a correction need to be made on page 1, where it reads “Mr. Puckett stated that the Operations Committee Report has not met” needs to read “Mr. Sims stated that the Operations Committee Report has not met”.

Mr. Sims moved to approve the minutes of September 12, 2022, with correction. Mr. Johnson seconded the motion. The motion carried unanimously.

Mr. Ruble called for the Financial Report.

Mr. Johnson 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 met to discuss resolving the line-of-credit and employee retention.

Mr. Sims stated that it is the recommendation of the Operations Committee on the line-of-credit is to take out a loan with quarterly payments. The questioned was asked about using part of the certificate of deposit to pay off the line-of-credit.

**Discussion ensued.**

**Mr. Hines stated that First Bank & Trust Company has presented the option to convert the line-of-credit to a loan with 3.65% fixed interest for five (5) years and the certificate of deposit would be adjusted to a five (5) year CD term at a rate of 1.65%.**

**Discussion ensued.**

**Mr. Ruble asked the Operations Committee to meet to review all options for the certificate of deposit and line-of-credit.**

**Mr. Ruble called for a five (5) minute break at 6:45 PM.**

**Mr. Ruble called the meeting back to order at 6:51 PM.**

**Mr. Sims stated that the Operations Committee also discussed options for employee retention. No action taken, more meetings to discuss employee retention will be held at a later date.**

**Mr. Ruble called for the Development Committee Report.**

**Dr. Baker stated that the Development Committee met to discuss hangar options. No action taken, more meetings to discuss hangar options will be held at a later date.**

**Mr. Ruble called for Unfinished Business.**

**None.**

**Mr. Ruble called for New Business.**

**Mr. Hines stated that three (3) bids had been received for a 40'x24'x14' high metal vertical roof cover for the Oshkosh snowplow.**

- Carport Central      \$ 6,595.00**
- Alan's                      \$ 7,882.88**
- Eagle Carports        \$12,630.84**

**Discussion ensued.**

**Dr. Baker made the motion to accept the bid from Carport Central in the amount of six thousand five hundred ninety-five dollars (\$6,595.00). Mr. Sims seconded the motion. The motion carried unanimously.**

**Mr. Hines stated that there had been a request regarding the Jet-A Fuel Program, that if forty thousand dollars (\$40,000) was paid could a seventy cents (\$0.70) discount be received.**

**Discussion ensued.**

**Dr. Baker made the motion to add a level to the Jet-A Fuel Program that if a purchase of \$40,000.00, paid in full, in advance and non-refundable, will result in a discount of \$0.70 per gallon off the current retail price as posted by Virginia Highlands Airport (VJI) on the day of delivery into the aircraft. All fuel purchased under the Block Fuel Program must be delivered into the aircraft owned or leased by the person(s) signing agreement at the beginning of the program. This program is not transferable to another aircraft, or another owner or pilot. Mr. Johnson second the motion. The motion carried unanimously.**

**Mr. Ruble called for Public Comments.**

**None.**

**Mr. Ruble called for Board Members comments.**

**Mr. White commented that good progress has been made.**

**Dr. Baker commented that today discussion is one of the primary reasons he likes being on this Board. Everybody can throw their ideas in, and everyone listen and almost never end up where you thought you at the beginning. Going through three or four different possibilities, each one seeming a little bit better than the last. That he has been on boards that are diametrically opposed to that approach.**

**Mr. Johnson commented that he echoes Dr. Baker's comment.**

**Mr. Ruble thanked everyone for being at the meeting and thanked the staff for all the hard work they do every day.**

**Mr. Ruble stated that Airport Managers evaluation will be moved to the November meeting when all Board Members are present.**

**Mr. Sims moved to adjourn. Mr. White seconded the motion. The motion carried unanimously. The meeting adjourned at 7:10 P.M.**

  
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**Dr. James Baker, Secretary**

  
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**Daniel Ruble, Chairman**