

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

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

**Absent:** John White

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, November 14, 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 October 12, 2022.

Dr. Baker moved to approve the minutes of October 12, 2022, with the following correction, on page 2, where it reads “six thousand ninety-five dollars (\$6,595.00)” needs to read “six thousand five hundred ninety-five dollars (\$6,595.00)”. Mr. Sims seconded the motion. Motion carried 4-0-2 with Mr. Jenkins and Mr. Puckett abstaining.

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 met to review all options for the line-of-credit and the certificate of deposit and that it is the motion of the Operations Committee to allow the airport manager and staff to work with First Bank & Trust on a split Certificate of Deposit transaction, by using the balance of the current Certificate of Deposit, Five hundred fifteen thousand one hundred fifty-eight dollars and seventy-four cents (\$515,158.74), to obtain a new Certificate of Deposit in the amount of Two hundred thirty-three thousand six hundred ninety-eight dollars and ninety-seven cents (\$233,698.97) for a 5-year term serving as

collateral on a loan to pay off the existing Line-Of-Credit used for land acquisition on the runway extension project. Additionally, move funds totaling Three hundred thousand dollars (\$300,000) (remaining balance from current Certificate of Deposit Two hundred eighty-one thousand four hundred fifty-nine dollars and seventy-four cents (\$281,459.74) plus eighteen thousand five hundred forty dollars and twenty-six cents (\$18,540.26) from VHA checking account) to First Trust & Wealth Management for the purchase of two (2) Brokerage CDs in the amount of One hundred fifty thousand dollars (\$150,000) each, laddering the terms to mature in six (6) months and twelve (12) months.

**Discussion ensued.**

**Mr. Ruble called for a vote. Motion carried 5-0-1 with Mr. Puckett abstaining.**

**Discussion ensued.**

**Mr. Johnson moved to authorize Airport Manager, Staff and Board Chairman to work with and execute all documents with First Bank & Trust on a split Certificate of Deposit transaction, by using the balance of the current Certificate of Deposit, Five hundred fifteen thousand one hundred fifty-eight dollars and seventy-four cents (\$515,158.74), to obtain a new Certificate of Deposit in the amount of Two hundred thirty-three thousand six hundred ninety-eight dollars and ninety-seven cents (\$233,698.97) for a 5-year term serving as collateral on a loan to pay off the existing Line-Of-Credit used for land acquisition. Additionally, move funds totaling Three hundred thousand dollars (\$300,000) (remaining balance from current Certificate of Deposit Two hundred eighty-one thousand four hundred fifty-nine dollars and seventy-four cents (\$281,459.74) plus eighteen thousand five hundred forty dollars and twenty-six cents (\$18,540.26) from VHA checking account) to First Trust & Wealth Management for the purchase of two (2) Brokerage CDs in the amount of One hundred fifty thousand dollars (\$150,000) each, laddering the terms to mature in six (6) months and twelve (12) months. Mr. Jenkins seconded the motion.**

**Discussion ensued.**

**Mr. Ruble called for a vote. The motion carried 5-0-1 with Mr. Puckett abstaining.**

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

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

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

**None.**

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

**Mr. Hines requested Board approval for the annual Christmas dinner for all employees.**

**Discussion ensued.**

**Dr. Baker moved to approve an employee Christmas Dinner. Mr. Johnson seconded the motion. The motion carried unanimously.**

**Mr. Ruble stated that approval was needed for the 2023-2024 County Budget of Three hundred sixty-three thousand six hundred ninety-nine dollars (\$363,699) consisting of the following projects:**

- Grant Match - Runway Lighting and Pavement Rehabilitation (Design) \$10,000**
- Grant Match - Terminal Building Interior Renovations (Design/Construction) \$100,000**
- Grant Match - Fuel Farm Rehabilitation \$20,000**
- Debt Retirement – Land Acquisition \$233,699**

**Mr. Puckett moved to accept the 2023-2024 County Budget as presented. Mr. Johnson seconded the motion.**

**Discussion ensued.**

**Mr. Ruble called for a vote. The motion carried unanimously.**

**Mr. Ruble stated that the next item to be considered is the email received last week to consider a one-time bonus payment to employees as proposed by the Airport Manager.**

**Mr. Hines stated that Washington County is providing a one-time bonus payment for all their employees, full-time employees will receive one thousand dollars (\$1,000) and part-time employees will receive a two hundred fifty dollars (\$250).**

**Mr. Hines stated that he is requesting the Board of Directors consider a similar bonus for the Airport employees that all full-time employees (excluding the Airport Manager) receive One thousand dollars (\$1,000) and part-time employees receive Five hundred dollars (\$500).**

**Discussion ensued.**

**Dr. Baker moved to approve the one-time bonus for the Airport employees, who are on the Employee list as of November 14, 2022, with all full-time employees (including the Airport Manager) receive One thousand dollars (\$1,000) and part-time employees receive Five hundred dollars (\$500) with the Airport Manager**

requesting supplemental funding from the County to cover the expense. Mr. Sims seconded the motion.

Discussion ensued.

Dr. Baker amended his motion to read “moved to approve the one-time bonus for the Airport employees, who are on the Employee list as of November 14, 2022, with all full-time employees (including the Airport Manager) receiving One thousand dollars (\$1,000) and part-time employees receiving Five hundred dollars (\$500) for a total of Nine thousand dollars (\$9,000) with the Airport Manager requesting supplemental funding of Nine thousand dollars (\$9,000) from the County to cover the expense”. Mr. Sims seconded the amended motion. The motion carried unanimously.

Mr. Ruble stated that in the past at the Boards December meeting that a Holiday Reception has been held. He asked the Board Members if that is something they would like to do again this year.

Discussion ensued.

Dr. Baker moved to have the Holiday Reception, December 12, 2022 @ 6:00 PM. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Ruble called for Public Comments.

None.

Mr. Ruble called for Board Members comments.

Dr. Baker commented that he would like to remind the Board Members that if three (3) or more Board Members is involved in a conversation in reference to a subject that the Board needs to decide on in person or via email that it is considered an illegal meeting.

Mr. Ruble thanked everyone for being at the meeting tonight and prior Committee meetings and wished everyone a Happy Thanksgiving and safe travels to the ones that maybe traveling.

Closed Session.

None.

Mr. Johnson moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously. The meeting adjourned at 6:39 P.M.

  
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Dr. James Baker, Secretary

  
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Daniel Ruble, Chairman