

**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, January 09, 2023, 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 December 12, 2022.

Dr. Baker moved to approve the minutes of December 12, 2022. Mr. Sims 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 had not met.

Mr. Ruble called for the Development Committee Report.

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

Mr. Ruble called for the Audit Committee Report.

Mr. Puckett stated that the Audit Committee did meet with David Brown with Hicok, Brown & Company CPAs to review the Draft Financial Audit, June 30, 2022. It is the Audit Committees recommendation is to put a formal electronic

**payment policy and procedure in place for any wire transfer or any ACH transaction.**

**Discussion ensued.**

**Mr. Ruble asked that the staff have a Draft Electronic Payment Policy and Procedure for review by the Board at the next meeting.**

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

**None.**

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

**Dr. Baker moved that the facility manager and his office respond to the letter received from Dr. Matney, Commissioner of Revenue dated October 28, 2022, that they are welcomed to send one employee to accompany the Airport employees on the next inspection. Mr. Ruble seconded the motion.**

**Discussion ensued.**

**Mr. Sims stated that he feels that the Airport Attorney needs to be consulted.**

**Discussion ensued.**

**Dr. Baker withdrew his motion.**

**Dr. Baker stated that he still feels that the Airport Staff still needs to respond in writing to the letter received from Dr. Matney, Commissioner of Revenue and contact the Airport Attorney and request assistants in understanding our legal obligations.**

**Discussion ensued.**

**Mr. Ruble asked that a copy of the letter be sent by e-mail to each Board member for review again and that each Board member send their thoughts and questions directly to the Airport Manager.**

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

**None.**

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

**Mr. Puckett commented that he commended the Staff on the Christmas Party and that several compliments was given from the attendees.**

**Dr. Baker commented that he appreciated the little airplane ornaments that were given out at the Christmas Party and appreciated everyone dealing with this particular issue.**

**Mr. Ruble thanked everyone from attending and thanked the staff for their hard work that they do on a daily basis.**

**Closed Session.**

**None.**

**Mr. Puckett moved to adjourn. Mr. Jenkins seconded the motion. The motion carried unanimously. The meeting adjourned at 6:52 P.M.**



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**Dr. James Baker, Secretary**



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**Daniel Ruble, Chairman**