

**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, February 13, 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 January 09, 2023.

Dr. Baker moved to approve the minutes of January 09, 2023, with one correction, page 3, first paragraph where it says “Mr. Baker” needs to read “Dr. Baker”. 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.

Dr. Baker moved to approve the five (5) new grant applications listed in Attachment “A” (attached). Mr. Puckett second the motion. The motion carried unanimously.

Mr. Hines stated that a draft resolution in regard to addressing electronic payment policy, material weakness as identified in the audit needs to be reviewed and approved.

Discussion ensued.

Mr. Johnson requested to work with the Manager on rewording of the resolution in regard to addressing electronic payment policy, material weakness as identified in the audit.

**Discussion ensued.**

**Dr. Baker moved to have Mr. Johnson work with the Manager on rewording of the resolution in regard to addressing electronic payment policy, material weakness as identified in the audit. Mr. Johnson seconded the motion. The motion carried unanimously.**

**Mr. Hines stated that the Airport has a Term Contract for Professional Services with Delta Airport Consultants, Inc. The original contract term was for one (1) year, beginning February 17, 2020, with a maximum of four (4) additional one (1) year Contract Terms. The current Term Contract expires February 16, 2023. A contract for Professional Services is required for all projects funded by grants offered by DOAV and FAA. Mr. Hines recommended approval of extending the Term Contract with Delta for one (1) year beginning February 16, 2023.**

**Discussion ensued.**

**Dr. Baker moved to approve the extending the Term Contract with Delta for one year beginning February 16, 2023. Mr. Sims seconded the motion. The motion carried unanimously.**

**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 Unfinished Business.**

**None.**

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

**None.**

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

**Mr. Quilty addressed the Board.**

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

**Mr. White commented that he thinks that it is time to address having more Jet-A fuel capacity at the fuel farm and the possibility of having self-serve Avgas 100LL.**

Mr. Sims commented that rumor has it that the Airport is losing Amber and that he has enjoyed working with her. We never like to see a senior member of the staff leave, should we take this opportunity to address the Airports staffing needs.

Mr. Ruble made the motion for Virginia Highlands Airport Authority to conduct a Closed Session pursuant to Code of Virginia § 2.2-3711. A.5., for the purpose of Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest. Dr. Baker seconded the motion. The motion carried unanimously.

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

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 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. Mr. Sims seconded the motion. The motion carried unanimously.

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

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.

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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.

Dr. Baker moved to increase the Airport Managers salary to eighty-nine thousand dollars (\$89,000). Mr. White seconded the motion. The motion carried unanimously.

Mr. White moved to adjourn. Mr. Jenkins seconded the motion. The motion carried unanimously. The meeting adjourned at 8:42 P.M.



Dr. James Baker, Secretary



Daniel Ruble, Chairman