

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

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

Absent: Jeffery Johnson
John White

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, March 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 April Conner, Administrative Assistant.

Mr. Hines introduced the new Administrative Assistant, April Conner to the Board.

Mr. Ruble called for approval of the Minutes of the Regular Meeting February 13, 2023.

Mr. Puckett moved to approve the minutes of February 13, 2023. 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 had not met.

Mr. Ruble stated that each Board member has a copy of the draft Vendor Payment Change Request form in front of them for review.

Discussion ensued.

Mr. Puckett moved to approve the Vendor Payment Change Request form. Dr. Baker seconded the motion.

Discussion ensued.

Mr. Puckett amended his motion to say, moved to approve the Vendor Payment Change Request form with the following change where it says, "Verification Procedures if Request for Payment Change is not made in person:" needs to read "Verification is to be made when a Request for Payment Change is made." Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Ruble stated that approval was needed for the June 30, 2022, Audit.

Mr. Puckett moved to approve the June 30, 2022, Audit. Mr. Jenkins seconded the motion. The motion carried unanimously.

Mr. Ruble called for Unfinished Business.

None.

Mr. Ruble called for New Business.

Mr. Hines stated that there had been interest in constructing a Large Hangar and a set of Box Hangars.

Discussion ensued.

Mr. Ruble asked Mr. Hines to see what the site prep would cost and bring those numbers to the Board at the next meeting.

Mr. Ruble called for Public Comments.

None.

Mr. Ruble called for Board Members comments.

Mr. Sims welcomed April Conner to the VHAA Staff.

Mr. Jenkins stated that Meade Tractor is going to move ahead with their project to remove the hill where the old barn use to sit and has inquired about using the dirt as fill at the old Wright Equipment property.

Mr. Ruble welcomed April Conner.

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. Dr. Baker seconded the motion. The motion carried unanimously.

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

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.

Frank Sims – I so certify.

Mr. Puckett moved to make the Airport Managers salary effective February 01, 2023. Mr. Jenkins seconded the motion. The motion carried unanimously.

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.

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.

Frank Sims – I so certify.

Dr. Baker moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 8:05 P.M.



Dr. James Baker, Secretary



Daniel Ruble, Chairman