

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

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

**Absent:** Frank Sims  
John White

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, May 08, 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. Ruble called for approval of the Minutes of the Regular Meeting April 10, 2023.

Dr. Baker moved to approve the minutes of April 10, 2023. Mr. Johnson seconded the motion. The motion carried unanimously.

Mr. Hines introduced Elizabeth Carroll with Aflac.

Ms. Carroll gave a brief presentation regarding the Short-Term Disability Insurance that Aflac offers for employees.

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. Hines proposed that the Board authorize that each qualified full-time employee be paid forty dollars (\$40.00) per month in addition to their regular salary to be applied to short-term disability.

Discussion ensued.

Mr. Ruble called for the Operations Committee Report.

Mr. Puckett 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.**

**Mr. Ruble asked Mr. Jenkins if there was an update on the fill material that would be coming from Meade Tractor to the Old Wright Equipment site.**

**Mr. Jenkins states that there had been no updates.**

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

**Mr. Ruble stated that the short-term disability proposal will be taken up when the Operations Budget is done.**

**Mr. Hines stated that a Code of Ethics needed to be adopted by the Board to be in compliance with the requirements of a FAA grant in which it states “ A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318.)” Mr. Hines passed out a draft Code of Ethics to the Board Members for their review.**

**Mr. Ruble stated that this would be an action item to bring back before the Board in the future.**

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

**None.**

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


**Dr. Baker commented that he apologized for his phone ringing in the middle of the meeting.**

**Mr. Ruble thanked everyone for attending and thanked the staff for the hard work that they do daily.**

**Closed Session.**

**None.**

**Dr. Baker moved to adjourn. Mr. Johnson seconded the motion. The motion carried unanimously. The meeting adjourned at 6:14 P.M.**

  
**Dr. James Baker, Secretary**

  
**Daniel Ruble, Chairman**