

**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, June 23, 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 May 08, 2023.

Dr. Baker moved to approve the minutes of May 08, 2023. 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.

Mr. Ruble called for the Operations Committee Report.

Mr. Sims stated that the Operations Committee had met to review the 23-24 Operations Budget and that it is the recommendation of the Operations Committee to approve the 23-24 Operations Budget as presented.

Discussion ensued.

Dr. Baker moved to table the discussion on the 23-24 Operations Budget. Mr. Jenkins second the motion. The motion carried unanimously.

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. Hines stated that the consideration of the proposal to provide forty dollars (\$40.00) per month for the three (3) qualified full-time employees to be used for Aflac short-term disability insurance needed to be discussed.

Discussion ensued.

Mr. Jenkins moved to approve the forty dollars (\$40.00) per month for the three (3) qualified full-time employees to be used for Aflac short-term disability insurance for a total of one thousand four hundred forty dollars (\$1,440.00) per year. Mr. Sims seconded the motion. The motion carried unanimously.

Dr. Baker moved to reconsider the 23-24 Operations Budget proposed by the Operations Committee. Mr. Jenkins seconded the motion. The motion carried unanimously.

Mr. Ruble asked if there was any further discussion on the 23-24 Operations Budget.

Hearing no further discussion, Mr. Ruble called for a vote on adopting the 23-24 Operations Budget proposed by the Operations Committee. The motion carried unanimously.

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.)”

Discussion ensued.

Mr. Jenkins moved to adopt the Code of Ethics. Mr. Jenkins seconded the motion. The motion carried unanimously.

Mr. Ruble called for New Business.

Mr. Hines stated that attachment #2 is a resolution to approve Authority apply for a grant from the FAA for \$423,000.00 and from Virginia Department of Aviation (DOAV) for \$37,600.00 for funds for design through bidding for engineering services and related costs for the project to be identified as Rehabilitate Runway 6-24 (Design through Bidding), and that the administrative staff be permitted to apply for these funds, accept grant offers and modifications, if needed, and to have grants executed and to disburse funds as required in the Application for Federal Assistance.

Discussion ensued.

Mr. White moved to approve the resolution. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Ruble called for Public Comments.

None.

Mr. Ruble called for Board Members comments.

Mr. White commented that he had been a long-time user of the airport and that Mickey, and his staff, have got this down pat, and they do a good job, and no doubt will continue to do a good job.

Mr. Jenkins thanked the Operations Committee and staff for their work on the Budget.

Mr. Ruble thanked Mr. Puckett for his many years of service and asked him to come back for the next meeting.

Closed Session.

None.

Mr. Ruble reminded the Board the elections will be held at the July meeting.

Mr. Puckett moved to adjourn. Mr. Johnson seconded the motion. The motion carried unanimously. The meeting adjourned at 7:30 P.M.



Dr. James Baker, Secretary



Daniel Ruble, Chairman

CODE OF ETHICS

VIRGINIA HIGHLANDS AIRPORT AUTHORITY

VIRGINIA HIGHLANDS AIRPORT

WASHINGTON COUNTY, VIRGINIA

SECTION 1. Applicability

This *Code of Ethics* is applicable to all **Directors, Officers and Employees of VIRGINIA HIGHLANDS AIRPORT and VIRGINIA HIGHLANDS AIRPORT AUTHORITY.**

SECTION 2. Definition of "personal interest".

(1) For purposes of Sections 3 and 4, "personal interest" means:

(a) Any financial, ownership, or employment interest in the subject of a vote by Virginia Highlands Airport Board of Directors not otherwise regulated by statutes on conflicts of interests; or

(b) Any financial, ownership, or employment interest in a matter to be regulated or supervised; or

(c) Any such financial, ownership, or employment interest of the Directors, officer's or employee's spouse, parent(s), stepparent(s), grandparent(s), sibling(s), child(ren), or stepchild(ren).

(2) The words "employment interest" include a situation in which a Director, officer or employee or a designated family member is negotiating possible employment with a person or organization that is the subject of the vote or that is to be regulated or supervised.

(3) In any situation in which a personal interest is also a conflict of interest under state law, the provisions of the state law take precedence over the provisions of this code.

(4) VHAA means Virginia Highlands Airport Authority

(5) VHA means Virginia Highlands Airport.

(6) KVJI refers to the official federal designation of Virginia Highlands Airport.

(7) Board of Directors means persons officially appointed to the Virginia Highlands Airport Authority by the Washington County Board of Supervisors.

SECTION 3. Disclosure of personal interest by official with vote. A Director with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest or employment interest that affects or that would lead a reasonable person to infer that it affects the Director's vote on the measure. In addition, the Director may recuse himself or herself from voting on the measure.

SECTION 4. **Disclosure of personal interest in nonvoting matters.** An officer or employee of Virginia Highlands Airport Authority who must exercise discretion relative to any matter, other than casting a vote, and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose the interest to the Board of Directors, either verbally or via written statement.

SECTION 5. **Acceptance of gratuities, etc.** A Director, officer or employee of Virginia Highlands Airport Authority may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the Virginia Highlands Airport Authority:

(1) For the performance of an act, or refraining from performance of an act, that he or she would be expected to perform, or refrain from performing, in the regular course of his or her duties; or

(2) That might reasonably be interpreted as an attempt to influence his or her action, or reward him or her for past action, in executing Virginia Highlands Airport Authority or Virginia Highlands Airport (KVJI) business; provided, however, that a gift or gratuity that is not cash or a cash equivalent (such as a check or gift card), and which has a value of \$50.00 or less, shall not be interpreted as an attempt to influence the action of the Director, officer or employee.

SECTION 6. **Use of information.**

(1) A Director, officer or employee of VHAA may not disclose any information obtained in his or her official capacity or position of employment that is made confidential under state or federal law except as authorized by law.

(2) A Director, officer or employee of VHAA may not use or disclose information obtained in his or her official capacity or position of employment with the intent to result in financial gain for himself or herself or any other person or entity.

SECTION 7. **Use of Virginia Highlands Airport Authority time, facilities, etc.**

(1) A Director, officer or employee of VHAA may not use or authorize the use of Virginia Highlands Airport Authority time, facilities, equipment, or supplies for private gain or advantage to himself or herself.

(2) A Director, officer or employee of VHAA may not use or authorize the use of Virginia Highlands Airport Authority time, facilities, equipment, or supplies for private gain or advantage to any private person or entity, except as authorized by legitimate contract or lease that is determined by the Board of Directors to be in the best interests of Virginia Highlands Airport.

SECTION 8. **Use of position or authority.**

(1) A Director, officer or employee of VHAA may not make or attempt to make private purchases, for cash or otherwise, in the name of Virginia Highlands Airport Authority or Virginia Highlands Airport.

(2) A Director, officer or employee of VHAA may not use or attempt to use his or her

position to secure any privilege or exemption for himself or herself or others that is not authorized by the charter, general law, Bylaws, resolution or policy of Virginia Highlands Airport Authority.

SECTION 9. **Outside employment.** A Director, officer or employee of Virginia Highlands Airport Authority may not accept or continue any outside employment if the work unreasonably inhibits the performance of any affirmative duty of Virginia Highlands Airport position or conflicts with any provision of Virginia Highlands Airport charter, Bylaws, resolution, Rules and Regulations, Minimum Standards or policy.

SECTION 10. **Ethics complaints.**

(1) The VHAA legal counsel is designated as the ethics officer of Virginia Highlands Airport. Upon the written request of a Director, officer or employee potentially affected by any provision of this Code of Ethics, the legal counsel may render an oral or written advisory ethics opinion based upon this chapter and other applicable law.

(a) Except as otherwise provided in this subsection, the legal counsel shall investigate any credible complaint against a Director, officer or employee charging any violation of this Code of Ethics, or may undertake an investigation on his or her own initiative when he or she acquires information indicating a possible violation and make recommendations for action to end or seek retribution for any activity that, in the counsel's judgment, constitutes a violation of this Code of Ethics.

(b) The legal counsel may request that the Board of Directors hire another attorney, individual, or entity to act as ethics officer when he or she has or will have a conflict of interests in a particular matter.

(c) When a complaint of a violation of any provision of this Code of Ethics is lodged against a member of the VHAA Board of Directors the Board of Directors shall either determine that the complaint has merit, determine that the complaint does not have merit, or determine that the complaint has sufficient merit to warrant further investigation. If the Board of Directors determines that a complaint warrants further investigation, it shall authorize an investigation by the legal counsel or another individual or entity chosen by the Board of Directors.

(2) The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this code of ethics.

(3) When a violation of this code of ethics also constitutes a violation of a VHA personnel policy, rule, regulation, or Minimum Standard the violation shall be dealt with as a violation of the personnel provisions rather than as a violation of this Code of Ethics.

SECTION 11. **Violations.** A VHAA Director, Officer or employee who violates any provision of this Code of Ethics is subject to disciplinary action or punishment as provided by the VHAA charter or Bylaws, Personnel Policy, rule, regulation or Minimum Standard, or other applicable law and in addition is subject to censure by the Board of Directors.

Approved by Virginia Highlands Airport Authority on June 12, 2023.

Secretary _____





A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY

WHEREAS, the Virginia Highlands Airport Authority (the “Authority”) was created by the Board of Supervisors of Washington County, Virginia for a public purpose and as a matter of public necessity, and

WHEREAS, pursuant to §5.1-33 of the Code of Virginia, the airport has been acquired, owned, and controlled by the Authority for public, governmental, and municipal purposes as a licensed public use airport by the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV), and

WHEREAS, the lands, easements and privileges acquired and owned, controlled, or occupied by the Authority have been declared in §5.1-33 to be for public, governmental, and municipal purposes, and to be within the definition of property acquired for public uses as such term is used in Article 1, Section II of the Constitution of Virginia, and

WHEREAS, pursuant to §5.1-41 of the Code of Virginia, the Authority has the power and obligation to construct, improve, equip, maintain, and operate an airport for Washington County and has so operated the airport since 1987, and from that date has consistently improved the facilities to accommodate safe operations of modern and up-to-date non-commercial and business aviation aircraft, and

WHEREAS, in having regularly provided facilities intended to comply with the safety and security requirements of the aviation industry, and the related regulating agencies, the airport’s existence has had a secondary effect of providing a positive impact to the economic base of Washington County and other parts of the Southwest Virginia region, and

WHEREAS, the Authority is currently engaged in a multi-million dollar runway extension project, known as the *Runway 6 Extension Project*, designed and engineered to provide additional safety for operations at the airport and will attract additional business aircraft operations, and

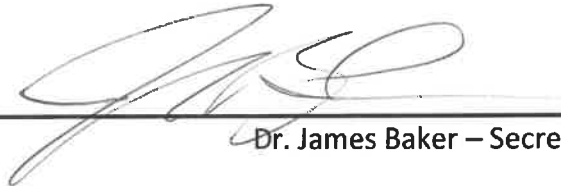
WHEREAS, significant funding from the FAA, DOAV, Washington County, VA, and Virginia Department of Transportation has been provided to the Authority for the runway extension project there exist a major and immediate need to rehabilitate existing runway 6/24, and

WHEREAS, Virginia Highlands Airport Authority has approved and applied for funds from FAA in compliance with Title 2 CFR § 200.112 and § 1201.112 and from Virginia Department of Aviation for design and engineering cost for the project, therefore,

BE IT RESOLVED, that the Authority apply for a grant from the FAA for \$423,000.00 and from Virginia Department of Aviation (DOAV) for \$37,600.00.00 for funds for design through bidding for engineering services and related costs for the project to be identified as *Rehabilitate Runway 6 -24 (Design through Bidding)*, and

FURTHER BE IT RESOLVED, the Airport Authority administrative staff be permitted to apply for these funds, accept grant offers and modifications, if needed, and to have grants executed and to disburse funds as required in the Application for Federal Assistance, (the Grant).

This **RESOLUTION** adopted this 12th day of June 2023 at a regular meeting of the Board of Directors of Virginia Highlands Airport Authority, by a majority of Directors present and voting, a quorum existing.



Dr. James Baker – Secretary, Virginia Highlands Airport Authority