

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: Dr. James Baker
Jeffery Johnson
Frank Sims
Kent Hutton
Daniel Ruble

Absent: Ben Jenkins
John White

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, August 14, 2023, at 5:30 P.M. in the “Dr. F. Ellison Conrad” Conference Room of the Terminal Building. Dr. Baker, 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.

Dr. Baker called for approval of the Minutes of the Regular Meeting July 17, 2023.

Mr. Sims moved to approve the minutes of July 17, 2023. Mr. Johnson seconded the motion. The motion carried unanimously.

Dr. Baker presented Mr. Puckett with a plaque and thanked him for his service on the Board.

Dr. Baker called for the Financial Report.

Mr. Johnson gave the Financial Report.

Dr. Baker called for the Manager’s Report.

Mr. Hines gave the Manager’s Report.

Dr. Baker called for the Operations Committee Report.

Mr. Sims stated that the Operations Committee had not met.

Dr. Baker called for the Development Committee Report.

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

Dr. Baker called for Unfinished Business.

Dr. Baker stated that appointments of the Committees needed to be made.

Dr. Baker appointed Mr. Sims, Mr. Johnson, and Mr. Hutton to serve on the Operations Committee with Mr. Sims serving as Chairman.

Dr. Baker appointed Mr. Ruble, Mr. Jenkins, and Mr. White to serve on the Development Committee with Mr. Ruble serving as Chairman.

Dr. Baker appointed Mr. Johnson, Mr. Ruble, and Mr. Sims to serve on the Audit Committee with Mr. Johnson serving as Chairman.

Mr. Hines gave an update on the Extend Runway 6-24 Project.

Dr. Baker called for New Business.

Mr. Hines requested permission to speak with Lending Institutions to get rates, ideas, and prices for funding of the Westside Development Phase 2.

Mr. Ruble moved to authorize airport staff to speak with Lending Institutions to get rates, ideas, and prices for funding of the Westside Development Phase 2. Mr. Johnson seconded the motion. The motion carried unanimously.

Mr. Hines stated that there had been a Newly Amended Security for Public Deposits Act Regulations that Virginia public depositors will be required to use Treasury's web-based Public Funds Search feature to ensure the banks they use are accurately reporting their public funds account to the Treasury Board. Public depositors are required to access this data quarterly via Treasury's web portal to ensure public funds account are being reported correctly. This applies to all public fund bank accounts opened and maintained by all of Virginia's public entities established under the Code of Virginia or Local ordinance. Mr. Hines said that there are two (2) ways to handle the reporting:

- 1. Allow the Airport staff to handle the reporting.**
- 2. Allow the County Treasurer to handle the reporting.**

Mr. Hines recommended allowing the County Treasurer to handle the reporting.

Discussion ensued.

Mr. Johnson moved that in order to comply with the New Public Deposit Act that the staff is authorized upon receipt of the balances and account information to forward those on to the County Treasurer to report. Mr. Ruble seconded the motion.

Discussion ensued.

Mr. Johnson amended the motion to say, "that in order to comply with the New Public Deposit Act that the staff is authorized upon receipt of the balances and account information to forward those on to the County Treasurer to report and that

the staff request confirmation that the report has been filed". Mr. Ruble seconded the motion. The motion carried unanimously.

Mr. Hines stated that the new owner of the St. John House has made a request to lease or purchase property around his property.

Discussion ensued.

The Board was in agreement that this request be discussed at a later date.

Dr. Baker stated he would like to propose putting some verbiage together to be presented at the next meeting to amend the By-Laws to allow topics to be discussed before motions are made and to allow the Chairman to participate in discussions.

Discussion ensued.

Proposed amendments to the By-Laws will be presented at next month's meeting.

Dr. Baker called for Public Comments.

None.

Closed Session.

None.

Dr. Baker called for Board Members' comments.

Mr. Ruble commented that he hated that Mr. Jenkins and Mr. White were absent but it was a very good meeting.

Mr. Johnson commented that he welcomes the open discussions that members were able to have on this Board.

Dr. Baker commented that he appreciates the Board voting him in as Chairman.

Mr. Ruble moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 6:57 P.M.


Mr. Frank Sims, Secretary


Dr. James Baker, Chairman