

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present:** Dr. James Baker  
Frank Sims  
Jeffery Johnson  
John White  
Kent Hutton  
Ben Jenkins  
Daniel Ruble

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, November 13, 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 Public Comments.

None.

Dr. Baker called for approval of the Minutes of the Regular Meeting October 11, 2023.

Mr. Ruble moved to approve the minutes of October 11, 2023. Mr. Sims seconded the motion. The motion carried unanimously.

Dr. Baker called for the Financial Report.

Mr. Johnson gave the Financial Report.

Mr. Johnson requested that an Ad hoc Committee meeting consisting of Mr. Ruble, Mr. Sims, and himself be scheduled to review the Airports cash flow.

Discussion ensued.

Mr. Johnson moved to schedule an Ad hoc Committee meeting to review the Airports cash flow. Mr. Jenkins seconded the motion. The motion carried unanimously.

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.**

**Mr. Ruble stated that the Development Committee had not met.**

**Dr. Baker called for Unfinished Business.**

**None.**

**Dr. Baker called for New Business.**

**Dr. Baker stated that in the past at the Boards December meeting that a Holiday Reception has been held. He asked the Board Members if that is something they would like to do again this year.**

**Discussion ensued.**

**Mr. Johnson stated that in the past the Board meeting was a half hour before the Holiday Reception. He requested to meet an hour before the reception.**

**Mr. Ruble moved to have the Holiday Reception, December 11, 2023 @ 6:00 PM, and to move the start of the December Board meeting from 5:30 PM to 5:00 PM. Mr. Hutton seconded the motion. The motion carried unanimously.**

**Mr. Hines requested Board approval for the annual Christmas dinner for all employees.**

**Discussion ensued.**

**Mr. Ruble moved to approve an employee Christmas Dinner. Mr. Hutton seconded the motion. The motion carried unanimously.**

**Dr. Baker stated that he would like to have the Airport Manager and staff put together a timeline for future profit items to have to take before the Board of Supervisors.**

**Discussion ensued.**

**Board members were in agreement to have the Airport Manager and staff put together the timeline.**

**Dr. Baker called for Board Members' comments.**

**Mr. Sims commented that he wanted to compliment the staff on all the good work planning and putting together the ribbon cutting ceremony. He thought it was outstanding.**

**Mr. Johnson echoed Mr. Sims' comments.**

Mr. White commented that he remembered about forty some years ago when the runway was 2,870' and 37' wide and two aircraft on the field. A meeting was held where the comment was made "If you build it, they will come". The vision has come true.


Mr. Hutton commented that he would like to thank everyone for everything they do.

Mr. Jenkins commented that he appreciates the staff's hard work on the Ribbon Cutting Ceremony.

Mr. Ruble commented that the Ribbon Cutting Ceremony was fantastic.

Dr. Baker commented that the Ribbon Cutting Ceremony was excellent.

Mr. Johnson moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 6:43 P.M.

  
Mr. Frank Sims, Secretary

  
Dr. James Baker, Chairman