

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: Ben Jenkins
Todd Estep
Jeff Johnson
John White
Kent Hutton
Mike Rush
Daniel Ruble

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, December 09, 2024, at 5:00 P.M. in the “Dr. F. Ellison Conrad” Conference Room of the Terminal Building. Mr. Jenkins, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also, present were Kristy Miller, Executive Assistant, April Conner, Administrative Assistant and Mickey Hines (via conference call), Airport Manager.

Mr. Jenkins called for Public Comments.

None.

Mr. Jenkins called for approval of the Minutes of the Regular Meeting November 13, 2024.

Mr. White moved to approve the minutes of the Regular Meeting November 13, 2024. Mr. Johnson seconded the motion. The motion carried unanimously.

Mr. Jenkins called for the Financial Report.

Mr. Johnson gave the Financial Report.

Mr. Jenkins called for the Manager’s Report.

Mr. Hines gave the Manager’s Report.

Mr. Jenkins called for the Operations Committee Report.

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

Mr. Jenkins called for the Development Committee Report.

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

Mr. Jenkins called for Unfinished Business.

None.

Mr. Jenkins called for New Business.

Mr. Jenkins stated that the Board needed to set the monthly rental rate for the seven (7) new box hangars that should be ready for occupancy in April – May 2025.

Discussion ensued.

Mr. Ruble moved to set the monthly rental rate at six hundred and fifty dollars (\$650.00). Mr. Hutton seconded the motion. The motion carried unanimously.

Mr. Jenkins stated the Boards approval for the annual Holiday dinner for all employees was needed.

Mr. Ruble moved to approve an employee Holiday Dinner. Mr. Estep seconded the motion. The motion carried unanimously.

Mr. Jenkins called for Board Members' comments.

Mr. Ruble commented that it was nice to be back and apologized for missing last month's meeting and that he was looking forward to seeing all the community members that will be attending the holiday reception tonight. Also, he would like to commend Mickey, Kristy as well as the rest of the staff for a very successful calendar year and to keep up the good work.

Mr. Hutton commented that he would like to thank the staff for another great calendar year and for a great job well done.

Mr. White wished everyone a Merry Christmas.

Mr. Johnson commented that the Board would like to say thank you to the staff. He presented Kristy with the applicable Bonus and asked her to hand them out on behalf of the Board and Mickey. Also, He thanked the staff for everything that they do to make the Boards job easier.

Mr. Estep wished everyone a Merry Christmas and commended Mickey, Kristy and the entire staff for their continued commitment to the growth of the Airport.

Mr. Jenkins stated that formal approval of the employee bonuses was needed.

Mr. Johnson moved that a bonus be given to all employees, full-time employees receiving one thousand dollars (\$1,000.00) and part-time employees receiving five hundred dollars (\$500.00). Mr. Estep seconded the motion. The motion carried unanimously.

Mr. Jenkins commented that he would also like to echo what other Board Members comments on what the staff does to keep everything running smoothly and all the work that the Board Members do, as well.

Mr. Ruble moved to adjourn. Mr. Johnson seconded the motion. The motion carried unanimously. The meeting adjourned at 5:37 P.M.


Mr. Kent Hutton, Secretary


Mr. Ben Jenkins, Chairman