

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: John. R. White
Frank Sims
Stephen Lowe
Andy Puckett
Joseph C. Straten
David G. Anderson

Absent: Edward "Earl" Maine

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, December 14, 2015 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. White, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present Jim Elliott, Airport Attorney, Kristy Miller, Executive Assistant, and Amber Miller, Airport Secretary.

Mr. White called for approval of the Minutes of the Regular Meeting November 09, 2015 and Recessed Meeting December 03, 2015.

Mr. Anderson moved to approve the Minutes of November 09, 2015 as amended and December 03, 2015. Mr. Straten seconded the motion. The motion carried with Mr. Lowe abstaining from the vote.

Mr. White called for the Financial Report.

Mr. Anderson gave the Financial Report.

Mr. White called for the Development Committee Report.

Mr. Lowe stated the Development Committee had not met.

Mr. White requested the Development Committee continue to research self-fueling systems and obtain updated quotes.

Discussion ensued.

Mr. White called for the Operations Committee Report.

Mr. Straten stated that the Operations Committee had met on November 24, 2015 to discuss lease amendments to allow storage other than aircrafts in T-hangars as well as devising a marketing plan to rent more T-hangars. Mr. Straten stated the Operations Committee would have a more formal report to present to the Board at the January 11, 2016 meeting.

Mr. White called for the Audit Committee Report.

Mr. Anderson stated that the Audit Committee met on December 03, 2015 to review the annual Audit for FY 14/15.

Mr. Anderson stated that it is the motion of the Audit Committee to approve the Audit for FY 14/15 as submitted. The motion carried unanimously.

Mr. White called for Unfinished Business.

Mr. Straten inquired about the status of the ALP update in reference to the installation of the parking shelter.

Discussion ensued.

Mr. Sims informed the Board that the County Attorney will be providing counseling services/workshop on Conflict of Interest Act.

Discussion ensued.

Mr. White inquired about the status of Hangar C lease.

A letter from Mr. Pickwell was presented to the Board requesting accrued late charges be removed from his account.

Discussion ensued.

Mr. Lowe made a motion that Mr. Pickwell be responsible for paying his accrued late charges. Mr. Puckett seconded the motion. The motion carried unanimously.

Ms. Kristy Miller presented the Board with a Resolution to seek Qualifications for Base Engineering Services.

Mr. Lowe moved to accept the Resolution as presented. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. White called for approval of the FY 16/17 Budget request for Washington County.

Mr. Lowe stated the Development Committee had met and reviewed the Budget request and was coming out of Committee as presented.

Discussion ensued.

Mr. Elliott suggested the Board change the language on the Budget request listed in the Mission Statement and Primary Function.

Discussion ensued.

Mr. Straten made a recommendation for the Board to invite the County Board of Supervisors to the Airport for a joint meeting or individually to review the Budget request and tour the facility.

Mr. Lowe made a motion with the attorney's recommendation to change the language in the Mission Statement and Primary Function that the Budget is submitted as presented. Mr. Anderson seconded the motion. The motion carried unanimously.

Discussion ensued.

Mr. White called for New Business

Mr. Elliott read the motion of the Virginia Highlands Airport Authority conduct a Closed Session pursuant to Code of Virginia 2.2-3711 A.1, A.3, A.7 for the purpose of discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public offers, appointees or employees of any public body; discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Mr. Straten moved to conduct a Closed Session in accordance with the items that was stated by Mr. Elliott. Mr. Lowe seconded the motion. The motion carried unanimously.

Following the Closed Session, the Board immediately reconvened its Open Session and the Authority's Attorney, Mr. Elliott took a roll call vote stating that no matter that was discussed in Closed Session other than that were included in the motion to go into Closed Session and no other votes were taken in Closed Session other than to go out of Closed Session.

John White - I so certify

Frank Sims - I so certify

Stephen Lowe - I so certify

Andy Puckett - I so certify

Joseph C. Straten - I so certify

David Anderson – I so certify

Mr. Straten moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously. The meeting adjourned at 8:31 P.M.



David Anderson, Secretary



John R. White, Chairman

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
VIRGINIA HIGHLANDS AIRPORT AUTHORITY**
Regarding
**SELECTION AND ENGAGEMENT OF ARCHITECTURAL, ENGINEERING AND
PLANNING CONSULTANTS**

December 14, 2015

WHEREAS, the current Term Contract for Professional Services between Virginia Highlands Airport Authority and Delta Airport Consultants, Inc. expires on February 11, 2016, and

WHEREAS, U.S. Department of Transportation, Federal Aviation Administration Advisory Circular No. 150/5100-14E and the Virginia Public Procurement Act, Title 2.2 §4300 et seq, Virginia Code, require consultants be engaged on the basis of their qualifications and experience, with fees determined through negotiations following selection, and

WHEREAS, this can be accomplished by means of requesting Proposals and Statements of Qualification from a number of consultants (at least two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services). The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. In addition, offerors shall be informed of any ranking criteria that will be used by the public body in addition to the review of the professional competence of the offeror. and whereby the qualifications of consultants responding are evaluated and the best consultant is selected, subject to a mutual understand of the scope of services and negotiation of a fair and reasonable fee, and

WHEREAS, the term of any such agreement will not exceed one year with provisions for four additional one year term renewals, and a monetary limit of \$500,000.00, it is

RESOLVED, that the General Manager of the Airport prepare the necessary notice for Request for Proposals and for Qualifications for Engineering Services within the terms required by the FAA and the Virginia Public Procurement Act, publicize the same as required, conduct negotiations and provide his recommendations to the Development Committee prior to February 8, 2016 for the Committee and the Board of Directors of VHAA to make final determination. Further it is resolved that the General Manager may solicit the assistance of the Airport counsel for advice and consultation of the above.

Signed: David Anderson



Adopted this Fourteenth day of December, 2015- David Anderson – Secretary

