

## VIRGINIA HIGHLANDS AIRPORT AUTHORITY

## REGULAR MEETING

**Members Present:** John. R. White  
Edward "Earl" Maine  
Frank Sims  
Stephen Lowe  
Andy Puckett  
David G. Anderson

**Absent:** Joseph C. Straten

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, October 13, 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 were Mickey Hines, Airport Manager, 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 September 14, 2015.

Mr. Anderson moved to approve the Minutes of September 14, 2015. Mr. Lowe seconded the motion. The motion carried unanimously.

Mr. White welcomed Mr. Sims to Board.

Mr. White thanked Mr. Cutlip for his serving on the Board.

Mr. Elliott read the motion the Virginia Highlands Airport Authority conduct a Closed Session pursuant to Code of Virginia 2.2-3711 A.7 for the purpose of 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. Lowe moved to conduct a Closed Session in accordance with the items that was stated by Mr. Elliott. Mr. Maine 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 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**  
**Edward “Earl” Maine – I so certify**  
**Frank Sims – I so certify**  
**Stephen Lowe – I so certify**  
**Andy Puckett – I so certify**  
**David Anderson – I so certify**

**Mr. White stated that an Assistant Secretary needed to be elected and called for nominations.**

**Mr. Lowe nominated Mr. Puckett for Assistant Secretary. Mr. Maine seconded. The motion carried unanimously.**

**Mr. White appointed Mr. Sims to serve on the Development Committee.**

**Mr. White appointed Mr. Lowe to serve on the Audit Committee.**

**Mr. White called for the Financial Report.**

**Mr. Anderson gave the Financial Report.**

**Discussion ensued.**

**Mr. White called for the Manager’s Report.**

**Mr. Hines gave the Manager’s Report.**

**Mr. Hines stated that attachment #1 to the Manager’s Report is a Resolution in regards to accepting a grant offer from the Federal Aviation Administration.**

**Discussion ensued.**

**Mr. Lowe moved to approve the Resolution in regards to accepting a grant offer from the Federal Aviation Administration. Mr. Puckett seconded. The motion carried unanimously.**

**Mr. Hines stated that attachment #2 to the Manager’s Report is the Draft budget for Washington County for FY 2016-2017.**

**Discussion ensued.**

**Mr. Lowe recommended that Fifty-Five thousand (\$55,000) dollars be added to the Budget for the refurbishment of T-Hangars.**

**Mr. White inquired about the Self-Fueling system.**

**Discussion ensued.**

**Mr. White asked the Development Committee to meet to discuss a Self-Fueling System.**

**Discussion ensued.**

**Mr. Hines stated that attachment #6 to the Manager's Report is a correspondence from Power Engineers, consultants for AEP regarding proposed powerline project.**

**Mr. Hines turned the floor over to Mr. Tracy Saunders with Delta Airport Consultants.**

**Mr. Saunders spoke to the Board in regards to the proposed powerline project.**

**Discussion ensued.**

**Mr. White called for the Operations Committee Report.**

**Mr. Maine stated that the Operations Committee had met to discuss Personnel Policy. The Committee decided that it is not a task that they want to undertake at the present but that Mr. Straten is checking with the County to see if they had someone else to write their Personnel Policy.**

**Mr. Maine stated that Mr. Puckett would be looking into a Hangar rental policy and a marketing plan.**

**Mr. Maine stated that Mr. Straten is still looking into the CIP program.**

**Mr. Maine stated that it is the motion of the Operations Committee that the handout entitled "We Would Like To Hear From You", be sent out to the Tenants with the Monthly Statements. The motion carried unanimously.**

**Mr. Maine stated that quotes had been obtained from Leonard for the construction of a carport and that it is the motion of the Operation Committee that the Board proceed with the purchase of the Thirty foot (30') by Twenty-One (21') foot carport for Two Thousand Eight Hundred Fifty-Nine Dollars and Fifty-One cents (\$2,859.51).**

**Discussion ensued.**

**Mr. Lowe questioned if the purchase of the carport would affect the Airport Layout Plan (ALP).**

**Mr. Saunders stated a Pen & Ink change to the ALP and Form FAA 7460 "Notice of Proposed Construction or Alteration" needs to done.**

Mr. Maine amended the motion of the Operations Committee to say; that it is the motion of the Operation Committee that the Board proceed with the purchase of the Thirty foot (30') by Twenty-One (21') foot carport for Two Thousand Eight Hundred Fifty-Nine Dollars and Fifty-One cents (\$2,859.51) pending the approval by proper Authorities. The motion carried unanimously.

Mr. White called for the Development Committee Report

Mr. Lowe stated that the Development Committee had met to discuss T-Hangar, Group I bids and that out of the four (4) Contractors that were contacted only one (1) replied. The issue was tabled being the Committee was a member short.

Mr. White called for Unfinished Business.

Mr. Anderson raised the discussion on retail fuel prices and how the retail price is determined.

Discussion ensued.

Mr. Anderson moved that the retail sale price for Jet-A be determined as follows: Retail Price equal Cost plus \$1.99/gallon plus an amount sufficient to bring the retail price to within 2% plus/minus of the average retail price at the public airports within a 50 nautical mile radius of the Virginia Highlands Airport to be determined weekly (Tuesdays). Mr. Maine seconded the motion. The motion carried unanimously.

Mr. White called for New Business.

Mr. White raised the discussion of vehicle's crossing the Runway.

Discussion ensued.

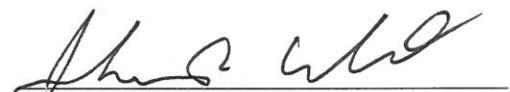
Mr. White recommended that a letter be sent to anyone who is in violation of Section 10.d. of the Rules and Regulations "Vehicular Traffic and Parking".

Mr. White called for Public comments.

None

Mr. Lowe moved to adjourn. Mr. Maine seconded the motion. The motion carried unanimously. The meeting adjourned at 7:53 P.M.

  
David Anderson, Secretary

  
John R. White, Chairman

A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
ACCEPTING A GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION

WHEREAS, the Virginia Highlands Airport Authority (VHAA) was formed by Washington County, Virginia to operate the County's only airport in 1964, and given the power and duty to acquire, establish, construct, enlarge, improve, equip, maintain, operate, and regulate the use of the public airport known as Virginia Highlands Airport, its structures, air navigation facilities, and other property incident thereto and is empowered, as fully and completely as provided by the 1950 Code of Virginia, Title 5.1, as amended from time to time, together with all applicable powers and authority granted by the general law of the Commonwealth of Virginia, to fulfill such functions, and

WHEREAS, as a public airport listed in the National Plan of Integrated Airport Systems maintained by the Federal Aviation Administration (FAA), all major procurement and construction to improve the safe landing and departure of aircraft has been and will continue to be controlled by the rules and regulations of, and mostly funded by, the FAA, and

WHEREAS, the VHAA has consistently and continually worked to create and maintain a safe environment for the non-commercial aircraft (including corporate and government aircraft) that fly into and from its public airport, in accordance with the requirements and direction of the FAA, and

WHEREAS, developments in non-commercial aircraft using the airports that are part of the National Plan of Integrated Airport Systems, including those using the Virginia Highlands Airport, have from time to time resulted in the need for runway improvements (including lengthening of same) in order to safely accommodate many of today's non-commercial aircraft, and

WHEREAS, an FAA Grant was offered on September 16, 2015 in the maximum amount of \$1,842,444 for airport development pursuant to 49 U.S.C. §47108(b), limited solely to any costs determined by the FAA to be eligible or allowable for the extension of the Virginia Highlands Airport's Runway 6/24 and restricted to Road Relocation, Supplemental Environmental Assessments, and Runway Extension (Phase 1) and Wetland/Stream Mitigation, and

WHEREAS, the particular Grant Offer of September 16, 2015 (a copy of which is attached hereto and incorporated herein) is a part of a plan previously developed and approved by the Authority, and

WHEREAS, this Board of Directors wishes to continue the development of improvements necessary to meet the safe landing and take-off demands posed by current non-commercial aircraft operations in the United States, and

WHEREAS, in response to the Board's earlier decisions related to the extension of RW 6 and in order to prevent loss of the Grant offer, the Chair and Manager of the Authority accepted the Grant Offer on behalf of the Authority on September 17, 2015, it is therefore

RESOLVED, that the actions of the Chair and Manager in signing the acceptance of the Grant are hereby ratified and approved, and it is further

RESOLVED, as determined previously by the Board of Directors, the Chair and Manager are directed to pursue such actions as are necessary, including the procurement of contractors, to carry out the work described in the Grant and the applications for same, and to seek further grants and financial assistance in order to continue development of the Authority's runways and other facilities.

The foregoing Resolution was adopted this 13<sup>th</sup> day of October, 2015 by a vote of 6 for and 0 against, a quorum present and voting:

  
Secretary