

VIRGINIA HIGHLANDS AIRPORT AUTHORITY

REGULAR MEETING

Members Present: Stephen Lowe
Edward "Earl" Maine
Gary Cutlip
John R. White
Frank Buchanan, III
Joseph C. Straten
David G. Anderson

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, February 09, 2015 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Lowe, 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, Airport Secretary, and Amber Miller, Airport Assistant Secretary.

Mr. Lowe called for approval of the Minutes of the Regular Meeting January 12, 2015.

Mr. Maine moved to approve the Minutes of January 12, 2015. Mr. White seconded the motion. The motion carried unanimously.

Mr. Lowe recognized and turned the floor over to Mr. Richard Linnen a CPA with Brown, Edwards and Company.

Mr. Linnen presented the Board with a Proposal for Professional Audit Services (handout). Mr. Linnen introduced the Company and gave an overview of the information included in the Proposal to the Board.

Mr. Lowe called for the Financial Report.

Mr. Cutlip gave the Financial Report.

Mr. Lowe called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Discussion ensued.

Mr. Lowe called for the Operations Committee Report.

Mr. Straten stated that the Operations Committee had met and that due to unforeseen circumstances Mr. Maine was unable to attend, so no decisions were made. However, he and Mr. White did discuss the Personnel Policy and the fuel issues.

Mr. Straten recommended that the Airport Manager review and make any changes that are needed to the Personnel Policy and then the mark-up be review by the Operations Committee.

The Board agreed that the Airport Manager review and make any changes that are needed and to report to the Board at the next regular meeting as to the progress of the Personnel Policy.

Mr. Straten stated that he still had a lot of questions in regards to how the Airport handles fuel sales.

Discussion ensued in regards to the Airports fuel discount program, Shell Aviation contract fuel credit card.

Mr. White moved that the Manager of the Airport and its employees should promote the Shell Aviation Fuel Contract card to the best of its ability through direct mail, direct contact and e-mail blast. Mr. Straten seconded the motion. The motion carried unanimously.

Mr. Lowe asked the Operations Committee to review the Airports fuel discount program.

Mr. Lowe called for the Development Committee Report

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

Mr. Lowe called for Unfinished Business.

Discussion ensued in regards to the Audit information.

Mr. Elliott advised the Board that a Request for Proposal for Audit services needed to be done.

Discussion ensued

Mr. Lowe asked the Airport Manager to issue the Request for Proposal for Audit Services with the deadline for Proposals being March 6, 2015.

Mr. Lowe inquired about the information that Delta was getting together for Dr. Gent.

Mr. Hines stated that Delta is still working on getting the information put together and that we should have the information by the end of the week.

Mr. Lowe inquired about the Marketing Plan that is referred to in Memorandum of Agreement.

Mr. Hines stated that a letter had been sent to the Department of Historic Resources and to Marcus Brundage the Environmental Specialist with the FAA notifying them that the Marketing plan was to retain ownership of the property until we could be assured that we could sell the property without any threat of litigation.

Mr. Lowe called for New Business.


None

Mr. Lowe called for Public Comments.

None

No Closed Session

Mr. White moved to adjourn. Mr. Maine seconded the motion. The motion carried unanimously. The meeting adjourned at 7:37 P.M.



David Anderson, Secretary



Frank Buchanan, Vice Chairman