

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY**  
**REGULAR MEETING**

**Members Present:** John. R. White  
Edward "Earl" Maine  
Gary Cutlip  
Stephen Lowe  
Andy Puckett  
Joseph C. Straten  
David G. Anderson

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, August 10, 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 thanked the Board and welcomed everyone to the meeting.

Mr. White called for approval of the Minutes of the Regular Meeting July 13, 2015.

Mr. Straten moved to approve the Minutes of July 13, 2015. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. White called for the Financial Report.

Mr. Anderson gave the Financial Report.

Mr. White called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines stated that at the July 13, 2015 Board meeting that the Board made the motion to give notice of termination at the end of September 2015 of the Property Management agreement with Owens & Company Realty. Mr. Hines said that Notice was given and that it was disputed that the Contract ending date was December 2015. Mr. Hines recommended to terminate the Property Management Contract, effective immediately, and to pay Owens & Company Realty through December 2015 to avoid accruing any additional cost.

Mr. Lowe moved to terminate the Property Management Contract, effective immediately, and to pay Owens & Company Realty through December 2015. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Hines stated that the Washington County Service Authority (WCSA) has requested a right-of-way easement, located on the airport property adjacent to Route 11 to install sewer lines. If the lines are installed it will eventually permit the Old Terminal Building, Hangar "A", and Hangar "B", Highlands Hangar Group and the State Police Buildings to be connected to the sewer.

Discussion ensued.

Mr. Maine moved to contact the WCSA and request that the Airport be relieved of 100% of the tap fee and to give the Airport Manager the authority to negotiate with the WCSA. Mr. Anderson seconded the motion. The motion carried unanimously.

Discussion ensued.

Mr. White called for the Operations Committee Report.

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

Mr. White called for the Development Committee Report

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

Mr. White called for Unfinished Business.

None

Mr. White called for New Business.

Mr. Anderson gave the Board a handout with an option for determining fuel prices.

Discussion ensued.

Mr. White stated that he thinks that the Airport needs a ramp fee, waived with fuel purchase.

Discussion ensued.

Mr. Straten moved that the Airport establish a facility fee. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. White called for Public comments.

The following people addressed the Board:

Mr. Sonny Wright

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 Close 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  
Gary Cutlip – 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. White stated that included in the packet is copies of the "Assurances for Airport Sponsors" and "Airport Sponsor & Airport User Rights and Responsibilities". Mr. White asked each Board member to read through and familiarize themselves with these documents.

Mr. Straten moved to adjourn. Mr. Maine seconded the motion. The motion carried unanimously. The meeting adjourned at 8:12 P.M.

  
David Anderson, Secretary

  
John R. White, Chairman