

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

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

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, July 13, 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, Executive Assistant, and Amber Miller, Airport Secretary.

Mr. Lowe welcomed Mr. Puckett to the Board.

Mr. Lowe called for approval of the Minutes of the Regular Meeting June 08, 2015.

Mr. Anderson moved to approve the Minutes of June 08, 2015. Mr. White seconded the motion. The motion carried unanimously.

Mr. Lowe stated that there is an item out of order on the Agenda as presented, item K. Regular Session needs to be moved up after item E. Closed Session and before item F. Manager's Report.

Mr. Lowe called for the Financial Report.

Mr. Cutlip gave the Financial Report.

Mr. Elliott read the motion 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 officers, 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. 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.

Stephen Lowe – I so certify  
Edward "Earl" Maine – I so certify  
Gary Cutlip – I so certify  
John White – I so certify  
Andy Puckett – I so certify  
Joseph C. Straten – I so certify  
David Anderson – I so certify

Mr. Lowe stated that he had be given the approval to authorize the Managers vacation time to be carried over into FY 15-16.

Mr. Lowe moved that the Authority give the Manager the authority to make a counter offer based on the FAAs response and to continue with the condemnation process for the condemnation of Dr. Gent's property. Mr. Maine seconded the motion. The motion carried with Mr. White abstaining.

Mr. Lowe asked Mr. Hines not to read through his Managers Report.

Mr. Lowe stated that the Authority has a current agreement with Owens & Company Realty to manage the rental property. The agreement is up for renewal at the end of September 2015. In the agreement there is a stipulation that a sixty (60) day notice has to be given if the Authority desires to terminate the agreement.

Discussion ensued.

Mr. Lowe moved to give notice of termination of the agreement with Owens & Company Realty. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Lowe asked Mr. Hines to send out the notice of termination to Owens & Company Realty.

Mr. Lowe called for the Operations Committee Report.

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

Mr. Lowe called for the Development Committee Report

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

Mr. Sander from Delta Airport Consultants gave the Board an update on all project that are currently underway.

Discussion ensued.

Mr. Lowe called for Unfinished Business.

Mr. Lowe updated the Board on the meeting that was held with the County Administrator, Board of Supervisors Chairman on June 29 to discuss the cuts from the airport budget request for FY2015-2016. The county is going to review the county finances by September to determine if all or a portion of the funding cut can be reinstated.

Mr. Lowe called for New Business.

Mr. Lowe stated that David Brown with Hicok, Fern & Company, has completed the Quarterly Audit any issues that were found has been resolved.

Mr. Hines stated that one of the new requirements for the FAA in receiving grants is that the Body requesting the grant needs a Statement of Ethics.

Discussion ensued.

Mr. Lowe asked Mr. Sander to check with other Airports in regards to the Statement of Ethics.

Mr. Lowe called for Public comments.

The following people addressed the Board:

Mr. Sonny Wright

Mr. Lowe stated that election of officers was needed.

Mr. Lowe called for nominations for Chairman.

Mr. Straten nominated Mr. White for Chairman. Mr. Lowe seconded the nomination. The motion carried unanimously.

Mr. Lowe called for nominations for Vice Chairman.

Mr. White nominated Mr. Maine for Vice Chairman. Mr. Anderson seconded the nomination. The motion carried unanimously.

**Mr. Lowe called for nominations for Treasurer.**

**Mr. Lowe nominated Mr. Anderson for Treasurer. Mr. Straten seconded the nomination. The motion carried unanimously.**

**Mr. Lowe called for nominations for Assistant Treasurer.**

**Mr. Lowe nominated Mr. Puckett for Assistant Treasurer. Mr. Anderson seconded the nomination. The motion carried unanimously.**

**Mr. Lowe called for nominations for Secretary.**

**Mr. Lowe nominated Mr. Anderson for Secretary. Mr. Maine seconded the nomination. The motion carried unanimously.**

**Mr. Lowe called for nominations for Assistant Secretary.**

**Mr. White nominated Mr. Cutlip for Assistant Secretary. Mr. Maine seconded the nomination. The motion carried unanimously.**

**Mr. White appointed Mr. Straten, Mr. Maine, and Mr. Puckett to serve on the Operations Committee with Mr. Straten serving as Chairman of the committee.**

**Mr. White appointed Mr. Lowe, Mr. Anderson, and Mr. Cutlip to serve on the Development Committee with Mr. Lowe serving as Chairman of the committee.**

**Mr. White appointed Mr. Anderson, Mr. Cutlip, and Mr. Puckett to serve on the Audit Committee with Mr. Anderson serving as Chairman of the committee.**

**Mr. Maine moved to adjourn. Mr. Straten seconded the motion. The motion carried unanimously. The meeting adjourned at 7:46 P.M.**



**David Anderson, Secretary**



**John White, Chairman**