

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present:** John. R. White  
Edward "Earl" Maine  
Frank Sims  
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, November 09, 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 October 13, 2015.

Mr. Lowe moved to approve the Minutes of October 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. White called for the Operations Committee Report.

Mr. Straten stated that the Operations Committee had not met but that he had met with the Washington County Director of Human Resources, Kathy Johnson and has given her a copy of the Airport Personnel Policy and a copy of the Airport Managers recommendations and she has agreed to review it and offer suggestions and comments.

Mr. White called for the Development Committee Report

Mr. Lowe stated that the Development Committee had met to discuss a self-fueling system. The Committee decided to table the issue until a later date to give time to obtain pricing and sizing updates.

Mr. White called for the Audit Committee Report.

Mr. Anderson stated that the Audit Committee had not met.

Mr. White called for Unfinished Business.

Mr. Lowe inquired about an amendment to the T-Hangar leases to reflect price increases.

Discussion ensued.

Mr. White asked the Operation Committee to review the language in T-Hangar leases.

Mr. White called for New Business.

Mr. Hines asked the Board to consider paying Mr. Nelson for reviewing the Audit.

Discussion ensued.

Mr. Lowe moved to pay Mr. Nelson Five Hundred (\$500) Dollars for his services. Mr. Straten seconded the motion. The motion carried unanimously.

Mr. Straten moved to negotiate a new Hangar C Lease with the removal of the exclusivity clause. Mr. Lowe seconded the motion. The motion carried unanimously.

Mr. Elliott ask the Board if they would be interested doing a series of meetings with a couple of Board members at a time to review the Conflict of Interest Act.

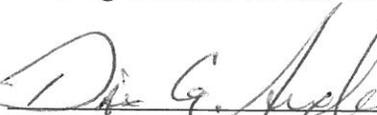
Discussion ensued.

Mr. Maine moved to empower the Airport Manager and the Airport Attorney to arrange the meetings to review the Conflict of Interest Act. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. White called for Public comments.

None

Mr. Anderson moved to recess the meeting until December 3, 2015 at 6:00 P.M. Mr. Maine seconded the motion. The motion carried unanimously. The meeting recessed at 7:35 P.M.

  
David Anderson, Secretary

  
John R. White, Chairman