

VIRGINIA HIGHLANDS AIRPORT AUTHORITY

REGULAR MEETING

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

Absent: Stephen Lowe

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, March 09, 2015 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Buchanan, Vice 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. Buchanan called for approval of the Minutes of the Regular Meeting February 09, 2015.

Mr. Maine moved to approve the Minutes of March 09, 2015. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Buchanan called for Public Comments.

None

Mr. Buchanan called for the Financial Report.

Mr. Cutlip gave the Financial Report.

Mr. Buchanan called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines stated that there were three responses to the Request for Proposal for Fuel Supplier and that there is a spreadsheet included in the packet with a breakdown of the details for each proposal received.

Discussion ensued in regards to the Request for Proposal for Fuel Supplier.

Mr. Anderson moved to accept Eastern Aviation's Fuel Proposal. Mr. White seconded the motion. The motion carried unanimously.

Mr. Hines requested that the Board to authorize payment for Mr. Lowe for the March 2015 meeting even though he was unable to attend. Mr. Lowe met in Richmond on February 18, 2015 with Mr. Charlie Quillen, Virginia Aviation Board Region 1 Representative and called on members of the Virginia Legislature in support of the airport and aviation in the Commonwealth. Mr. Lowe took the day off from his personal employment to represent our airport.

Mr. White moved to payment for Mr. Lowe for the March 2015 meeting. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Hines states that there were five responses to the Request for Proposal for Auditing Services.

Mr. Hines stated that Mr. Mark Nelson was interested in doing the review of the Airports Financial Reports at no charge to the Airport.

Discussion ensued.

Mr. White moved to appoint Mr. Mark Nelson as an Auxiliary Member of the Audit Committee for the purpose of reviewing the Audit from Hicok, Fern & Company. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Buchanan called for the Operations Committee Report.

Mr. Straten stated that the Operations Committee had met, but has nothing to report.

Mr. Buchanan called for the Development Committee Report

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

Mr. Buchanan called for Unfinished Business.

None

Mr. Buchanan called for New Business.

Mr. White suggested that the Airport Authority and Airport Manger look into having at least one piece of equipment on the property that could move a substantial amount of snow.

Discussion ensued.

Mr. Elliott read the motion that 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 briefing 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 employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Mr. Buchanan 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.

Frank Buchanan – I so certify
Edward "Earl" Maine – I so certify
Gary Cutlip – I so certify
John White – I so certify
Joseph Straten – I so certify
David Anderson – I so certify

Mr. Straten moved to adjourn. Mr. Maine seconded the motion. The motion carried unanimously. The meeting adjourned at 7:35 P.M.


David Anderson, Secretary
Frank Buchanan, Vice Chairman