

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: **John R. White**
 Edward “Earl” Maine
 Frank Sims
 Stephen Lowe
 Andy Puckett
 Dr. James E. Baker
 David G. Anderson

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, June 18, 2018 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, and Amber Miller, Administrative Assistant.

Mr. White call for approval of the Minutes of the Regular Meeting May 14, 2018.

Mr. Maine moved to approve the Minutes of May 14, 2018. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. White called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. White called for the Manager’s Report.

Mr. Hines gave the Manager’s Report.

Mr. Hines asked for the Board to approve spending of funds in the amount of \$27,500.00 for a 50/50 grant from the State for the purchase of a new tractor. Three (3) bids were received and Abingdon Equipment was the lowest bidder in the amount of \$55,000.00

Mr. Lowe moved to approve spending of funds in the amount of \$27,500.00 for the purchase of a new tractor. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Hines asked for the Board to approve the funding request to the Virginia Aviation Board, August 2018 meeting for “Extend Runway 6-24” – Phase III (Embankment Stage I) for the local amount of \$101,110.00. (Total Project Amount: \$5,055,500.00. FAA: \$4,549,950.00, State: \$404,440.00, Local: \$101,110.00).

Mr. Lowe moved to approve the funding request for “Extend Runway 6-24” – Phase III (Embankment Stage I). Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Hines asked for the Board to approve the “Extend Runway 6-24” – Land Acquisition Multiyear Bridge Loan from the Virginia Department of Aviation, year three funding in the amount of \$428,538.80.

Mr. Sims moved to approve the funding request for “Extend Runway 6-24” – Land Acquisition Multiyear Bridge Loan from the Virginia Department of Aviation. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. White called for the Operations Committee Report.

Mr. Maine stated that the Operations Committee met on June 14, 2018 to discuss the FY 18/19 Operating Budget and each line item was gone through to ensure totals were calculated as conservatively as possible.

Mr. Maine stated that it is the recommendation of the Operations Committee to adopt the draft budget presented before the Board as the FY18/19 Operating Budget.

Discussion ensued.

Mr. White called for a vote to accept the Operations Committee recommendation to adopt the draft budget presented before the Board as the FY18/19 Operating Budget. The motion carried unanimously.

Mr. White called for the Development Committee Report.

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

Mr. White called for Unfinished Business.

Mr. Hines stated that Mr. Lail made a request for the Board to accept his offer of a two year lease agreement for “Hangar C.” Rent amount of twelve hundred dollars (\$1200.00) per month for a period of one (1) year with an increase for year two with a rent amount of fourteen hundred dollars (\$1400.00) per month for a period of one (1) year. After the second year, renewal of the lease agreement will require Board approval.

Mr. Lowe moved to approve the lease for “Hangar C” as presented. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. White called for New Business.

Mr. White asked Mr. Maine and Mr. Sims to be responsible for working with the Board and conducting the annual review for Mr. Hines.

Mr. White called for Public Comments.

None.

No Closed Session.

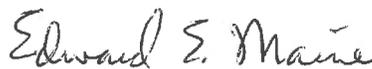
Mr. Hines, Mr. Puckett, Mr. Maine and Mr. White expressed their appreciation to Mr. Lowe for his contributions for serving on the Board.

Mr. Lowe shared with the Board his appreciation for the privilege to work with all the members and staff and the accomplishments made during his tenure.

Mr. Lowe moved to adjourn. Mr. Maine seconded the motion. The motion carried unanimously. The meeting adjourned at 6:42 P.M.



David Anderson, Secretary



Edward "Earl" Maine, Vice Chairman

