

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: Edward "Earl" Maine
Dr. Ellison Conrad
Frank Sims
Stephen M. Quilty
Dr. James E. Baker

Absent: Andy Puckett
David Anderson

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Wednesday, October 10, 2018 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Maine, 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, Administrative Assistant.

Mr. Maine called for approval of the Minutes of the Regular Meeting September 10, 2018.

Mr. Sims stated that on page two (2), the paragraph that states "Mr. Maine asked the Operations Committee to research whether or not the Authority can implement such policy", needs to be corrected to say: "Mr. Maine asked the Airport Attorney to research whether or not the Authority can implement such policy".

Discussion ensued.

Mr. Sims moved to approve the Minutes of September 10, 2018 as amended. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Maine called for the Financial Report.

Mr. Hines gave the Financial Report.

Mr. Maine called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Maine called for the Operations Committee Report.

Mr. Sims stated that the Operations Committee had not met, but at the last meeting Mr. Maine asked Mr. Elliott to investigate whether or not the Board had the authority to impose any type of regulation guide on how many meetings a Board Member could miss without having to leave the Board. Mr. Sims stated that Mr. Elliott had sent that information and that the guidelines are already in place by the Washington County Board of Supervisors; if a Board Member misses four (4) consecutive meetings, that member could be replaced or if the Member misses six (6) meetings in a twelve (12) month period, that member could be replaced.

Discussion ensued.

Mr. Maine stated that there was a time in the history of the Board that meetings were not being held due to the lack of a quorum and so the reason this discussion came up, the Board was trying guard against this issue, especially since the Airport is in a flow now for the next three (3) or four (4) years, where not having a meeting once month could have severe consequences.

Dr. Baker asked, if a meeting was cancelled due to the lack of quorum, is it in the By-Laws when a replacement meeting will be held.

Discussion ensued.

Mr. Maine asked the Operations Committee to look at the By-Laws to see about amending them to deal with the issue of a canceled meeting due to the lack of a quorum.

Mr. Maine called for the Development Committee Report.

Dr. Baker stated that the Development Committee had not met.

Mr. Maine called for Unfinished Business.

None.

Mr. Maine called for New Business.

None.

Mr. Maine called for Public Comments.

None.

Mr. Elliott stated that a motion was needed in order for the Virginia Highlands Airport Authority to conduct a Closed Session pursuant to Code of Virginia § 2.2-3711.A.1., 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.

Mr. Sims moved to conduct a Closed Session in accordance with the items that were stated by Mr. Elliott. Mr. Quilty seconded the motion. The motion carried unanimously.

Mr. Maine stated that the Closed Session would consist of the Board Members, the Attorney, Airport Manager, and Executive Assistant.

Following the Closed Session, the Board immediately reconvened its Open Session. Having reconvened, members of the Board were advised that if any one of them believes there was a departure from the purposes stated in the motion to go into Closed Session, they now should so state. Mr. Elliott asked if anyone believed there was a departure in the Closed Session from the purposes announced for having a Closed Session. FOIA requires you to speak up now.

No one having identified any departures from the purpose for the closed session, a roll call vote was taken certifying that to the best of each member's knowledge, only public

business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

Edward "Earl" Maine – I so certify
Ellison Conrad – I so certify
Frank Sims – I so certify
Stephen Quilty– I so certify
James Baker – I so certify

Dr. Conrad moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 7:50 P.M.



Dr. James Baker, Assistant Secretary



Frank Sims, Vice-Chairman

