

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present:**     **Dr. Ellison Conrad**  
                              **Frank Sims**  
                              **Stephen M. Quilty**  
                              **Andy Puckett**  
                              **Dr. James E. Baker**  
                              **David Anderson**

**Absent:**                 **Edward "Earl" Maine**

**Guest Present: See Attachment**

The Virginia Highlands Airport Authority Board of Directors met on Wednesday, November 12, 2018 at 6:05 P.M. in conference room "A" of the Terminal Building. Mr. Sims, 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, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. Sims called for approval of the Minutes of the Regular Meeting October 10, 2018.

Dr. Conrad moved to approve the Minutes of October 10, 2018. Mr. Quilty seconded the motion. The motion carried with Mr. Anderson abstaining.

Mr. Sims called for the Financial Report.

Mr. Sims gave the Financial Report.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines stated that the Boards approval was needed for the overrun amount of sixty-six thousand seven hundred eighty-one dollars and twenty-five cents (\$66,781.25) for project CS0001-33 T-Hangar Taxilane Rehabilitation & Apron Seal Coat (Design/Construction). Consisting of an increase of sixty thousand three hundred and eighty-three dollars and twenty-five cents (\$60,383.25) to the Contractors contract amount and an increase of six thousand three hundred and ninety-eight dollars (\$6,398.00) for additional Construction Administration services.

Mr. Puckett arrived late.

Discussion ensued.

Dr. Baker moved to approve the overrun amount of sixty-six thousand seven hundred eighty-one dollars and twenty-five cents (\$66,781.25) for project CS0001-33 T-Hangar Taxilane Rehabilitation & Apron Seal Coat (Design/Construction). Consisting of an increase of sixty thousand three hundred and eighty-three dollars and twenty-five cents (\$60,383.25) to the Contractors contract amount and an increase of six thousand three

hundred and ninety-eight dollars (\$6,398.00) for additional Construction Administration services. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Hines stated that the Financial Audit FY 2017-2018 has been completed and that a copy of the draft Audit is attachment #7 in the packet and that Mr. Nelson has completed an independent review of the Audit.

Discussion ensued.

Mr. Anderson moved to approve the Financial Audit FY 2017-2018. Mr. Sims seconded the motion. The motion carried unanimously.

Mr. Hines stated that the Boards approval was needed for Washington County Budget Request 2019-2020.

Discussion ensued.

Mr. Anderson moved to approve the Washington County Budget Request 2019-2020. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Hines stated that the Boards approval was needed for Project Order No. Six (6) – Project: Runway 24 – Obstruction and Drainage Improvements (Obstruction Grading – Stockyard, Drainage Improvements – Old Wright Equipment Property).

Discussion ensued.

Mr. Puckett moved to approve Project Order No. Six (6) – Project: Runway 24 – Obstruction and Drainage Improvements (Obstruction Grading – Stockyard, Drainage Improvements – Old Wright Equipment Property). Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Sims called for the Development Committee Report.

Mr. Anderson stated that the Development Committee had not met, but he had asked Mr. Hines to ask Delta about some preliminary ideas about Hangar potential for the west side.

Mr. Sims called for the Operations Committee Report.

Mr. Sims stated that the Operations Committee had met to look at the By-laws to see about amending them to deal with the issue of a canceled meeting due to lack of a quorum.

Discussion ensued.

Mr. Sims stated that is it the suggestion of the Operations Committee to incorporate section 8.4.1 through 8.4.3 from the Washington County Board of Directors By-Laws in the Virginia Highlands Airport Board of Directors By-Laws.

Discussion ensued.

Operations Committee will send a draft of the By-Laws with the proposed changes to each Board Member 20 days prior to the next regular Board Meeting.

Dr. Baker moved that if a Regular Board Meeting is not held due to the lack of a quorum that the meeting be held the following Wednesday at 6:00 P.M. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Sims called for Unfinished Business.

None.

Mr. Sims called for New Business.

Mr. Quilty provided the Board with information that he had attended the public hearing of the Breaks Regional Airport Authority on extending the runway.

Discussion ensued.

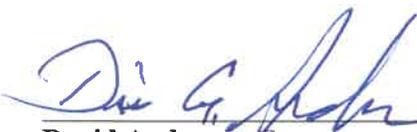
Mr. Sims called for Public Comments.

None.

Closed Session.

None

Dr. Baker moved to adjourn. Mr. Anderson seconded the motion. The motion carried unanimously. The meeting adjourned at 7:47 P.M.



David Anderson, Secretary



Frank Sims, Vice-Chairman

