

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

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

Absent: **Stephen Lowe**

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, March 12, 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, Jim Elliott, Airport Attorney, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. White call for approval of the Minutes of the Regular Meeting February 12, 2018.

Mr. Maine moved to approve the Minutes of February 12, 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. White called for the Operations Committee Report.

Mr. Maine stated that the Operations Committee had not met.

Mr. White called for the Development Committee Report.

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

Mr. White called for Unfinished Business.

Mr. Hines stated that the resolution Delegating Special Powers to the Executive and the resolution regarding the Term of Professional Engineering Services Agreement that was approved at the last meeting (no written copy was available) has been included in the packet for the Board review.

Discussion ensued.

Dr. Baker moved to accept the two resolutions as satisfactory to action taken at the previous Board meeting. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. White stated that at the last meeting Mr. Hines presented the Board with a promotional item as an incentive to get local operators to purchase bulk fuel (Introductory Offer for Block Purchase of Jet-A Fuel for "First Time" Customers).

Discussion ensued.

Dr. Baker moved to try the Introductory Offer for Block Purchase of Jet-A Fuel for "First Time" Customers. Mr. Maine seconded the motion. The motion carried with Mr. Puckett and Mr. Anderson opposing the motion.

Mr. White called for New Business.

Mr. Hines stated that an approval to obtain a Supplemental Agreement from the FAA for the remainder of the box culvert was needed from the Board.

Discussion ensued.

Dr. Baker moved to approve obtaining a Supplemental Agreement from the FAA. Mr. Anderson seconded the motion. The motion carried unanimously.

Dr. Baker moved that once the Supplemental Agreement is obtained from the FAA that the notice of award be issued to Glass Machinery and Excavation. Mr. Sims seconded the motion. The motion carried unanimously.

Discussion ensued.

Mr. Hines stated that the approval of the Board was needed to conduct an environmental assessment for the removal of the St. John House.

Discussion ensued.

Mr. Maine moved to conduct an environmental assessment for the removal of the St. John House. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. White called for Public Comments.

None.

No Closed Session.

Mr. Puckett moved to adjourn. Dr. Baker seconded the motion. The motion carried unanimously. The meeting adjourned at 8:01 P.M.



David Anderson, Secretary



John R. White, Chairman

