

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present:**     **Edward “Earl” Maine**  
                              **Frank Sims**  
                              **Stephen M. Quilty**  
                              **Andy Puckett**  
                              **Dr. James E. Baker**  
                              **David G. Anderson**

**Absent:**                 **Dr. Ellison Conrad**

**Guest Present: See Attachment**

The Virginia Highlands Airport Authority Board of Directors met on Monday, July 09, 2018 at 6:00 P.M. in conference room “A” of the Terminal Building. Mr. Maine, 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. Maine call for approval of the Minutes of the Regular Meeting June 18, 2018.

Mr. Sims moved to approve the Minutes of June 18, 2018. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Maine welcomed Mr. Quilty to the Board.

Mr. Maine presented Mr. White with a plaque and thanked him for his service on the Board.

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

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

Mr. Maine presented Mr. Lowe with a plaque and thanked him for his service on the Board.

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

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

Mr. Maine called for the Financial Report.

Mr. Puckett 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. Maine stated that the Operations Committee has not met.**

**Mr. Maine called for the Development Committee Report.**

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

**Mr. Maine called for Unfinished Business.**

**Mr. Hines presented the Board with the Final Report from Washington County, Virginia regarding the budget. He stated that the Airports Budget request was for one hundred seventeen thousand one hundred thirty-eight dollars (\$117,138) and that the FY 2018-2019 Adopted County Operating Budget is sixty-eight thousand nine hundred seventy-eight dollars (\$68,978), which will leave the Capital Funds for the current fiscal year short by forty-eight thousand one hundred sixty dollars (\$48,160).**

**Discussion ensued.**

**Mr. Maine called for New Business.**

**Mr. Hines stated that Enterprise had provided rental vehicles for our transient customers for many years and that there are occasions when the local Enterprise office does not have enough vehicles available. When this happens it can have a very negative effect on our Airport, resulting in loss of business. He stated that Enterprise has agree to place one vehicle here at the Airport and the Airport Staff would handle all of the rental paperwork.**

**Mr. Hines presented the board with a Concessionaire Agreement from Enterprise and requested approval from the Board to enter into the Concessionaire Agreement with Enterprise Leasing Company.**

**Discussion ensued.**

**The issue of entering into Concessionaire Agreement with Enterprise Leasing Company was tabled until next meeting to give Mr. Elliott time to review the Agreement.**

**Mr. Hines presented the Board with Project Order No. four (4) – Extend Runway 6 – Phase 3 (Embankment) and Project Order No. five (5) – Extend Runway 6 – Phase 2 (Box Culvert). Mr. Hines requested approval for these two (2) Project Orders from the Board.**

**Mr. Puckett moved to approve the Project Order No. four (4) – Extend Runway 6 – Phase 3 (Embankment) and Project Order No. five (5) – Extend Runway 6 – Phase 2 (Box Culvert). Mr. Anderson seconded the motion. The motion carried unanimously.**

**Mr. Hines presented the Board with the FAA Grant Application and the DOAV Grant Application for the Extend Runway 6 – Phase 3 (Embankment) project and remaining part of the Extend Runway 6 – Phase 2 (Box Culvert) project. Mr. Hines requested the Boards approval for both applications.**

**Discussion ensued.**

Mr. Anderson moved to approve the FAA Grant Application for the Extend Runway 6 – Phase 3 (Embankment) project and remaining part of the Extend Runway 6 – Phase 2 (Box Culvert) project. Mr. Sims seconded the motion. The motion carried unanimously.

Dr. Baker moved to approve the DOAV Grant Application for the Extend Runway 6 – Phase 3 (Embankment) project and remaining part of the Extend Runway 6 – Phase 2 (Box Culvert) project. Mr. Sims seconded the motion. The motion carried unanimously.

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 the Authority, being Manager of the Airport.

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

Mr. Maine state that the Closed Session would consist of the Board Members and the Attorney.

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

Frank Sims – I so certify

Stephen Quilty– I so certify

Andy Puckett – I so certify

James Baker – I so certify

David Anderson – I so certify

Mr. Maine stated that Election of officers was needed.

Mr. Maine called for nominations for Chairman.

Mr. Sims nominated Mr. Maine for Chairman. Mr. Puckett seconded the nomination. The nomination carried unanimously.

**Mr. Maine called for nominations for Vice Chairman.**

**Mr. Maine nominated Mr. Sims for Vice Chairman. Mr. Anderson seconded the nomination. The nomination carried unanimously.**

**Mr. Maine called for nominations for Treasurer.**

**Mr. Anderson nominated Mr. Puckett for Treasurer. Dr. Baker seconded the nomination. The nomination carried unanimously.**

**Mr. Maine called for nominations for Secretary.**

**Mr. Puckett nominated Mr. Anderson for Secretary. Dr. Baker seconded the nomination. The nomination carried unanimously.**

**Mr. Maine called for nominations for Assistant Treasurer.**

**Dr. Baker nominated Mr. Sims for Assistant Treasurer. Mr. Anderson seconded the nomination. The nomination carried unanimously.**

**Mr. Maine called for nominations for Assistant Secretary.**

**Mr. Puckett nominated Dr. Baker for Assistant Secretary. Mr. Sims seconded the nomination. The nomination carried unanimously.**

**Mr. Maine appointed Mr. Sims, Mr. Puckett and Mr. Quilty to serve on the Operations Committee with Mr. Sims serving as Chairman of the Committee.**

**Mr. Maine appointed Mr. Anderson, Dr. Baker, and Dr. Conrad to serve on the Development Committee with Mr. Anderson serving as Chairman of the Committee.**

**Mr. Maine appointed Mr. Puckett, Mr. Anderson and Mr. Mark Nelson to serve on the Audit Committee with Mr. Puckett serving as Chairman of the Committee.**

**Dr. Baker moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 7:43 P.M.**



**David Anderson, Secretary**



**Edward "Earl" Maine, Vice Chairman**

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY**  
**GUEST LIST - July 09, 2018**

[illegible]