

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

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

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, September 09, 2019 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Sims, 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 August 12, 2019.

Mr. Quilty moved to approve the minutes of August 12, 2019. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Sims called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Quilty stated that he was in the process working on the Strategic Assessment and hopes to have it completed by the end of the year.

Mr. Sims called for the Operations Committee Report.

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

Mr. Sims called for the Development Committee Report.

Dr. Baker stated that the Development Committee had met to review the responses to the RFQ for Engineering services – Runway 6 – Phase 3 (Embankment) Construction Administration and to select an engineering firm.

Dr. Baker stated that it is the recommendation of the Development Committee to select Delta Airport Consultants for the engineering firm for Extend

**Runway 6 – Phase 3 (Embankment) Construction Administration. Recommendation carried unanimously.**

**Mr. Sims called for Unfinished Business.**

**Mr. Sims raised the discussion in regard to investing two hundred fifty thousand dollars (\$250,000) that was tabled at the July 08, 2019 meeting.**

**Discussion ensued.**

**Mr. Sims asked the Operations Committee to work with the Airport Staff to establish a monthly cash flow report to determine if it is feasible to invest the two hundred fifty thousand dollars (\$250,000).**

**Mr. Sims called for New Business.**

**Mr. Sims stated that it was time to do the performance evaluation for the Airport Manager and that he would send the evaluation form to each member of the Board to fill out and return to him. Mr. Sims asked Mr. Puckett to join him in meeting with the Airport Manager.**

**Mr. Sims called for Public Comments.**

**None**

**No Closed Session**

**Dr. Baker moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously. The meeting adjourned at 7:28 P.M.**

  
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Dr. James Baker, Secretary

  
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Frank Sims, Chairman

