

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

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

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, February 11, 2019 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 January 14, 2019.

Mr. Puckett moved to approve the minutes of January 14, 2019. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Maine called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Puckett stated that the staff needs to be thinking about a contingency plan, if fuel sales continues to be down.

Mr. Maine called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Doug Sander with Delta Airport Consultants gave the Board an update on AIP-35 Extend Runway 6 – Phase 3 (Box Culvert & Embankment) and an update on the Airport Capital Improvement Plan (ACIP).

Mr. Hines requested approval to approach the County Board of Supervisors to amend the 2019-2020 County Budget request by removing the following two (2) Capital Improvements Projects: Rehabilitation of former Wright Equipment Site Project totaling \$500,000, requested amount of \$100,000 and Tri-Sate Livestock Market site – obstruction removal Project totaling \$480,000, requested amount of \$96,000 and adding the Rehabilitate Taxilanes and Landside Pavements Project totaling \$850,000, request amount of \$170,000.

**Discussion ensued.**

**Mr. Puckett moved to allow the Airport Manager to approach the County Board of Supervisors to amend the 2019-2020 County Budget. Mr. Anderson seconded the motion. The motion carried unanimously.**

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

**Mr. Sims stated that the Operations Committee had met to discuss developing a Strategic Plan and having a Restaurant here at the Airport.**

**Mr. Sims stated that the Operations Committee recognizes the merit of developing a Strategic Plan to better define areas of opportunity to improve. The Operations Committee recommends that the Board review Mr. Quilty's presentation that fully describes a Strategic Initiative and the process of producing one.**

**Mr. Sims stated that it is the recommendation of the Operation Committee that further information is needed in regards to having a Restaurant here at the Airport.**

**Discussion ensued.**

**Mr. Sims stated that it is the motion of the Operations Committee to set aside one (1) hour at the March 11, 2019 Board Meeting to allow Mr. Quilty to present his presentation on Strategic Initiative and the process of producing one. The motion carried unanimously.**

**Mr. Maine called for a recess at 7:49 P.M.**

**Mr. Maine called the Meeting back to order at 7:55 P.M.**

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

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

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

**None**

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

**Mr. Hines requested approval of the Proposed Pen & Ink changes to the Airport Layout Plan (ALP) to allow for the proposed taxilane change.**

**Discussion ensued.**

Mr. Anderson moved to approve the Pen & Ink changes to the Airport Layout Plan (ALP). Mr. Puckett seconded the motion. The motion carried unanimously.


Mr. Maine called for Public Comments.

None.

Closed Session.

None

Mr. Quilty moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 8:04 P.M.

  
David Anderson, Secretary  
Edward "Earl" Maine, Chairman

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**GUEST LIST - February 11, 2019**

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