

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

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

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, December 09, 2019 at 5:30 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, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. Sims called for approval of the Minutes of the Regular Meeting November 13, 2019.

Mr. Ruble moved to approve the minutes of November 13, 2019. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Sims welcomed Mr. Jenkins to the Board.

Mr. Sims asked Mr. Jenkins to serve on the Development Committee.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines stated that in reference to Tree Line Helicopters request for additional office space, a supplier has been located for a 12'X44' office trailer. The monthly cost would be \$379.00 per month plus delivery, block and level, pick-up and tear down and steps (one time cost \$1,838.00). Also, additional one time cost to hook up water, sewer and electrical.

Mr. Hines requested the Boards approval to work with Tree Line Helicopters for a monthly cost of \$500.00 if they will pay all of the "one time" cost.

Discussion ensued.

Dr. Conrad made the motion to approve that the Airport Manager to work with Tree Line Helicopters for a monthly cost of \$500.00, if they will pay all of the "one time" cost. Mr. Puckett seconded the motion. The motion carried unanimously.

**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 not met.**

**Mr. Sims called for the Audit Committee Report.**

**Mr. Puckett stated that the Audit Committee had met with Mr. David Brown from Hicok, Brown & Company CPAs to review the 2018-2019 Financial Report.**

**Discussion ensued.**

**Mr. Puckett stated that it is the recommendation of the Audit Committee that the 2018-2019 Financial Report be approved. The 2018-2019 Financial Report was approved by a vote of 7 – 0.**

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

**None**

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

**Mr. Quilty questioned whether the DBE Policy should be approved the Board.**

**Discussion ensued.**

**Mr. Sims asked the Board to review the DBE Policy. Further discussion to take place at the January 13, 2020 meeting.**

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

**None**

**Closed Session**

**None**

**Dr. Baker moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously. The meeting adjourned at 6:03 P.M.**

  
Dr. James Baker, Secretary

  
Frank Sims, Chairman

