

**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, May 13, 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 April 09, 2019.

Mr. Sims moved to approve the minutes of April 09, 2019. Dr. Conrad seconded the motion. The motion carried unanimously.

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. Hines stated that the proposed operating draft budget for FY 2019-2020 has been included for the Boards review and that the Operations Committee traditionally reviews the budget and makes recommendations for approval at the June meeting.

Mr. Sims stated that the Operations Committee will meet to review the proposed operating draft budget for FY 2019-2020 before the June meeting.

Discussion ensued.

Mr. Quilty passed out a condensed budget worksheet to the Board.

Discussion ensued.

Dr. Conrad moved that Mr. Quiltys condensed budget worksheet be forwarded to the Operations Committee for review and approval. Mr. Quilty seconded the motion. The motion carried unanimously.

Mr. Hines stated that the Airports agreement for financial audit with Hicok, Brown & Company expires at the end of June 2019. The agreement allows for an extension for two (2) additional years. Mr. Hines requested that the Board approve a two (2) year extension.

Discussion ensued.

Dr. Baker moved that the Attorney be allowed to review the current Virginia State Law in regards to the procurement of Audit Services. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Maine called for the Operations Committee Report.

Mr. Sims stated that the Operations Committee had 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 stated that he had received one comment in regards to the Special Conservators of the Peace. It was a question as to how much the training per person cost. Mr. Hines reported that it would cost an estimated one thousand dollars (\$1,000) per person.

Discussion ensued.

No action was taken in regards to the Special Conservators of the Peace.

Mr. Quilty stated that he had received one comment in regards to the Mission Statement and that he is about seventy-five percent (75%) done with developing a questionnaire and that he should have that ready to present to the Board at the next meeting.

Mr. Maine called for New Business.

Mr. Hines stated that the Board had requested that the staff obtain rates from other FDIC financial institutes for a five hundred thousand dollars (\$500,000), twelve (12) month CD. Mr. Hines present the findings to the Board.

Dr. Conrad moved to allow Mr. Hines to purchase a five hundred thousand dollars (\$500,000), twelve (12) month CD at 2.5% interest with First Bank & Trust Company. Mr. Anderson seconded.

Discussion ensued.

Dr. Conrad amended his motion to say “to allow Mr. Hines to purchase two (2) CD’s, first CD to be a five hundred thousand dollars (\$500,000), twelve (12) month CD and the second CD to be a two hundred and fifty thousand dollars (\$250,000), twelve (12) month CD, and to see if the Airport can get both CD’s at 2.5% interest, with First Bank & Trust Company”. Mr. Anderson seconded the motion. Motion carried with Mr. Puckett abstaining.

Mr. Quilty shared his experience with having solar panels installed on his house and that he thinks that the Airport could benefit from having solar panels installed.

Discussion ensued.

Mr. Maine asked the Development Committee to research the feasibility of having solar panels installed.

Mr. Maine called for Public Comments.

None.


Closed Session.

None

Dr. Baker moved to adjourn. Dr. Conrad seconded the motion. The motion carried unanimously. The meeting adjourned at 7:32 P.M.



David Anderson, Secretary



Edward “Earl” Maine, Chairman

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**GUEST LIST - May 13, 2019**

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