

**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 Wednesday, November 13, 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 October 16, 2019.

Mr. Ruble moved to approve the minutes of October 16, 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 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 Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines stated that Hicok, Brown & Company had submitted a draft of the FY 2018-2019 Financial Audit and that the Audit Committee would need to meet to review the audit before the next Board meeting.

Mr. Sims asked the Audit Committee to meet to review the audit before the next Board meeting.

Mr. Hines stated that First Bank and Trust had prepared documents to extend the Line of Credit for an additional three years and that there will be a Resolution that will need to be signed by the Board Members. Extension of the Line of Credit was approved at the October 16, 2019 Board Meeting.

Mr. Hines requested Board approval for the annual holiday dinner for all employees and guest.

Discussion ensued.

Mr. Ruble moved to approve the annual holiday dinner for all employees and guest up to the budgeted amount. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Hines stated that the County Budget request for FY 2020-2021 will be due December 2019. Mr. Hines recommended to request funding for the next phase of construction for the Runway 6 *Extension - Embankment* and the *Taxilane and Landside Pavement Rehabilitation Project*. Anticipating a FAA grant of \$5.0M, state grant of \$444,444.00 and a local match of \$111,111.00 for the *Embankment* project. For the *Taxilane and Landside Pavement Rehabilitation Project* we anticipate a state grant of \$600,000.00 with a local match of \$120,000.00. Therefore the recommendation is to request funding from the county in the amount of \$231,111.00. If the state does not fund the pavement project, or only funds a portion of the project, the local funding would be reduced accordingly.

Mr. Quilty moved to approve the County Budget request for FY 2020-2021 as presented. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Hines stated that Airports aircraft tug was purchased over twenty years ago and was in need of extensive repairs. The local vocational school has painted the tug and the Airport Maintenance Staff has completed the much needed repairs. The Airport now has a nice piece of aircraft ground handling equipment that should give the airport several more years of service. The Airport Maintenance Staff was commended by the Board for their hard work in restoring the tug.

Mr. Hines requested that the meeting time for the December 09, 2019 meeting be moved from 6:00 P.M. to 5:30 P.M. due to the Airport having the Christmas Open House from 6:00 P.M. to 7:30 P.M.

Dr. Baker moved to approve that the meeting time for the December 09, 2019 meeting be moved from 6:00 P.M. to 5:30 P.M. Mr. Ruble seconded the motion. The motion carried unanimously.

Mr. Sims called for Unfinished Business.

None

Mr. Sims called for New Business.

Mr. Puckett stated the he would like to task Mr. Hines and the staff to explore the possibility of a lavatory cart for purchase.

Discussion ensued.

Mr. Hines stated that he would obtain the information on purchasing a lavatory cart.

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 7:23 P.M.


Dr. James Baker, Secretary


Frank Sims, Chairman

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