

**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, June 10, 2019 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Sims, Vice 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 recessed the meeting at 6:01 PM for a visit to the Box Culvert job site.

Mr. Sims reconvened the meeting at 6:39 PM.

Mr. Sims called for approval of the Minutes of the Regular Meeting May 10, 2019.

Dr. Conrad moved to approve the minutes of May 10, 2019. Mr. Anderson 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.

Ms. Amber Miller reported that a five hundred thousand dollars (\$500,000), twelve (12) month CD at 2.5% interest was purchased with First Bank & Trust Company and that First Bank & Trust could not do 2.5% interest on a second CD of two hundred and fifty thousand dollars (\$250,000).

Mr. Maine arrived at 7:06 P.M.

Discussion ensued in regards to a second CD of two hundred and fifty thousand dollars (\$250,000).

Mr. Sims moved to have the airport staff reassess the airports cash flow needs to get comfortable that the airport has the two hundred and fifty thousand dollars (\$250,000) to be invested, have the Attorney research whether we have an obligation to go out to other banks, and explore the possible of using the excess cash to pay down the loan. Mr. Baker seconded the motion. Motion carried with Mr. Puckett abstaining.

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.

Mr. Anderson moved to extend the agreement for financial audit with Hicok, Brown & Company for two (2) additional years. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Quilty reviewed the draft letter to Mr. Morgan Griffith in regards to the General Aviation (GA) Caucus with the Board.

Discussion ensued

Mr. Quilty moved to authorize the Chairman to sign the joint letter with the Washington County Board of Supervisors to Mr. Morgan Griffith encouraging him to join the General Aviation Caucus in the U.S. House of Representatives and further authorize the Airport Manager to coordinate the joint letter with the County Administrator.

Discussion ensued.

Mr. Maine stated that an "s" needs to be added "Virginia Highland" throughout the letter.

Dr. Baker recommended that the letter be one from the Airport Authority only and have each Board Member approach their County Supervisor and encourage them to send a letter to Mr. Morgan Griffith encouraging him to join the General Aviation Caucus in the U.S. House of Representatives and to send a letter to each Airport in our district encouraging them to do the same.

Discussion ensued.

Mr. Quilty amended his motion to say authorize the Chairman to sign a letter from the Airport Authority to Mr. Morgan Griffith encouraging him to join the General Aviation Caucus in the U.S. House of Representatives and further authorize the Airport Manager to coordinate the a letter with the County Administrator and to send a letter to each Airport in our district encouraging them to do the same. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Hines requested approval and authorization for the Airport Attorney to execute the following three grants that were approved by the Virginia Aviation Board (VAB):

Project Description	State Amt.	Local Amt.
Obstruction Removal – RWY 24 approach	\$39,920	\$ 9,980
Replacement Furniture – Vending Area	\$ 1,044	\$ 261
Taxilane & Landside Pavement Rehab. (Design)	\$73,744	\$18,436

Discussion ensued.

Dr. Baker suggested that the Board reach out to the County for support of the local amounts totaling twenty eight thousand six hundred seventy-seven dollars (\$28,677).

Mr. Quilty moved to approve the three (3) grants and authorize the Airport Attorney to execute the grants and to submit a request to the County for support of the local amounts. Mr. Puckett 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 review the Proposed Operating Budget for FY 2019-2020 and that it is the recommendation of the Operations Committee that the Proposed Operating Budget for FY 2019-2020 be approved as presented in attachment 6.

Discussion ensued.

Mr. Maine called for a vote to accept the Operations Committees recommendations to approve the Operating Budget for FY 2019-2020. Operating Budget for FY 2019-2020 was approve by a vote of 7 for and 0 against.

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. Quilty handed out the Draft VHAA Strategic Assessment Questionnaire for the Boards review.

Discussion ensued.

Board Members were asked to review and complete the questionnaire and return them to Mr. Quilty at the next Board meeting.

Mr. Maine called for New Business.

Mr. Maine recommended the long term vision items (Hangars, Restaurant, etc.) of the Board be included in the Managers monthly report.

Discussion ensued.

Board Members agreed that the long term vision items of the Board should be included in the Managers monthly report.

Mr. Maine called for Public Comments.

None.

Closed Session.

None

Mr. Anderson moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 8:25 P.M.



Dr. James Baker, Assistant Secretary



Frank Sims, Vice Chairman

