

**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 Monday, August 12, 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 called for approval of the Minutes of the Regular Meeting July 08, 2019.

Mr. Quilty stated that on page 3 the paragraph that reads "Mr. Sims stated that at the last meeting that the Board wanted a legal option...", that the word "option" needed to be changed to "opinion". Also in the same paragraph were it reads "...the answer is no", need to be changed to read "Mr. Elliott's answer was no...."

Dr. Baker stated that on page 3 the paragraph that reads "Mr. Hines stated that he had met with the staff and everyone....", that the word "everyone" needed to be changed to "staff".

Mr. Sims moved to approve the minutes of July 08, 2019 as amended. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Sims turned the floor over to Estes Brother's Construction. The following persons addressed the Board:

- Mr. Austin Glass
- Mr. Sidney Kolb
- Mr. Greg Estes

Mr. Elliot stated that he would like to speak to the Board in Closed Session.

Mr. Elliott stated that a motion was needed in order for the Virginia Highlands Airport Authority to conduct a Closed Session pursuant to Code of Virginia § 2.2-3711.A.7., for the purpose of Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the

negotiating or litigating posture of the Authority, and pursuant to Code of Virginia § 2.2-3711.A.8., for the purpose of Consultation with legal counsel employed or retained by the Authority regarding specific legal matters requiring the provision of legal advice by such counsel, where the matters for consideration in the closed session will be the award of the contract for “Phase 3 Embankment) – Extension of Runway 6”, along with any issues raised by Estes Bros. related to the findings of the Authority that the Estes bid was non-responsive. The process necessary for an award of a sealed bid contract, and the appeal therefrom are also matters for discussion.

Mr. Ruble moved to conduct a Closed Session in accordance with the items that were stated by Mr. Elliott. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Sims stated that the Closed Session would consist of the Board Members, the Attorney, Airport Manager, Executive Assistant, and Administrative Assistant.

Following the Closed Session, the Board immediately reconvened its Open Session. Having reconvened, members of the Board were advised that if any one of them believes there was a departure from the purposes stated in the motion to go into Closed Session, they now should so state. Mr. Elliott asked if anyone believed there was a departure in the Closed Session from the purposes announced for having a Closed Session. FOIA requires you to speak up now.

No one having identified any departures from the purpose for the closed session, a roll call vote was taken certifying that to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

Frank Sims – I so certify
Ellison Conrad – I so certify
Daniel Ruble – I so certify
Stephen Quilty– I so certify
Andy Puckett – I so certify
James Baker – I so certify

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.

Mr. Hines stated that two (2) responses were received in response to the RFQ for Engineering Services – Extend Runway 6 – Phase 3 (Embankment) and that the

Development Committee will need to meet to review and select an engineering firm before August 30th.

Mr. Sims called for the Operations Committee Report.

Mr. Sims 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 Unfinished Business.

Mr. Quilty stated that he had received several of the VHAA Strategic Assessment Questionnaire back and that he would go ahead consolidate the results and will report back to the Board at the September Board meeting.

Mr. Sims called for New Business.

None

Mr. Sims called for Public Comments.

Mr. Sidney Kolb addressed the Board.

Mr. Sims stated that Election of officers was needed.

Mr. Sims called for nominations for Chairman.

Mr. Quilty nominated Mr. Sims for Chairman. Dr. Conrad seconded the nomination. The nomination carried unanimously.

Mr. Sims called for nominations for Vice Chairman.

Mr. Ruble nominated Mr. Puckett for Vice Chairman. Mr. Quilty seconded the nomination. The nomination carried unanimously.

Mr. Sims called for nominations for Treasurer.

Dr. Conrad nominated Mr. Puckett for Treasurer. Mr. Sims seconded the nomination. The nomination carried unanimously.

Mr. Sims called for nominations for Secretary.

Dr. Conrad nominated Dr. Baker for Secretary. Mr. Ruble seconded the nomination. The nomination carried unanimously.

Mr. Sims called for nominations for Assistant Treasurer.

Dr. Baker nominated Mr. Sims for Assistant Treasurer. Mr. Ruble seconded the nomination. The nomination carried unanimously.

Mr. Sims called for nominations for Assistant Secretary.

Mr. Sims nominated Dr. Conrad for Assistant Secretary. Mr. Ruble seconded the nomination. The nomination carried unanimously.

Mr. Sims appointed Mr. Quilty, Mr. Puckett and Mr. Ruble to serve on the Operations Committee with Mr. Quilty serving as Chairman of the Committee.

Mr. Sims appointed Dr. Baker, Dr. Conrad, and the new Board Member (when appointed) to serve on the Development Committee with Dr. Baker serving as Chairman of the Committee.

Mr. Sims appointed Mr. Puckett, Dr. Conrad and Mr. Ruble to serve on the Audit Committee with Mr. Puckett serving as Chairman of the Committee.

Mr. Sims asked the Development Committee to meet to review the two (2) responses received in response to the RFQ for Engineering Services – Extend Runway 6 – Phase 3 (Embankment) and to select an engineering firm.

Mr. Quilty stated that back at May meeting, the Development Committee was asked to research the feasibility of having solar panels installed in the Terminal.

Mr. Sims asked the Development Committee to research the feasibility of installing solar panels in the Terminal.

Mr. Puckett moved to adjourn. Dr. Conrad seconded the motion. The motion carried unanimously. The meeting adjourned at 7:53 P.M.


Dr. James Baker, Secretary


Frank Sims, Chairman