

## VIRGINIA HIGHLANDS AIRPORT AUTHORITY

## REGULAR MEETING

**Members Present:** Stephen Lowe  
Edward "Earl" Maine  
Gary Cutlip  
Frank Buchanan, III  
Joseph C. Straten  
David G. Anderson

**Absent:** John R. White

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, July 14, 2014 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Lowe, 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, Airport Secretary, Amber Miller, Airport Assistant Secretary.

Mr. Lowe called for approval of the Minutes of the Regular Meeting of June 09, 2014.

Mr. Anderson moved to approve the Minutes of June 09, 2014. Mr. Cutlip seconded the motion. The motion carried unanimously.

Mr. Lowe stated that election of officers was needed.

Mr. Lowe called for nominations for Chairman.

Mr. Maine nominated Mr. Lowe for Chairman. Mr. Anderson seconded the nomination. Mr. Cutlip moved that nominations be closed. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Lowe called for nominations for Vice Chairman.

Mr. Maine nominated Mr. Buchanan for Vice Chairman. Mr. Anderson seconded the nomination. Mr. Cutlip moved the nominations be closed. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Lowe called for nominations for Treasurer.

Mr. Maine nominated Mr. Cutlip for Treasurer. Mr. Lowe seconded the nomination. The motion carried unanimously.

Mr. Lowe called for nominations for Secretary.

**Mr. Straten nominated Mr. Anderson for Secretary. Mr. Maine seconded the nomination. The motion carried unanimously.**

**Mr. Lowe called for nominations for Assistant Treasurer.**

**Mr. Lowe nominated Mr. Anderson for Assistant Treasurer. Mr. Maine seconded the nomination. The motion carried unanimously.**

**Mr. Lowe called for nominations for Assistant Secretary.**

**Mr. Anderson nominated Mr. Maine for Assistant Secretary. Mr. Cutlip seconded the nomination. The motion carried unanimously.**

**Mr. Lowe appointed Mr. Buchanan, Mr. Straten, and Mr. Anderson to serve on the Development Committee with Mr. Buchanan serving as Chairman of the committee.**

**Mr. Lowe appointed Mr. Anderson, Mr. Straten, and Mr. Cutlip to serve on the Audit Committee with Mr. Anderson serving as Chairman of the committee.**

**Mr. Lowe appointed Mr. Straten, Mr. Maine, and Mr. Cutlip to serve on the Operations Committee with Mr. Straten serving as Chairman of the committee.**

**Mr. Lowe called for the Financial Report.**

**Mr. Cutlip gave the Financial Report.**

**Mr. Lowe called for the Manager's Report.**

**Mr. Hines gave the Manager's Report.**

**Discussion ensued.**

**Mr. Buchanan moved to approve the Airport Capital Improvement Program as proposed. Mr. Maine seconded the motion. The motion carried unanimously.**

**Mr. Lowe called for the Operations Committee Report.**

**Mr. Maine stated that the Operations Committee had not met.**

**Mr. Lowe called for the Development Committee Report.**

**Mr. Buchanan stated that the Development Committee had not met.**

**Mr. Lowe called for Unfinished Business.**

**Mr. Maine gave a report on the visit to Charlottesville to view their runway extension project.**

Mr. Hines provided the Board members with additional information in regards to the Rehabilitation of the State Police Hangar Apron.

Discussion ensued.

Mr. Lowe recommended that the discussion in regards to the Rehabilitation of the State Police Hangar Apron be re-visited after Closed Session.

Mr. Hines presented the Board with the Engineering Fee Summary, Extension runway 06.

Discussion ensued.

Mr. Lowe called for New Business.

Mr. Lowe state that a Variance Application from Elizabeth-Ann Graybeal had been received.

Mr. Hines gave a brief summary of the Variance.

Mr. Maine moved to approve the Variance. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Hines made the recommendation that the following be added to the Rules and Regulations, Section 10D: "Private vehicles, except those vehicles owned and operated by the Virginia Highlands Airport employee, FBO's, SASO's, contractors or agents, are not to cross the runways or taxiways at Virginia Highlands Airport".

Discussion ensued.

Mr. Lowe referred the recommendation for the addition to the Rules and Regulations to the Operations Committee for review.

Mr. Lowe called for Public Comments.

None

Mr. Lowe moved that Virginia Highlands Airport Authority conduct a Closed Session pursuant to Code of Virginia 2.2-3711 A.3 for the purpose of Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Mr. Straten seconded the motion. The motion carried unanimously.

Following the Closed Session, the Board immediately reconvened its open Session and the Authority's attorney, Mr. Elliott took a roll call vote stating that no matter was discussed in Closed Session other than that were included in the motion

to go into Closed Session and no other votes were taken in Closed Session other than to go out of Closed Session.

Stephen Lowe– I so Certify  
Edward “Earl” Maine – I so Certify  
Gary Cutlip– I so Certify  
Frank Buchanan, III– I so Certify  
Joseph C. Straten– I so Certify  
David G. Anderson– I so Certify

Mr. Maine moved to permit Davenport & Company to issue a RFP for a line of credit in the amount of three million dollars. Mr. Straten seconded the motion. The motion carried unanimously.

Mr. Lowe returned the discussion to the Rehabilitation of the State Police Hangar Apron.

Discussion ensued.

Mr. Buchanan moved that all bids received on the Rehabilitation of the State Police Hangar Apron be rejected and to rebid for concrete only. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Lowe moved to recommend to the Board of Supervisors that they consider this motion as support for the reappointment of John R. White to the Virginia Highlands Airport Authority. Mr. White’s aviation knowledge has been a valuable asset to the Virginia Highlands Airport Authority and the citizens of Washington County, Virginia. Mr. Straten seconded the motion. The motion carried unanimously.

Mr. Buchanan moved to adjourn. Mr. Maine seconded the motion. The motion carried unanimously. The meeting adjourned at 8:19 P.M.



David Anderson, Secretary



Stephen Lowe, Chairman

**VRGINIA HIGHLANDS AIRPORT AUTHORITY  
GUEST LIST - July 14, 2014**

<b>Name</b>	<b>Address</b>	<b>Telephone</b>
David Jones		