

VIRGINIA HIGHLANDS AIRPORT AUTHORITY

REGULAR MEETING

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

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, August 11, 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 July 14, 2014.

Mr. Maine moved to approve the Minutes of July 14, 2014 as amended. Mr. Straten seconded the motion. The motion carried unanimously.

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.

Mr. Lowe asked the Board if there were any objections to interrupting the Manager's Reports to allow Mr. Tickle and Mr. Gatton to address the Board. No objections were heard.

Mr. Lowe turn the floor over to Mr. Tickle and Mr. Gatton from Sky Ventures.

Mr. Tickle and Mr. Gatton addressed the Board in regards to the Fuel Contract.

Mr. Hines continued with the Manager's Report.

Discussion ensued.

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

**Mr. Straten stated that the Operations Committee had met to review the recommended additions to the Rules and Regulations.**

**Mr. Straten stated that the Operations Committee received a document that contains verbage taken from the FAA Advisory Circulars 150/5210-20 – “Ground Vehicle Operations on the Airports” and that it is the motion of the Operations Committee to insert this document into the Rules and Regulations in Chapter 1, Section 10D.**

**Discussion ensued.**

**Motion was tabled until the Airport Manager has time to review the document.**

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

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

**Mr. Lowe replaced Mr. Cutlip with Mr. White on the Operations Committee.**

**Mr. Lowe called for Public Comments.**

**The following people addressed the Board:**

**Mr. Ken Taylor**

**Mr. Sonny Wright**

**Mr. Dave Jones**

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

**Mr. Anderson moved to rescind the motion passed by the Board on July 14, 2014, concerning the proposed rebid of the State Police Apron Rehabilitation project and to accept the project as originally submitted for the portland cement concrete rehabilitation submitted by the concrete schedule low bidder.**

**Discussion ensued.**

**Motion was tabled.**

**Mr. Lowe called for New Business.**

**Mr. Lowe stated that a Resolution Authorizing Issuance of a Request for Proposals for Line of Credit Financing and Related Matters needed to be reviewed.**

**Discussion ensued.**

Mr. Maine moved to approve the Resolution Authorizing Issuance of a Request for Proposals for Line of Credit Financing and Related Matters as presented. Mr. Straten seconded the motion.

Mr. Lowe took a roll call vote;

Edward "Earl" Maine - aye  
Gary Cutlip - aye  
John R. White - aye  
Frank Buchanan, III - aye  
Joseph C. Straten - aye  
David G. Anderson - aye  
Stephen Lowe - aye

Motion carried unanimously.

Mr. Lowe called for a recess, meeting to be reconvened in five (5) minutes.

Mr. Lowe called the meeting back to order at 7:43 P.M. All members present.

Mr. Lowe asked Mr. Anderson to re-read his motion in regards to the State Police Apron Rehabilitation project.

Mr. Anderson re-read his motion: "Moved to rescind the motion passed by the Board on July 14, 2014, concerning the proposed rebid of the State Police Apron Rehabilitation project and to accept the project as originally submitted for the portland cement concrete rehabilitation submitted by the concrete schedule low bidder". Mr. White seconded the motion. The motion carried unanimously.

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. Maine 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  
John R. White - I so Certify  
Frank Buchanan, III- I so Certify

Joseph C. Straten- I so Certify  
David G. Anderson- I so Certify

Mr. White moved to adjourn. Mr. Buchanan seconded the motion. The motion carried unanimously. The meeting adjourned at 8:35 P.M.



David Anderson, Secretary



Stephen Lowe, Chairman

**Virginia Highlands Airport Authority**

**Resolution Authorizing Issuance of a Request  
for Proposals for Line of Credit Financing  
and Related Matters**

**WHEREAS**, the Virginia Highlands Airport Authority (“ Authority”) exists as an independent body corporate of the Commonwealth of Virginia created pursuant to Chapter 3, Title 5.1 of the Code of Virginia of 1950, as amended, with all powers authorized under applicable state law, including but not limited to owning and operating an airport,

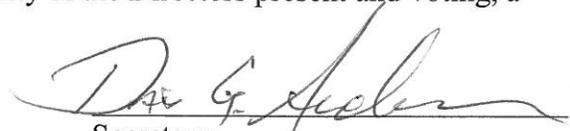
**WHEREAS**, the Authority is undertaking the extension of Runway 6 at the Airport (the “Runway Extension Project”), major elements of which include design and engineering costs and expenses, the acquisition of land for such runway extension and the relocation of portions of State Route 611,

**WHEREAS**, while it is anticipated the majority of the funding for the Runway Extension Project is to be provided from the proceeds of federal and state grants for such purpose, such grant proceeds may not be received by Authority at the time that Authority incurs related project costs, and

**WHEREAS**, in order to meet interim funding requirements for the Runway Extension Project, and upon the advice of its financial advisor, Davenport & Company LLC, the Authority desires to solicit banks and other financial institutions for interim line of credit financing for the Runway Extension Project, and in connection therewith, to request that the Board of Supervisors of the County of Washington, Virginia (the “Supervisors”) provide financial support for the Runway Extension Project and its interim funding through the County’s non-binding moral obligation,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Virginia Highlands Airport Authority that Staff of Authority is hereby authorized to issue a Request for Proposals for the interim line of credit financing of the Runway Extension Project and in connection therewith to request that the Supervisors provide financial support for the Runway Extension Project and its interim funding through a non-binding moral obligation.

Adopted this 11<sup>th</sup> day of August, 2014 as a regular meeting of the Board of Directors of the Virginia Highlands Airport Authority, by a majority of the Directors present and voting, a quorum existing.

  
Secretary