

VIRGINIA HIGHLANDS AIRPORT AUTHORITY

REGULAR MEETING

Members Present: Stephen Lowe
Edward "Earl" Maine
Gary Cutlip
John 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, February 10, 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, Sheri Hiter, Airport Attorney, Kristy Miller, Airport Secretary, Amber Miller, Airport Assistant Secretary.

Mr. Lowe called for approval of the Minutes of the Regular Meeting of January 13, 2014.

Mr. Anderson moved to approve the Minutes of January 13, 2014. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Lowe called for approval of the Minutes of the Special Called Meeting of January 27, 2014.

Mr. Buchanan moved to approve the Minutes of January 27, 2014. Mr. Maine 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 called for the Operations Committee Report.

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

Mr. Lowe asked Mr. Maine to discuss the T-Hangar Lease mark-up.

Mr. Maine reviewed the T-Hangar Lease mark-up with the Board.

Discussion ensued.

Mr. Buchanan moved to accept T-Hangar Lease with changes. Mr. Cutlip seconded the motion.

Discussion ensued.

Mr. Buchanan withdrew his motion.

Discussion ensued.

Mr. Maine moved to approve the T-Hangar Lease modifications. Mr. Buchanan seconded the motion. The motion carried with Mr. Lowe and Mr. White abstaining.

Mr. Lowe called for the Development Committee Report.

Mr. Buchanan stated that the Development Committee had met and that the Committee had nothing to bring before the Board.

Mr. Lowe called for Unfinished Business.

Mr. Lowe stated that the Air Show contract needed to be discussed and that a "Resolution of the Virginia Highlands Airport Authority Authorizing an Airshow and Procurement of Services to produce same" needed to be considered.

Discussion ensued.

Mr. Maine moved to approve the "Resolution of the Virginia Highlands Airport Authority Authorizing an Airshow and Procurement of Services to produce same". Mr. Straten seconded the motion. The motion carried with Mr. White abstaining.

Mr. Lowe called for New Business.

Mr. Lowe stated that the Term Contract Extension for Engineering Services with Delta Airport Consultants, Inc. needed to be discussed.

Mr. Hines stated the contract was executed in February 2012 for a one year period with the option of the Airport Authority to renew for a maximum of three additional one year Contract Terms. The contract was renewed in January 2013 for an additional one year.

Mr. Hines requested that the Airport Authority to authorize him to notify Delta that we have elected to extend the contract for one additional year.

Mr. Buchanan moved to extend the Contract for Engineering Services with Delta Airport Consultants, Inc. for one additional year. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Lowe stated that a Resolution to allow the Authority to apply for a grant from the Commonwealth's Tobacco Indemnification and Community Revitalization Commission needed to be considered.

Discussion ensued.

Mr. Buchanan moved to approve the Resolution to allow the Authority to apply for a grant from the Commonwealth's Tobacco Indemnification and Community Revitalization Commission. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Lowe called for Public Comments.

The following people addressed the Board:

Mr. Sonny Wright

Mr. Lowe moved that the 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 Mr. Lowe 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 White– I so Certify
Frank Buchanan, III– I so Certify
Joseph C. Straten– I so Certify
David G. Anderson– I so Certify

Mr. Lowe moved that the Airport Manager and Airport Authority Counsel and Consultants proceed with Land Acquisition as specified in AIP-32 per the review Appraisal. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Buchanan moved to adjourn. Mr. White seconded the motion. The motion carried unanimously. The meeting adjourned at 7:28 P.M.



David Anderson, Secretary



Frank Buchanan, Vice Chairman

A RESOLUTION OF THE
VIRGINIA HIGHLANDS AIRPORT AUTHORITY

WHEREAS, the Virginia Highlands Airport Authority (the “Authority”) was created by the Board of Supervisors of Washington County, Virginia for a public purpose and as a matter of public necessity, and

WHEREAS, pursuant to §5.1-33 of the Code of Virginia, the airport have been acquired, owned and controlled by the Authority for public, governmental and municipal purposes as a licensed public use airport, and

WHEREAS, the lands, easements and privileges acquired and to be acquired, owned, controlled or occupied by the Authority have been declared in §5.1-33 to be for public, governmental and municipal purposes, and to be within the definition of property acquired for public uses as such term is used in Article I, Section 11 of the Constitution of Virginia, and

WHEREAS, pursuant to § 5.1-41 of the Code of Virginia, the Authority has the power and obligation to construct, improve, equip, maintain and operate an airport for Washington County and has so operated the airport since 1987, and from that date has consistently improved the facilities to accommodate safe take-offs and landings of modern and up-to-date non-commercial and business jet civil aviation aircraft, and

WHEREAS, in having regularly provided facilities intended to comply with the safety standards imposed by the aviation industry, insurers to the industry, the Federal Aviation Administration and the Virginia Department of Aviation, the airport’s safety concerns have had a secondary effect of providing a positive impact to the economic base the County and other parts of the Southwest Virginia region, and

WHEREAS, the Authority is currently engaged in a runway extension project (the “Project”) designed to provide safe landing and taking off for business-jet sized aircraft at the airport, and

WHEREAS, significant funding from the Federal Aviation Administration and the Commonwealth’s Department of Aviation have been or will be offered to

construct the Project, but such funding will not be available for up-front costs of needed design and engineering and land acquisition, it is therefore

RESOLVED that the Authority apply for a grant from the Commonwealth's Tobacco Indemnification and Community Revitalization Commission, the funds from which will be used for designing and providing engineering for the extension of the airport's Runway 6 and for obtaining the properties necessary for the Project.

This resolution is effective immediately.

Adopted this 10th day of February, 2014 at 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.

A handwritten signature in cursive script, appearing to read "D. G. Asker", is written over a horizontal line. The signature is fluid and extends to the right of the line.

Secretary

RESOLUTION OF THE
VIRGINIA HIGHLANDS AIRPORT AUTHORITY
AUTHORIZING AN AIRSHOW AND PROCUREMENT OF
SERVICES TO PRODUCE SAME

WHEREAS, the Board of Directors of Virginia Highlands Airport Authority has previously determined that the Authority should conduct an airshow at the airport for the public purpose of promoting aviation and the stimulating aeronautical activity, and

WHEREAS, the Authority has been offered an Aviation Promotion Program grant (the "Grant") from the Commonwealth's Department of Aviation for the specific purpose of conducting such an airshow, it is

RESOLVED, that the Manager of the Authority seek an experienced promoter to produce an airshow on the 27th day in September with flying demonstrations and static displays of civil and general aviation airplanes for the purposes set forth in the Grant and for the education of the general public about the work of the airport and about aeronautical activity in general, and it is further

RESOLVED, that the Manager employ the Authority's applicable small purchases procurement procedures to engage a contractor to undertake the services set forth in the attached form of an agreement, which basically calls for the Authority to pay the costs of promoting and conducting an airshow from the grant of \$10,000 from the Department of Aviation and from the general funds of the Authority not to exceed an additional \$10,000, and to compensate the promoter at various fixed percentages of ticket sales and other income from third-party sponsors, conditioned upon the income exceeding certain minimum amounts beginning at \$20,000.

Adopted this 10th day of February, 2014 at 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