

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, November 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, Jim Elliott, Airport Attorney, Kristy Miller, Airport Secretary, and Amber Miller, Airport Assistant Secretary.

Mr. Lowe called for approval of the Minutes of the Regular Meeting October 14, 2014.

Mr. Maine moved to approve the Minutes of October 14, 2014. Mr. White 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.

Ms. Amber Miller gave a report to the Board on the rental property.

Discussion ensued.

Mr. Maine moved to approve the expenditures not to exceed five thousand (\$5000) dollars to make the necessary repairs to make the Rental House more presentable. Mr. Buchanan seconded the motion. The motion carried unanimously.

Mr. Hines continued with the Manager's Report.

Mr. Buchanan moved to authorize the Manager to acquire a Service/Maintenance Truck if the Virginia Department of Aviation will participate,

with our position not to exceed twenty thousands (\$20,000) dollars. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Lowe called for the Operations Committee Report.

Mr. Straten 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. Lowe asked Mr. Hines for an update on the Property Acquisitions.

Mr. Hines updated the Board on the Property Acquisitions.

Discussion ensued.

Mr. Lowe asked Mr. Anderson to update the Board on where we are on seeking a CPA to do our Accounting Audit.

Mr. Anderson gave the Board an update on where we are on seeking a CPA to do our Accounting Audit.

Mr. Lowe called for New Business.

Mr. Hines presented the Board with FY 15-16 Budget Request for Washington County. Mr. Hines passed out a draft copy of the Budget to the Board Members.

Discussion ensued.

Mr. Straten moved to allow the Manager to adjust the Budget request up to one hundred fifty thousand (\$150,000) dollars. Mr. Maine seconded the motion. The motion carried unanimously.

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.1 and A.29 for the purpose of discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and

discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Mr. White 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.

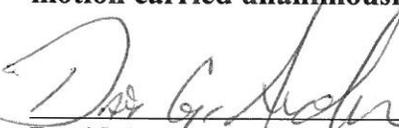
Stephen Lowe– I so Certify
Edward “Earl” Maine – I so Certify
Gary Cutlip– I so Certify
John R. White – I so Certify
Frank Buchanan, III– I so Certify
Joseph C. Straten– I so Certify
David G. Anderson– I so Certify

Mr. Maine moved to approve the Resolution that was presented in Closed Session. Mr. White seconded the motion. The motion carried unanimously.

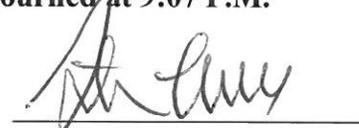
Mr. Lowe moved that the personnel policy recommendations that were discussed with the Manager be effective the next pay period. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Lowe asked for the Operations Committee to review the Personnel Policy and make the necessary revisions.

Mr. Buchanan moved to adjourn. Mr. Maine seconded the motion. The motion carried unanimously. The meeting adjourned at 9:07 P.M.



David Anderson, Secretary



Stephen Lowe, Chairman

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
VIRGINIA HIGHLANDS AIRPORT AUTHORITY

re
ENGINEERING AND DESIGN SERVICES

November 10, 2014

WHEREAS, in order to proceed toward the designing and engineering for the extension of Runway 6 (RW 6), the Authority published a Request for Qualifications (RFQ) as required by the Regulations (and Circulars adopted by incorporation into the Regulations) of the Federal Aviation Administration (FAA) as a first part of complying with the Virginia Public Procurement Act (“Act”), and

WHEREAS, the Act requires that such services be procured through the process of Competitive Negotiation, the first part of which involves determining the qualifications of potential providers of service, and

WHEREAS, the Act also provides that where only one offeror is fully qualified or where one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror, and

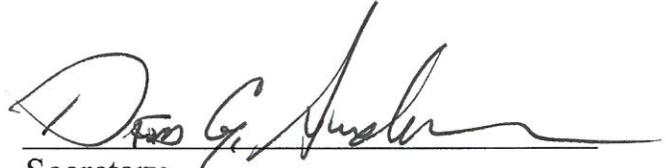
WHEREAS, following the receipt and examination of all responses to the RFQ, and finding from the responses and from other sources and observations that Delta Airport Consultants (Delta) possesses a well-developed relationship with the personnel at the FAA who make the decisions on issuing grants to regional and local airports and determining the amounts thereof, has in its employment retired FAA employees who were formerly empowered with granting authority when with the FAA and who possess necessary expertise regarding the timing for grant applications and the availability of grant funds, and

WHEREAS, Delta has had a long and supportive relationship with VHAA, including but not limited to having perceived of and engaged in the initial design and placement of the RW 6 extension, including environmental studies, determination of landowner identities and real estate holdings to be affected by the development of the extension, general soils and other inspections and investigations, resulting in Delta’s development of the current and past Airport Layout Plan, and

WHEREAS, the findings clearly dictate that Delta is clearly the more highly qualified and suitable for the RW 6 extension project that all the other offerors, it is

RESOLVED, that the General Manager of the Airport and the Airport's Chair negotiate with Delta for design of and engineering for the extension of Runway 6, including preparation of a contract for such services for submittal to the Airport's counsel for review and comment, following the receipt of reliable information from the FAA that it will reimburse the Authority's initial expenses for the runway 6 extension project engineering and design, and to take such further action as is necessary to secure an acceptable design agreement.

Resolved this 10th day of November, 2014, by vote of 7 for and 0 opposed, a Quorum present and voting.


Secretary