

## VIRGINIA HIGHLANDS AIRPORT AUTHORITY

## REGULAR MEETING

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

**Absent:** Gary Cutlip

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, January 13, 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.

Mr. Lowe called for approval of the Minutes of the Regular Meeting of December 09, 2013.

Ms. Hiter stated that Mr. Elliott had an amendment that needed to be made on page three (3) where it reads "Mr. Elliott took a roll call vote stating....", needed to read "Following the Closed Session, the Board immediately reconvened its Open Session and the Authority's attorney, Mr. Elliott took a roll call vote stating....".

Mr. Maine moved to approve the Minutes of December 09, 2013 as amended. Mr. Buchanan seconded the motion. The motion carried unanimously.

Mr. Lowe called for the Financial Report.

Mr. Anderson gave the Financial Report.

Mr. Lowe called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Discussion ensued.

Mr. Lowe called for the Operations Committee Report.

Mr. Maine stated that the Operations Committee had met in reference to T-hangar Lease agreement and presented the Board with a marked up version of the

**T-Hangar Lease agreement. Mr. Maine recommended that a vote be deferred until next month's meeting so that the Airport Attorney has a chance to review it.**

**Mr. White led a discussion in regards to aircraft maintenance on the field.**

**Mr. Maine recommended that a Special Called Meeting be held to further discuss the changes to the T-Hangar Lease.**

**Discussion ensued.**

**Mr. Lowe set the date for the Special Called Meeting for February 10, 2014 at 5:00pm.**

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

**Mr. Buchanan stated that the Development Committee met and have an estimated cost of twelve hundred (\$1200) to fifteen hundred (\$1500) dollars, including material and labor from Mr. Rick Statzer to replace the insulation that is missing in the terminal building.**

**Mr. Buchanan stated that the Development Committee moved to allow Mr. Statzer to replace the insulation that is missing in the terminal, total project cost not to exceeded fifteen hundred dollars (\$1500). The motion carried unanimously.**

**Mr. Buchanan stated that the HVAC contractor has advised us that all of the new heat pumps (3) have thermostats to turn the outside units off when the second (2<sup>nd</sup>) stage heat is on. The cost to update the remaining units (5) is five hundred ten dollars (\$510.00) for materials. The cost to replace the missing insulation on the heat-pump lines is two hundred dollars (\$200.00) for materials. Labor cost total for both jobs is six hundred thirty-two dollars (\$632.00) for a total of one thousand three hundred forty-two dollars (\$1,342.00).**

**Mr. Buchanan stated that the Development Committee moved to allow the HVAC contractor to proceed. The motion carried unanimously.**

**Mr. Buchanan stated that the Development Committee moved to allow the light switches in all restrooms be replaced with motion sensor switches not to exceed five hundred dollars (\$500.00). The motion carried unanimously.**

**Mr. Buchanan stated that the Development Committee also recommended that when any light ballast needs replacing that it be replaced with a T-8 electronic ballast.**

**Mr. Buchanan stated that the Airport Manager is getting quotes on solar film for the terminal building windows.**

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

Mr. Lowe inquired about the Web Site design.

Discussion ensued.

Mr. Lowe asked Ms. Miller to check on what our data storage size is on our current Web Site.

Mr. Lowe stated that the Manager has suggested September 27, 2014 as the Airshow date with September 28, 2014 as the rain date.

Discussion ensued.

Mr. Anderson moved that the Airshow date be September 27, 2014 with September 28, 2014 as the rain date. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Lowe called for New Business.

Mr. Lowe stated that the Manager has asked that the T-hangar inspections scheduled for February 1, 2014 be canceled due to the FAA Safety Seminar that will be on that day.

Discussion ensued.

Mr. Maine moved that the T-hangar inspections be canceled. Mr. White seconded the motion. The motion carried unanimously.

Mr. Lowe called for Public Comments.

The following people addressed the Board:

Mr. David Jones

No Closed Session

Mr. Buchanan moved to adjourn. Mr. Maine seconded the motion. The motion carried unanimously. The meeting adjourned at 8:04 P.M.

  
David Anderson, Secretary

  
Stephen Lowe, Chairman