

**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, December 09, 2013 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.

Mr. Lowe welcomed Mr. Straten to the Board.

Mr. Lowe called for approval of the Minutes of the Regular Meeting of November 11, 2013.

Mr. Anderson moved to approve the Minutes of November 11, 2013. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Lowe turned the floor over to Mr. Joe Mitchell from the Virginia Highlands Community College.

Mr. Mitchell presented the Board with the results of the Energy Audit conducted by the Virginia Highlands Community College's Energy Technology Class.

Discussion ensued.

Mr. Lowe called for the Financial Report.

Mr. Cutlip gave the Financial Report.

Discussion ensued.

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 not met.**

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

**Mr. Buchanan stated that the Development Committee met and that is was an informational meeting with Mr. Kent Misegades, who gave a presentation on the Aviation fuel industry, the future of Avgas and the Self Fueling industry.**

**Discussion ensued.**

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

**Mr. Lowe inquired about quotes for the Web Site design.**

**Discussion ensued.**

**Mr. Lowe inquired about the Ad that was to run in the GA News.**

**Discussion ensued.**

**Mr. Lowe states that a discussion on the Airshow was needed.**

**Discussion ensued.**

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

**Mr. Hines gave a report on the unauthorized use of the fuel truck, and reported that steps have been taken so it will not happen again.**

**Mr. Lowe states that a discussion on the RFP for the Fuel Contract was needed.**

**Discussion ensued.**

**The Board tabled the issued in regards to the RFP for the Fuel Contract, will revisit the issue at the March 2014 meeting.**

**Mr. Lowe appointed Mr. Buchanan, Mr. Anderson and Mr. White to serve on an Ad hoc Energy Committee.**

**Mr. Lowe asked the Energy Committee to meet before the next Board meeting to come up with a priority list.**

The following people addressed the Board:

Mr. Robert Dorton

Mr. Roscoe Trivett

Mr. Elliott read the motion that Virginia Highlands Airport Authority conduct a Closed Session pursuant to Code of Virginia 2.2-3711 A.7 for the purpose of consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Mr. Lowe moved to conduct a Closed Session in accordance with the items that was stated by Mr. Elliott. Mr. Maine seconded the motion. The motion carried unanimously.

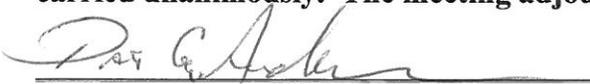
Following the Closed Session, the Board immediately reconvened its open Session and the Authority's attorney, Mr. Elliott took a roll call vote stating that no matter was discussed in Closed Session other than that were included in the motion to go into Closed Session and no other votes were taken in 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 White – I so certify  
Frank Buchanan – I so certify  
Joseph Straten – I so certify  
David Anderson – I so certify

Mr. Maine moved that fuel contract with Sky Ventures, LLC not be renewed. Mr. Anderson seconded the motion. The motion carried with Mr. White abstaining from voting.

Mr. Lowe appointed Mr. Straten to serve on both the Operations Committee and the Development Committee.

Mr. Maine moved to adjourn. Mr. Cutlip seconded the motion. The motion carried unanimously. The meeting adjourned at 8:08 P.M.

  
David Anderson, Secretary

  
Stephen Lowe, Chairman