

## VIRGINIA HIGHLANDS AIRPORT AUTHORITY

## REGULAR MEETING

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

**Absent:** David Matlock

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, September 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 and Amber Miller, Assistant Secretary.

Mr. Lowe called for approval of the Minutes of the Regular Meeting of August 12, 2013.

Mr. Anderson moved to approve the Minutes of August 12, 2013. Mr. Cutlip 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.

Discussion ensued.

Mr. Lowe called for the Operations Committee Report.

Mr. Maine states that the Operations Committee had met and discussed the letter received from Mr. Jones and a response had been approved and will be placed in the mail.

Mr. Maine stated that Operations Committee discussed the issues that came up last month in regards to insurance and maintenance issues, Committee is considering getting the legal counsels advice on insurance requirements.

Mr. Maine stated that the Operations Committee began to discuss changes to the T-hangar lease agreement. Discussion will continue at a later date. Mr. Maine stated that he would draft up a notice to be sent out in the monthly statement, soliciting any comments or concerns from the T-Hangar tenants.

Mr. Lowe called for the Development Committee Report.

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

Mr. Lowe called for the Audit Committee Report.

Mr. Anderson stated that the Audit Committee had met with Mr. Brown from Hicok, Fern, Brown & Garcia, to discuss the audit report and found it to be acceptable in accordance with the general accepted accounting principles. The Audit Committee moves to approve the Audit report dated June 30, 2013 as presented. The motion carried unanimously.

Mr. Lowe called for Unfinished Business.

Mr. Lowe inquired about the Appraisal for the Hairston Property.

Discussion ensued.

Mr. Lowe called for New Business.

Mr. Lowe stated that the Resolution, in regards to the By-Law change needed to be discussed.

Discussion ensued.

Mr. Lowe stated that Resolution, in regards to the By-Law change will be voted on at next month's meeting.

Mr. Lowe called for Public Comments.

No Public Comments.

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

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  
David Anderson - I so certify

Mr. Buchanan moved to adjourn. Mr. Maine seconded. The motion carried unanimously. The meeting adjourned at 6:44 P.M.

  
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David Anderson, Secretary

  
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Stephen Lowe, Chairman