

**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, July 08, 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 June 10, 2013.

Mr. Anderson moved to approve the Minutes of June 10, 2013. Mr. Buchanan seconded the motion. The motion carried unanimously.

Mr. Lowe stated that election of officers was needed.

Mr. Lowe called for nominations for Chairman.

Mr. Buchanan nominated Mr. Lowe for Chairman. Mr. Maine seconded the nomination. The motion carried unanimously.

Mr. Lowe called for nominations for Vice Chairman.

Mr. Maine nominated Mr. Buchanan for Vice Chairman. Mr. Lowe seconded the nomination. The motion carried unanimously.

Mr. Lowe called for nominations for Treasurer.

Mr. Buchanan nominated Mr. Cutlip for Treasurer. Mr. Anderson seconded the nomination. The motion carried unanimously.

Mr. Lowe called for nominations for Secretary.

**Mr. Lowe nominated Mr. Anderson for Secretary. Mr. Maine seconded the nomination. The motion carried unanimously.**

**Mr. Lowe called for nominations for Assistant Treasurer.**

**Mr. Lowe nominated Mr. Anderson for Assistant Treasurer. Mr. Maine seconded the nomination. The motion carried unanimously.**

**Mr. Lowe called for nominations for Assistant Secretary.**

**Mr. Lowe nominated Mr. White for Assistant Secretary. Mr. White respectfully declined.**

**Mr. Lowe nominated Mr. Maine for Assistant Secretary. Mr. Cutlip seconded the nomination. The motion carried unanimously.**

**Mr. Lowe appointed Mr. Maine, Mr. White, and Mr. Cutlip to serve on the Operations Committee with Mr. Maine serving as Chairman of the committee.**

**Mr. Lowe appointed Mr. Buchanan, Mr. Anderson, and Mr. White to serve on the Development Committee with Mr. Buchanan serving as Chairman of the committee.**

**Mr. Lowe appointed Mr. Anderson, Mr. Cutlip, and Mr. Buchanan to serve on the Audit Committee with Mr. Anderson serving as Chairman of the committee.**

**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. Maine moved to allow the Airport Manager to apply for the grant for the up and coming Airshow. Mr. Buchanan seconded the motion. The motion carried unanimously.**

**Mr. White moved to cancel the August 3, 2013, T-Hangar Inspections. Mr. Buchanan seconded the motion. The motion carried unanimously.**

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

**Mr. Maine state that the Operations Committee had not met.**

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

Mr. Buchanan stated that the Development Committee had met to review the Business Plan presented by Whitetop Aviation Services, LLC.

Mr. Buchanan stated that it is the motion of the Development Committee to rent Hangar "B" to Whitetop Aviation Services, LLC at a graduated rent of three hundred dollars (\$300) for the first three (3) months, five hundred dollars (\$500) for the next three (3) months, and seven hundred dollars (\$700) thereafter. Lease for one (1) year, subject to our Rules and Regulations and Minimum Standards and meeting all government regulations for their business activity and to provide minor maintenance and emergency maintenance for the airfield for transit and based aircraft. The motion carried unanimously.

Mr. Lowe called for Unfinished Business.

Mr. White brought up the discussion about the amended Rules and Regulations.

Discussion ensued.

Mr. Lowe called for New Business.

Mr. Lowe moved to allow Kristy Miller to attend the Virginia Aviation Conference, August 20-23, 2013, at the Airports expense. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. Lowe called for Public Comments.

No Public Comments.

Mr. Lowe moved 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. 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. Maine moved that the Airport Manager and Legal Counsel be authorized to proceed with negotiations on the property discussed in closed session and at the costs discussed in closed session. Mr. Buchanan seconded the motion. The motion carried unanimously.

Mr. Buchanan moved to adjourn. Mr. Maine seconded. The motion carried unanimously. The meeting adjourned at 7:14 P.M.

  
David Anderson, Secretary

  
Stephen Lowe, Chairman