

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY**

**REGULAR MEETING**

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

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, April 09, 2012 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, Ruth Denton Canter, Airport Secretary and Kristy Miller, Airport Assistant Secretary.

Mr. Lowe welcomed Mr. Matney and Mr. White to the board.

Mr. Lowe stated that an election of Assistant Secretary was needed.

Mr. Lowe called for nominations for Assistant Secretary.

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

Mr. Lowe called for approval of the Minutes of the Regular Meeting of March 12, 2012.

Mr. Maine moved to accept the Minutes of March 12, 2012 as Amended. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Lowe called for the Financial Report.

Mr. Buchanan gave the Financial Report.

Mr. Lowe called for the Manager's Report.

Mr. Hines gave Manager's Report.

Discussion ensued.

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

**Mr. Lowe stated that the Operations Committee had met to address Mr. Jones concerns that he presented to the Board last month. Mr. Lowe stated that a response letter was placed in the mail last week and was hand delivered to him this evening.**

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

**Mr. Buchanan stated that the Development Committee had met and moved to accept the lowest bid from McConnell Contractors to paint the outside of Group II T-Hangars and to pressure wash and clean the paint off the inside of Hangars. Discussion ensued. The motion carried unanimously.**

**Mr. Buchanan moved to deny Mr. Tate's requests for an extension on his rent reduction and temporary housing extension. The motion carried unanimously.**

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

**Mr. Lowe stated that the RFP for Insurance will be brought before the Development Committee this coming month.**

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

**Mr. Hines stated that the Kiwanis wants to have a Business Expo on the Friday night before the Airshow. The Kiwanis would like to serve wine with the dinner that night, which requires approval from the Board.**

**Discussion ensued.**

**Mr. Lowe moved to refer the issue of the Kiwanis serving wine at the Business Expo to the Operations Committee. Mr. Buchanan seconded the motion. The motion carried unanimously.**

**Mr. White brought up a few suggestions that he thought might save money and enhance safety.**

**Discussion ensued.**

**Mr. Buchanan moved to purchase a computer and a color printer for pilot planning, not to exceed fifteen hundred dollars (\$1500). Mr. White seconded the motion. The motion carried unanimously.**

**Mr. Lowe called for Public Comments.**

The following people addressed the Board:

Mr. David Jones  
Mr. Donald Wright  
Mr. Bob Dorton

Mr. Lowe called for Closed Session.

Mr. Elliott read the motion that the Virginia Highlands Airport Authority conduct a Closed Session pursuant to Code of Virginia Section 2.1-344 for the purpose of Consultation with legal counsel and briefings by staff members, consultants or attorneys, pertaining to actual or probable litigation, where consideration 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.

Mr. Maine 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 are 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.  
John Matney - I so certify.  
John White - I so certify.  
Frank Buchanan - I so certify.  
David Matlock - I so certify.  
David G. Anderson - I so certify.

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Mr. Maine moved to ratify the Managing Director's offer to the Affiliated Service Group, Inc., of one hundred forty thousand dollars (\$140,000) for replacement of the approximate 140 trees which would have to be removed from the property. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Buchanan moved to adjourn. Mr. Matney seconded the motion and the motion carried unanimously. The meeting adjourned at 7:34 P.M.

  
David Matlock, Secretary  
Stephen Lowe, Chairman