

## VIRGINIA HIGHLANDS AIRPORT AUTHORITY

## REGULAR MEETING

**Members Present:** Stephen Lowe  
Edward "Earl" Maine  
John White  
David Matlock  
David G. Anderson

**Arrived Late:** Frank Buchanan, III

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, December 10, 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, Kristy Miller, Airport Secretary and Amber Miller, Assistant Secretary.

**Mr. Lowe welcomed Mr. Cutlip to the Board.**

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

**Mr. Maine moved to accept the Minutes of November 12, 2012. Mr. Anderson seconded the motion. The motion carried unanimously.**

**Mr. Lowe called for the Financial Report.**

**Mr. Anderson 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 had not met.**

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

**None**

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

**Mr. White recommended that a survey be placed at the Operations counter for pilots to fill out.**

**Discussion ensued.**

**Mr. Lowe asked Mr. White to send an e-mail to Mr. Hines and the Board, stating what to ask for in order to create the form for the survey or present an example form from another airport.**

**Discussion ensued.**

**Mr. Lowe and Mr. Hines gave an overview of the Loan re-amortization for Group 5, T-Hangars.**

**Discussion ensued.**

**Mr. White moved that the rental rate for Group 5, T-Hangars be lowered to two hundred twenty-six (\$226.00) dollars with the provision that the rate is good for six (6) months. No second to the motion.**

**Mr. Buchanan moved that the rental rate for Group 5, T-Hangars be lowered to two hundred fifty (\$250.00) dollars a month, leaving the Clearspans at seven hundred (\$700.00) dollars a month. Mr. Maine seconded the motion. The motion carried unanimously.**

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

**The following people addressed the Board:**

**Mr. David Jones**

**Mr. Sonny Wright**

**Mr. Buchanan moved to renew our contract for Engineering Services with Delta Airport Consultants for one (1) year. Mr. Anderson seconded the motion. The motion carried unanimously.**

**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 2.2-3711 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.

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.

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.

John White – I so certify.

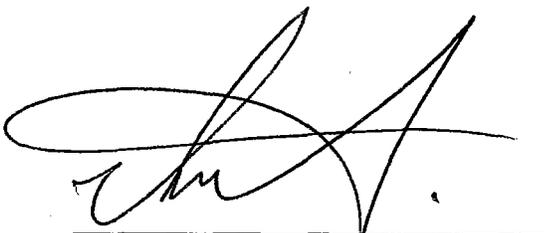
Frank Buchanan – I so certify.

David Matlock – I so certify.

David Anderson – I so certify.

Mr. Lowe moved to approve the draft Resolution presented before the Board extending the Settlement Agreement until March 12, 2013. Mr. Maine seconded the motion. The Motion carried unanimously.

Mr. Maine moved to adjourn. Mr. Anderson seconded the motion and the motion carried unanimously. The meeting adjourned at 7:20 P.M.



David Matlock, Secretary



Stephen Lowe, Chairman