

VIRGINIA HIGHLANDS AIRPORT AUTHORITY

REGULAR MEETING

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

Guest Present: See Attachment.

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

Mr. Lowe called for approval of the Minutes of the Regular Meeting of June 11, 2012.

Mr. Matlock moved to accept the Minutes of June 11, 2012 with corrections. Mr. Anderson 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. Matlock seconded the nomination. Mr. Buchanan moved that nominations cease. The motion carried unanimously.

Mr. Lowe called for nominations for Vice Chairman.

Mr. Matlock nominated Mr. Buchanan for Vice Chairman. Mr. Maine seconded the nomination. Mr. Lowe moved that nominations cease. The motion carried unanimously.

Mr. Lowe called for nominations for Treasurer.

Mr. Maine nominated Mr. Anderson for Treasurer. Mr. Lowe seconded the nomination. Mr. Lowe moved that nominations cease. The motion carried unanimously.

Mr. Lowe called for nominations for Secretary.

Mr. Lowe nominated Mr. Matlock for Secretary. Mr. Maine seconded the nomination. Mr. Lowe moved that nominations cease. The motion carried unanimously.

Mr. Lowe called for nominations for Assistant Treasurer.

Mr. Lowe nominated Mr. Matlock for Assistant Treasurer. Mr. Maine seconded the nomination. Mr. Lowe moved that nominations cease. The motion carried unanimously.

Mr. Lowe called for nominations for Assistant Secretary.

Mr. Anderson nominated Mr. Maine for Assistant Secretary. Mr. Buchanan seconded the nomination. Mr. Lowe moved that nominations cease. The motion carried unanimously.

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

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

Mr. Lowe appointed Mr. Maine, Mr. Matlock, and Mr. Matney, to serve on the Operations Committee with Mr. Maine serving as Chairman of that committee.

Mr. Lowe called for the Financial Report.

Mr. Buchanan gave the Financial Report.

The Financial Report was received.

Mr. Lowe called for the Manager's Report.

The Manager's Report was received.

Discussion ensued.

Mr. Lowe called for the Operations Committee Report.

Mr. Lowe stated that the Operations Committee had met to discuss the FYI 2012-2013 Budget. The Budget was review as presented by the Manager, one line item was changed. Total Budget approved by the Operations Committee was three hundred eight thousand eight hundred eighty dollars (\$308,880).

Mr. Lowe stated that Mr. Trivets' request from the last meeting was being declined, on bases it is cost prohibitive.

Discussion ensued.

Mr. Lowe asked the Operations Committee to meet thirty (30) minutes before the next meeting to discuss the Budget.

Mr. White moved that the Annual Budget be voted on every year by the Board. Mr. Matlock seconded the motion. The motion carried unanimously.

Mr. Lowe called for the Development Committee Report.

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

Mr. Buchanan asked the Manager to get a quote on getting the foam insulation boarding installed in Group II, T-Hangars.

Discussion ensued.

Mr. Lowe asked the Development Committee to meet to review the lease for Guardian Angel Driving School.

Mr. Lowe called for Unfinished Business.

Mr. Lowe gave the Board an update on the I-Pads.

Discussion ensued.

Mr. Lowe called for New Business.

Mr. Buchanan suggested that a ten cent (\$0.10) fuel discount be offered to all aircraft based here at the Airport currently not receiving a discount.

Mr. White suggested that the Airport develop a marketing plan.

Discussion ensued.

Mr. Matney suggested that a committee be formed to work on the marketing plan.

Mr. Lowe appointed Mr. Matney, Mr. White, and Mr. Matlock, to serve on an Ad Hoc Marketing Committee.

Mr. Lowe called for Public Comments.

The following people addressed the Board:

Mr. Bob Dorton

Mr. Roscoe Trivett

Mr. Elliott read the motion the Virginia Highlands Airport Authority conduct a Closed Session pursuant to Code of Virginia Section 2.1-344 for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees, 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.

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

Mr. Buchanan and Mr. Matney excused themselves from the meeting.

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.

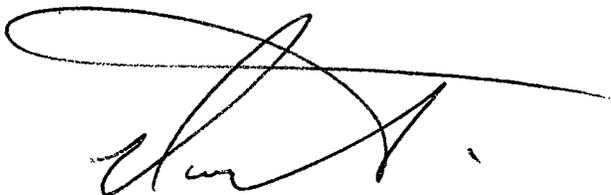
John White – I so certify.

David Matlock – I so certify.

David Anderson – I so certify.

Mr. Hines stated that he would like to respond to Mr. Trivett's comments. Mr. Hines said “I have been on the Board and Manager now for over ten (10) years and I was on here when Mr. Elliott started doing work for the Airport, we’ve made some mistakes and I admit that and I think Mr. Elliott would too. Mr. Elliott does have Aviation experience, he has been invited to speak at the Aviation Conference in August and I am very proud of that”.

Mr. Maine moved to adjourn. Mr. White seconded the motion and the motion carried unanimously. The meeting adjourned at 8:40 P.M.



David Matlock, Secretary



Stephen Lowe, Chairman