

## 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, October 15, 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 Secretary.

Mr. Lowe called for approval of the Minutes of the Regular Meeting of September 10, 2012.

Mr. Buchanan moved to accept the Minutes of September 10, 2012. Mr. Maine seconded the motion. The motion carried unanimously.

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. Lowe called for the Operations Committee Report.

Mr. Maine stated that the Operations Committee had met to discuss the revisions to the T-hangar Interest List policy. Mr. Maine presented the board with a draft of the proposed "Hangar Request List" policy and if approved the name will be changed to "Hangar Waiting List" policy. Approval of the policy is to be voted on at the November 12, 2012 meeting.

Mr. Lowe asked that a copy proposed "Hangar Request List" policy be included with the November statements.

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

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

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

**Mr. Anderson stated that he and Mr. Hines met with David Brown in reference to the Audit Report and found that everything was in order.**

**Mr. Anderson moved to accept Audit Report, June 30, 2012. Mr. Buchanan seconded the motion. The Motion carried unanimously.**

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

**Mr. Hines recommended that the quarterly inspection of T-hangars that is scheduled for Saturday, November 3, 2012 be canceled, due to improvements made in the past 10 months.**

**Mr. White moved to cancel the quarterly inspection of T-hangars that is scheduled for Saturday, November 3, 2012. Mr. Maine seconded the motion. The Motion carried unanimously.**

**Mr. Buchanan moved to postpone the consideration of the Resolution to obtain the services of Davenport & Company, LLC until the next meeting. Mr. White seconded the motion. The Motion carried unanimously.**

**Discussion ensued.**

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

**The following people addressed the Board:**

**Mr. David Jones**

**Mr. Sonny Wright**

**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 assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees.**

**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**

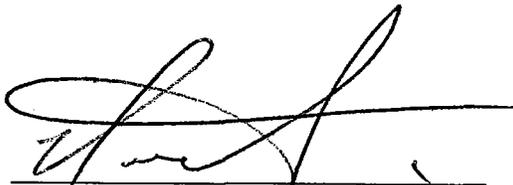
and no other votes were taken in Closed Session other than to go out of Closed Session.

Stephen Lowe – I so certify.  
Edward “Earl” Maine – I so certify.  
John Matney – 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 award Ms. Canter with a gift of an undisclosed monetary amount for her twenty-one (21) years of service here at the Airport to be presented to her at her banquet dinner on November 7<sup>th</sup>. Mr. Maine seconded the motion. The Motion carried unanimously.

Mr. Lowe thanked Mr. Matney for his service on the Board.

Mr. Maine moved to adjourn. Mr. Matlock seconded the motion and the motion carried unanimously. The meeting adjourned at 7:23 P.M.



David Matlock, Secretary



Stephen Lowe, Chairman