

## VIRGINIA HIGHLANDS AIRPORT AUTHORITY

## REGULAR MEETING

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

**Absent:** John Matney

**Guest Present:** See Attachment.

The Virginia Highlands Airport Authority Board of Directors met on Monday, August 13, 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 gave a short presentation on the use of the iPads.

Mr. Lowe called for approval of the Minutes of the Regular Meeting of July 09, 2012.

Mr. Matlock moved to accept the Minutes of July 09, 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. Maine moved to set August 24, 2012 as the deadline for the Kiwanis to sign an Indemnification Agreement. Mr. Buchanan seconded the motion. The motion carried unanimously.

Mr. Lowe called for the Operations Committee Report.

Mr. Maine stated that the Operations Committee had met to discuss any potential changes to the Budget that was presented last month. Mr. Maine stated that it is the motion of the Operations Committee, that the FY13 Budget be approved as presented. The motion carried unanimously.

Mr. Lowe called for the Development Committee Report.

Mr. Buchanan stated that the Development Committee had met. Mr. Buchanan stated that Mr. Hines had had our contractor get us a price on putting the foam board up with the aluminum, heat shield backing on it. The Development Committee agrees that the Option C - 1/2" Foam Board with aluminum foil covering for sixteen thousand eight hundred dollars (\$16,800) would be adequate.

Discussion ensued.

Mr. Buchanan moved to accept Option C - 1/2" Foam Board with aluminum foil covering for sixteen thousand eight hundred dollars (\$16,800). The motion carried unanimously.

Mr. Lowe called for Unfinished Business.

Mr. Lowe stated that the Airport Attorney has given his opinion, that Rocky Top Aviation's lease was never terminated and is still in effect.

Discussion ensued.

Mr. White gave presentation on advertising on FltPlan.com.

Discussion ensued.

Mr. White moved to allow up to one thousand dollars (\$1,000) for advertising on Fltplan.com. Mr. Buchanan seconded the motion. The motion carried unanimously.

Mr. Buchanan moved to give a ten cent (\$0.10) per gallon discount to all based tenants that purchase Avgas. Mr. White seconded the motion. The motion carried with Mr. Lowe abstaining.

Mr. Lowe called for New Business.

Mr. Lowe stated that the board needed to discuss the possible adoption of a resolution to authorize the Airport Manager and the Chairman of the Board to sign an engineering agreement for land services for runway 6 - Land Acquisition.

Discussion ensued.

Mr. Buchanan moved to authorize the Airport Manager and the Chairman of the Board to sign an engineering agreement for land services for runway 6 - Land Acquisition. 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. Lowe referred the Hangar Interest List policy and rental of maintenance pods to the Operations Committee.

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.

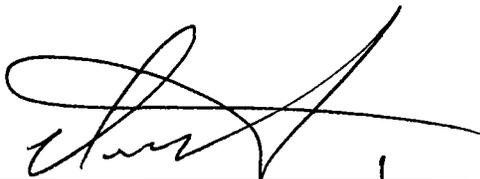
Mr. Buchanan moved to conduct a Closed Session in accordance with the items that was stated by Mr. Elliott. Mr. Maine seconded the motion. The Motion carried unanimously.

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.  
John White – I so certify.  
David Matlock – I so certify.  
Frank Buchanan – I so certify.  
David Anderson – I so certify.  
Edward “Earl” Maine – I so certify.

Mr. Elliott gave an update on the land acquisition for the easement at the cemetery property.

Mr. Buchanan moved to adjourn. Mr. Maine seconded the motion and the motion carried unanimously. The meeting adjourned at 8:03 P.M.



David Matlock, Secretary



Stephen Lowe, Chairman