

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: Frank Sims
Dr. Ellison Conrad
Daniel Ruble
Stephen M. Quilty
Dr. James E. Baker
Ben Jenkins
Andy Puckett

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, January 11, 2021 at 6:00 P.M. in the Lobby of the Terminal Building. Mr. Sims, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present were Mickey Hines, Airport Manager, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. Sims called for approval of the Minutes of the Regular Meeting December 14, 2020.

Dr. Baker moved to approve the minutes of December 14, 2020. Mr. Ruble seconded the motion. The motion carried unanimously.

Mr. Sims called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Sims called for the Operations Committee Report.

Mr. Quilty stated that the Operations Committee did meet to review the five-thousand-dollars (\$5,000) single check writing limit and that it is the motion of the Operations Committee to increase the single check writing limit from five-thousand dollars (\$5,000) to eight-thousand dollars (\$8,000).

Mr. Sims called for a vote on the motion made by the Operations Committee. 6 Yay and 1 Nay. Motion carried.

Mr. Quilty stated that the Operations Committee also did a 6-month evaluation of the Budget. No changes to the approved budget are recommended. We commend the staff for doing a good job of staying on top of the Budget. No action was taken by the Committee.

Mr. Sims called for the Development Committee Report.

Dr. Baker stated that the Development Committee had not met.

Mr. Sims called for Unfinished Business.

None

Mr. Hines said that he would like to report to the Board his appreciation to the staff for the effort put forth during this latest snow fall.

Mr. Sims called for New Business.

None

Mr. Sims called for Public Comments.

The following people addressed the Board:

Dr. F. B. Gent

Mr. Sims called for a five (5) minute break at 6:25 P.M.

Mr. Sims called the meeting back to order at 6:30 P.M.

Mr. Sims stated that a motion was needed in order for the Virginia Highlands Airport Authority to conduct a Closed Session pursuant to Code of Virginia § 2.2-3711. A.3., for the purpose of Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Mr. Puckett moved to conduct a Closed Session in accordance with the items that were stated by Mr. Sims. Mr. Ruble seconded the motion. The motion carried unanimously.

Mr. Sims stated that Closed Session would consist of Board Members, Airport Manager, Executive Assistant, and Administrative Assistant.

Following the Closed Session, the Board immediately reconvened its Open Session. Having reconvened, members of the Board were advised that if any one of them believes there was a departure from the purposes stated in the motion to go into Closed Session, they now should so state. Mr. Sims asked if anyone believed there was a departure in the Closed Session from the purposes announced for having a Closed Session. FOIA requires you to speak up now.

No one having identified any departures from the purpose for the closed session, a roll call vote was taken certifying that to the best of each member's

knowledge, only public business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.

Ellison Conrad – I so certify.

Danny Ruble – I so certify.

Stephen Quilty– I so certify.

James Baker – I so certify.

Ben Jenkins – I so certify.

Andy Puckett – I so certify.

Frank Sims – I so certify.

Dr. Baker moved that the Resolution pertaining to the St. John House be approve as amended. Mr. Ruble seconded the motion. The motion carried unanimously.

Dr. Baker moved to adjourn. Dr. Conrad seconded the motion. The motion carried unanimously. The meeting adjourned at 7:10 P.M.



Dr. James Baker, Secretary



Frank Sims, Chairman

A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY
AUTHORIZING THE ADMINISTRATIVE STAFF OF VIRGINIA HIGHLANDS AIRPORT
TO COMPLY WITH THE MEMORANDUM OF AGREEMENT, TREATMENT OF ARCHITECTURAL
SITE VDHR #095-5264 (ST. JOHN HOUSE)

WHEREAS, the Virginia Highlands Airport Authority (Authority), the Federal Aviation Administration (FAA) and Virginia State Historic Preservation Office (SHPO) did agree to and sign a Memorandum of Agreement, executed in April 2010 (a copy attached) and amended in May 2015 (a copy attached), and

WHEREAS, the runway extension project at the airport is nearing completion, and

WHEREAS, the Authority has complied with the requirements of the MOA and the MOA Amendment, and

WHEREAS, the continued ownership of the property by the Authority is a burden on the airport operation, administration and finances, and

WHEREAS, the only feasible alternative remaining as provided by the MOA is for the Authority to sell the property in compliance with the MOA, therefore it is

RESOLVED, the airport administrative staff is authorized and directed to comply with FAA and SHPO requirements to sell the property, to obtain the professional services required to complete the sale including, but not limited to negotiations, appraisals, inspections, legal and related fees, and it is further

RESOLVED, that the deed restrictions, covenants, and final sale price are subject to approval by the Authority.

THE FOREGOING RESOLUTION WAS ADOPTED THIS 11TH DAY OF JANUARY 2021 BY A VOTE OF

7 FOR AND 0 AGAINST, A QUORUM PRESENT AND VOTING:



Secretary – Virginia Highlands Airport Authority