

**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, March 08, 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 February 08, 2021.

Mr. Puckett moved to approve the minutes of February 08, 2021. Dr. Conrad 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. Hines stated that the Airport has received a Grant offer under the Airport Coronavirus Response Grant Program (ACRGP) in the amount of twenty-three thousand dollars (\$23,000.00). The grant will require execution by the Airport Authority legal Counsel which requires an authorizing resolution from the Board of Directors.

Mr. Puckett moved to approve the Resolution authorizing the execution of the Airport Coronavirus Response Grant Program (ACRGP) Grant in the amount of twenty-three thousand dollars (\$23,000.00). Mr. Ruble seconded the motion. The motion carried unanimously.

Mr. Sims called for the Operations Committee Report.

Mr. Quilty stated that the Operations Committee had not met.

**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. Sims called for New Business.**

**None.**

**Mr. Sims called for Public Comments.**

**None.**

**Mr. Sims called for a five (5) minute break at 6:29 P.M.**

**Mr. Sims called the meeting back to order at 6:34 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.7., 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. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.**

**Mr. Ruble moved to conduct a Closed Session in accordance with the items that were stated by Mr. Sims. Mr. Puckett 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.

**Andy Puckett – I so certify.**

**Ben Jenkins – I so certify.**

**James Baker – I so certify.**

**Stephen Quilty– I so certify.**

**Danny Ruble – I so certify.**

**Ellison Conrad – I so certify.**

**Frank Sims – I so certify.**

**Dr. Conrad moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously. The meeting adjourned at 7:38 P.M.**



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**Dr. James Baker, Secretary**



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**Frank Sims, Chairman**



**A RESOLUTION OF THE  
VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
ACCEPTING GRANT FUNDS AWARDED BY THE FAA  
*AIRPORT CORONAVIRUS RESPONSE GRANT PROGRAM AS AUTHORIZED BY  
THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATION ACT***

WHEREAS, the Virginia Highlands Airport Authority (the “Authority”) was created by the Board of Supervisors of Washington County, Virginia for a public purpose and as a matter of public necessity, and

WHEREAS, pursuant to §5.1-33 of the Code of Virginia, the airport has been acquired, owned and controlled by the Authority for public, governmental and municipal purposes as a licensed public use airport by the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV), and

WHEREAS, pursuant to §5.1-41 of the Code of Virginia, the Authority has the power and obligation to construct, improve, equip, maintain and operate an airport for Washington County and has so operated the airport since 1987, and from that date has consistently improved the facilities to accommodate safe takeoffs and landings of modern and up-to-date non-commercial and business jet civil aviation aircraft, and

WHEREAS, in having regularly provided facilities intended to comply with the safety and security requirements of the aviation industry, and the related regulating agencies, the airport’s existence has had a secondary effect of providing a positive impact to the economic base of Washington County and other parts of the Southwest Virginia region, and

WHEREAS, the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) (Public Law 116-260), signed into law by the President on December 27, 2020, includes nearly \$2 billion in funds to be awarded as economic relief to eligible U.S. airports and eligible concessions at those airports to prevent, prepare for, and respond to the coronavirus disease 2019 (COVID-19) pandemic and

WHEREAS, to distribute these funds, the Federal Aviation Administration (FAA) has established the Airport Coronavirus Response Grant Program (ACRGP). The FAA will make grants to all airports that are part of the national airport system, including all commercial service airports, all reliever airports, and some public-owned general aviation airports, and

WHEREAS, this effort will provide unprecedented and immediate relief to families, workers and business and will support continuing operations and replace lost revenue resulting from the sharp decline in passenger traffic and other airport business due to the COVID-19 public health emergency, and

WHEREAS, the FAA has appropriated \$23,000 to Virginia Highlands Airport to support continuing operations and assist in replacing lost revenue resulting from the sharp decline in passenger traffic and other airport business due to the COVID-19 health emergency, it is therefore,

RESOLVED, that Virginia Highlands Airport Authority accept and execute this grant from the FAA and further resolved that the Airport Authority administration be permitted and directed to receive these funds and apply the funds to the legal operating expenses of the airport, and

FURTHER BE IT RESOLVED, this resolution is effective immediately, as adopted this 8th Day of March 2021 at a regular meeting of the Board of Directors of Virginia Highlands Airport Authority, by a majority of Directors present and voting, a quorum existing.

  
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**Dr. James Baker, Secretary**