

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

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

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, July 12, 2021, at 6:00 P.M. in conference room "A" 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 June 14, 2021.

Dr. Conrad moved to approve the minutes of June 14, 2021. 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. Hines stated that he has contacted the County Administrator to request a revision to the Airport Authority FY2021-2022 budget request. The request does not include a change in the amount of the budget request, just the capital projects to be funded. The County Supervisors approved \$92,000.00 for Extend RWY 6- Phase IV (Embankment) project. We have been advised that the FAA will fund 100% of this project, therefore state and local funding matches will not be required. I have requested that the \$92,000.00 be used for the local match for the Rehabilitate Taxilane and Landside Pavement – Construction project. This project is a state/local project (80%/20%) with no FAA funds. Virginia Highlands Airport's share of this project is \$122,549.75. I have requested that the County permit the Airport Authority to use the \$92,000.00 to offset our expense for the Taxilane/Pavement project. Board approval is needed.

Discussion ensued.

Dr. Baker moved approve the request to revise the Airport Authority FY2021-2022 County Budget request as presented by Mr. Hines. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Sims called for the Operations Committee Report.

Mr. Quilty stated that the Operations Committee has 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 6:35 P.M.

Mr. Sims called the meeting back to order at 6:40 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., 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 and 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. Dr. Baker 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.

Dr. James Baker – I so certify.

Ben Jenkins – I so certify.

Andy Puckett – I so certify.

Stephen Quilty– I so certify.

Dr. Ellison Conrad – I so certify.

Danny Ruble – I so certify.

Frank Sims – I so certify.

Mr. Sims stated that Election of officers was needed.

Mr. Sims called for nominations for Chairman.

Mr. Puckett nominated Mr. Ruble for Chairman.

Hearing no other nominations, Mr. Sims closed the nominations.

Mr. Ruble was appointed as Chairman by a vote of 7-0.

Mr. Sims called for nominations for Vice Chairman.

Mr. Ruble nominated Mr. Puckett for Vice Chairman.

Hearing no other nominations, Mr. Sims closed the nominations.

Mr. Puckett was appointed as Vice Chairman by a vote of 7-0.

Mr. Sims called for nominations for Treasurer.

Mr. Sims nominated Mr. Puckett for Treasurer.

Hearing no other nominations, Mr. Sims closed the nominations.

Mr. Puckett was appointed as Treasurer by a vote of 7-0.

Mr. Sims called for nominations for Secretary.

Mr. Ruble nominated Dr. Baker for Secretary.

Hearing no other nominations, Mr. Sims closed the nominations.

Dr. Baker was appointed as Secretary by a vote of 7-0.

Mr. Sims called for nominations for Assistant Treasurer.

Mr. Puckett nominated Mr. Quilty for Assistant Treasurer.

Hearing no other nominations, Mr. Sims closed the nominations.

Mr. Quilty was appointed as Assistant Treasurer by a vote of 7-0.

Mr. Sims called for nominations for Assistant Secretary.

Dr. Baker nominated Dr. Conrad for Assistant Secretary. Dr. Conrad declined.

Dr. Conrad nominated Mr. Jenkins for Assistant Secretary.

Hearing no other nominations, Mr. Sims closed the nominations.


Mr. Jenkins was appointed as Assistant Secretary by a vote of 7-0.

Mr. Sims stated that appointments of the Committees needed to be made.

Discussion ensued.

Mr. Ruble made the motion that the appointments of the Committees be postpone until the August 2021 Board meeting. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Puckett moved to adjourn. Dr. Conrad seconded the motion. The motion carried unanimously. The meeting adjourned at 7:07 P.M.



Dr. James Baker, Secretary



Frank Sims, Chairman