

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: Dr. James Baker
Frank Sims
Jeffery Johnson
Kent Hutton
Ben Jenkins
Daniel Ruble

Absent: John White

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, December 11, 2023, at 5:00 P.M. in the “Dr. F. Ellison Conrad” Conference Room of the Terminal Building. Dr. Baker, 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 April Conner, Administrative Assistant.

Dr. Baker called for Public Comments.

None.

Dr. Baker called for approval of the Minutes of the Regular Meeting November 13, 2023.

Mr. Ruble moved to approve the minutes of November 13, 2023. Mr. Johnson seconded the motion. The motion carried unanimously.

Dr. Baker called for the Financial Report.

Mr. Johnson gave the Financial Report.

Mr. Johnson stated that one of the Certificate of Deposit would mature on December 14, 2023, and that he recommends transferring the money to a money market account.

Discussion ensued.

Mr. Ruble moved to transfer the money to a money market account. Mr. Jenkins seconded the motion. The motion carried unanimously.

Dr. Baker called for the Manager’s Report.

Mr. Hines gave the Manager’s Report.

Mr. Hines stated that the FAA (Washington Airports District Office) has mandated that the Airport Authority to take specific actions regarding the 2010 Environmental Assessment, the Second Amendment to the 2010 Memorandum of Agreement and to amend the 2010 4(f) statement. A draft Resolution with supporting documentation for your review and approval is included in the Board Packet.

Discussion ensued.

Mr. Ruble moved to approve the Resolution. Mr. Hutton seconded the motion. The motion carried unanimously.

Mr. Hines stated that he had forwarded a letter to the Washington County Board of Supervisors requesting reimbursement for sixty-one thousand nine hundred fifteen dollars (\$61,915.00) for the matching portion of the grant for CS0001-40-Obstruction Removal – Runway 6 (Construction). The County Administrator has suggested an even split request, thirty thousand nine hundred fifty-seven dollars (\$30,957.00) now and thirty thousand nine hundred fifty-seven dollars (\$30,957.00) in the 2025-2026 County Budget request. I am requesting approval of this reimbursement request.

Discussion ensued.

Mr. Jenkins moved to approve requesting reimbursement for CS0001-40-Obstruction Removal – Runway 6 (Construction) grant from the County. Mr. Johnson seconded the motion. The motion carried unanimously.

Mr. Hines stated that approval was needed for the 2024-2025 County Budget.

Discussion ensued.

Mr. Ruble moved to approve the 2024-2025 County Budget. Mr. Jenkins seconded the motion. The motion carried unanimously.

Mr. Hines stated that we had applied for a loan from the Virginia Resource Authority and secured approval from the Virginia Department of Aviation for the Utility Project. We are required to have bond counsel and that we have obtained the services of Kaufman & Canoles to represent the Airport Authority as bond counsel in the financing for the Utility Project. Approval of the Engagement letter with Kaufman & Canoles is needed.

Discussion ensued.

Mr. Johnson moved to approve the Engagement letter with Kaufman & Canoles. Mr. Ruble seconded the motion. The motion carried unanimously.

Mr. Hines stated that approval of the Virginia Resource Authority (VRA) commitment letter regarding the loan for the utility project was needed.

Discussion ensued.

Mr. Johnson moved to approve the Airport Manager to execute Virginia Resource Authority (VRA) commitment letter as written. However, this does not give approval for execution of any of the loan documents that exceeds the proposal that was previously submitted by VRA. Mr. Ruble seconded the motion. The motion carried unanimously.

Dr. Baker called for the Operations Committee Report.

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

Dr. Baker called for the Development Committee Report.

Mr. Ruble stated that the Development Committee had not met.

Dr. Baker 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.1., for the purpose of Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Mr. Ruble seconded the motion. The motion carried unanimously.

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

Dr. Baker stated that Closed Session would consist of Board Members.

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. Dr. Baker 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.

Daniel Ruble – I so certify.

Ben Jenkins – I so certify.

Kent Hutton – I so certify.

Frank Sims – I so certify.

Jeffery Johnson – I so certify.

Dr. James Baker – I so certify.

Dr. Baker called for Unfinished Business.

Mr. Johnson moved that a bonus be given to all employees, full-time employees receiving one thousand dollars (\$1,000.00) and part-time employees receiving five hundred dollars (\$500.00). Mr. Ruble seconded the motion. The motion carried unanimously.

Dr. Baker stated that at the last meeting that the Board had requested that the Airport Manager and staff put together a timeline for future profit items and that attachment #9 is that timeline. Dr. Baker asked Mr. Hines to review the timeline with the Board.

Mr. Hines reviewed the timeline with the Board.

No action was taken. Discussion will continue at the January 2024 meeting.

Dr. Baker called for New Business.

None.

Mr. Baker called for Board Members' comments.

Mr. Ruble commented Merry Christmas.

Mr. Jenkins commented Merry Christmas.

Mr. Hutton commented Merry Christmas.


Mr. Sims commented Merry Christmas.

Mr. Johnson commented Merry Christmas.

Dr. Baker commented Merry Christmas and Happy New Year.

Mr. Sims moved to adjourn. Mr. Johnson seconded the motion. The motion carried unanimously. The meeting adjourned at 6:12 P.M.


Mr. Frank Sims, Secretary


Dr. James Baker, Chairman



RESOLUTION

**-AUTHORIZING SECOND SUPPLEMENT TO 2010 ENVIRONMENTAL ASSESSMENT (EA) FOR RUNWAY EXTENSION -
-SECOND AMENDMENT TO 2010 MEMORANDUM OF AGREEMENT (MOA)-**

-AMENDMENT TO 2010 SECTION 4(f) STATEMENT-

WHEREAS, the runway 6 extension project at Virginia Highlands Airport has been completed, and

WHEREAS, the Federal Aviation Administration (FAA) Washington Airports District Office and FAA Environmental Protection Specialist have advised Virginia Highlands Airport Authority (VHAA) to prepare and submit for approval a Second Supplement to the 2010 EA, referencing the elimination of the proposed retaining wall, and

WHEREAS, the FAA has advised VHAA to prepare a Second Amendment to the 2010 Memorandum of Agreement (MOA) referencing the elimination of the proposed retaining wall, and

WHEREAS, the FAA has further advised VHAA to amend the Section 4(f) statement, and

WHEREAS, the FAA has instructed VHAA to have their engineering consultants to prepare the supplements and agreements and cost for preparing the statements are eligible for reimbursement from existing Airport Improvement Program (AIP) grants, and

WHEREAS, the Airport Manager has instructed Delta Airport Consultants to prepare the required amendments and a copy of the Scope of Work and associated drawings are attached to this Resolution, and

WHEREAS, a copy of the 2010 Finding of no Significant Impact and Record of Decision, Memorandum of Agreement and Section 4(f) Statement, associated drawings and correspondence with FAA and VHAA regarding the sale of the St. John property, purchase agreement, deed, and covenants, all are attached and included as a component of this Resolution,
Therefore, it is

RESOLVED, that the Virginia Highlands Airport Authority hereby directs the Airport Manager and administrative staff to work with Delta Airport Consultants to prepare and submit for approval to the FAA the required documents referenced above and to request reimbursement from the FAA for the associated cost.

ADOPTED THIS 11TH DAY OF DECEMBER 2023 BY A VOTE OF 6 FOR AND 0 AGAINST.
A QUORUM PRESENT AND VOTING

SIGNED 
VHAA SECRETARY