

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Member's Present: Ben Jenkins
Steven Layfield
Jeff Johnson
Kent Hutton
Mike Rush
Daniel Ruble

Absent: John White

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, May 12, 2025, at 5:30 P.M. in the "Dr. F. Ellison Conrad" Conference Room of the Terminal Building. Mr. Jenkins, 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.

Mr. Jenkins called for Public Comments.

None.

Mr. Jenkins called for approval of the Minutes of the Regular Meeting April 14, 2025.

Mr. Ruble moved to approve the minutes of the Regular Meeting April 14, 2025. Mr. Johnson seconded the motion. The motion carried unanimously.

Mr. Jenkins called for the Financial Report.

Mr. Johnson gave the Financial Report.

Mr. Jenkins called for the Manager's Report.

Ms. Miller and Mr. Hines gave the Manager's Report.

Ms. Miller stated that a proposal for Resident Project Representative Services (RPR) on the Construct Hangar Sites Project had been received from Universal Engineering Sciences (UES) with rates for a full day RPR for fifty-nine (59) days at fifty-four thousand two hundred eighty dollars (\$54,280) and rates for a half day RPR for fifty-nine (59) days at twenty eight thousand three hundred twenty dollars (\$28,320) is attachment #1 to the meeting packet.

Discussion ensued.

Mr. Rush made the motion to have Mr. Hines request fourteen thousand one hundred sixty dollars (\$14,160) which is half of the twenty-eight thousand three hundred twenty dollars (\$28,320) from the Washington County Board of Supervisors. Mr. Hutton seconded the motion. Motion carried unanimously.

Mr. Hines stated that our Aviation Fuel Contract expires August 1, 2025, and two proposals were received in response to the Request for Proposal (RFP). The Development Committee will need to meet to review and select an Aviation Fuel provider.

Mr. Hines stated that the Development Committee will need to meet before the next Board meeting to review the FY 2025/2026 Operations Budget. The Staff will have a draft ready.

Mr. Jenkins called for the Operations Committee Report.

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

Mr. Jenkins called for the Development Committee Report.

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

Mr. Jenkins called for Unfinished Business. None.

Mr. Jenkins called for New Business.

Mr. Hines stated that the Health Insurance rates are going up significantly and asked the Board to consider following the County and pay 90% of the Single coverage, 71% of the Dual coverage and 71% of the Family Coverage of the employee insurance.

Discussion Ensued.

Mr. Johnson made the motion to stay at the current pay rate for the employees' insurance at this time to give the Operations Committee time to consider this request and if the committee deems it prudent that it can budget for the changes that it be adopted at that point. Mr. Rush seconded the motion. The motion carried with Mr. Ruble abstaining.

Mr. Jenkins called for Board Members' comments.

Mr. Ruble commented that he was happy to see everyone and that he wondered if we expanded the fuel farm and had the ability to hold more fuel if the Airport could level out the fuel prices.

Mr. Rush commented that he wanted to reiterate that revenue cannot be from one source, there are other ways to generate income.

Mr. Johnson commented that he knows that the Board has spoken about fuel farms and he would like to look into and learn about possibly allowing corporations to have their own fuel.

Mr. Jenkins commented that he would like to thank the staff for everything they continue to do on a daily basis.

Mr. Layfield moved to adjourn. Mr. Ruble seconded the motion. The motion carried unanimously. The meeting adjourned at 7:07 P.M.


Mr. Kent Hutton, Secretary


Mr. Ben Jenkins, Chairman