

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

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

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, June 09, 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 May 12, 2025.

Mr. Rush moved to approve the minutes of the Regular Meeting May 12, 2025. Mr. Layfield 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.

Mr. Hines gave the Manager's Report.

Mr. Jenkins called for the Operations Committee Report.

Mr. Johnson stated that the Operations Committee met to review the 2025/2026 Operations budget and review the proposed budget with the Board.

Discussion ensued.

Mr. Johnson stated that it is the recommendation of the Operations Committee to approve the 2025/2026 Operations Budget subject to the Development Committee making no changes.

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. Johnson stated that it has been proposed to start charging a two percent (2%) credit card fee on all cards except Titan cards and to charge a six dollars (\$6.00) per month statement fee.

Discussion ensued.

Mr. Layfield made the motion to move forward with charging a two percent (2%) credit card fee on all cards except Titan cards and charging a six dollars (\$6.00) per month statement fee starting July 1, 2025. Mr. Johnson seconded the motion. The motion carried unanimously.

Mr. Hines stated that the Boards election of officers will be held at the July 14, 2025 meeting.

Mr. Jenkins called for Board Members' comments.

Mr. Layfield commented that he would like to thank the staff for the hard work that they do and thanked Mr. Hines for the tour of the Airport.

Mr. Johnson commented that he would like to thank the Operation Committee for taking the time to meet and review the budget and thanked the staff for their work on the budget.

Mr. White commented that the staff does a good job.

Mr. Hutton commented that he feels the same that the staff does do a good job and that he enjoys being on the Board.

Mr. Rush commented that a good meeting was had with Davenport & Company LLC.

Mr. Ruble commented that for future discussion the Board needs to consider implementing Automated Clearing House (ACH) and thanked the staff for everything they do daily.

Mr. Jenkins commented that he would like to thank the Budget Committee and staff for their work on the budget and that the next meeting will be July 14, 2025.

Mr. White moved to adjourn. Mr. Ruble seconded the motion. The motion carried unanimously. The meeting adjourned at 6:38 P.M.


Mr. Kent Hutton, Secretary


Mr. Ben Jenkins, Chairman