

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Member's Present: Ben Jenkins
Steven Layfield
Jeff Johnson
John White
Kent Hutton
Daniel Ruble
Dr. James Baker - Observing

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, July 14, 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.

Mr. Jon Clausen with Highlands Aero, addressed the Board.

Mr. Jenkins called for approval of the Minutes of the Regular Meeting June 09, 2025.

Mr. Ruble moved to approve the minutes of the Regular Meeting June 09, 2025. Mr. Layfield seconded the motion. The motion carried 6-0.

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. Hines stated that he had met with Jon Williams on June 26 to discuss progress regarding the flying club. Mr. Williams has submitted a draft of the proposed lease. Attachment #3 to the meeting packet is (a). *Copy of draft lease*; (b). *copy of Items to Consider*; and C. *copy of Chapter II, Section 9 of the Rules and Regulations*. Mr. Williams has requested time to address the Board. Mr. Hines recommend the August or September meeting.

Discussion ensued.

Mr. Johnson recommended having Mr. Minor review the draft lease for his recommendations and the Board will discuss it further at the next meeting.

Mr. Johnson stated that he apologizes to the Board that an error was made when he stated at the last meeting that 50% of the RPR cost (\$14,000.00) was included in the Budget under the line item 6068 - Professional Fees – Other. The amount of \$14,000 represented

mileage (Board members and staff), and bonuses, so he went back and adjusted the budget income/expenses to include the additional \$14,000.00 for the RPR.

Mr. Johnson reviewed the Budget with the changes with the Board. The changes make the Net Ordinary Income seventy thousand five hundred forty-seven dollars and fifty-four cents (\$70,547.54) and after subtracting the loan payments of one hundred thirteen thousand three hundred seventy-two dollars and twenty-one cents (\$113,372.21), the FY 25/26 Budget projects a deficit of forty-two thousand eight hundred twenty-four dollars and sixty-seven cents (\$42,824.67).

Mr. Ruble moved to adopt the proposed FY 25/26 Budget. Mr. Layfield seconded the motion. The motion carried 6-0.

Mr. Jenkins called for the Operations Committee Report.

Mr. Johnson stated the Operations Committee had not met.

Mr. Jenkins called for the Development Committee Report.

Mr. Ruble stated that the Development Committee had met to review responses received in response to the Request for Proposal for a fuel supplier and that it is the recommendation of the Development Committee to continue with Titan Aviation Fuels as the Airports fuel supplier.

Discussion ensued.

Mr. Jenkins called for a vote on continuing with Titan Aviation as the Airports fuel supplier. The recommendation carried 6-0.

Mr. Jenkins called for Unfinished Business.

None.

Mr. Jenkins called for New Business.

Mr. Hines stated that we have a tenant in Group V that does not house an aircraft. After contacting the tenant in regard to the hangar not housing an aircraft the tenant stated that he wants to keep the hangar and that he is willing to pay one thousand dollars (\$1,000.00) a month. Board approval needed.

Mr. Hines then presented the Board with a list of aircraft located in hangars and the gallons purchased by each in the last year and that there is a number of those aircraft that do not buy fuel, and some aircraft never fly. It is his recommendation that the Board review the T-hangar lease and incorporate a minimum fuel purchase.

Discussion ensued.

Mr. Hines stated that he would have Mr. Minor look at the legality of the tenant paying one thousand dollars (\$1,000.00) a month and incorporating a minimum fuel purchase into the lease.

Mr. Jenkins called for Board Members' comments.

Mr. Ruble welcomed Dr. Baker back to the Board and thanked Mr. Johnson and the staff for all the work done on the budget.

Mr. Hutton welcomed Dr. Baker back and stated that he was appreciative of staff.

Mr. White welcomed Dr. Baker back and thanked the staff and commended Mr. Johnson on a job well done.

Mr. Johnson commented that he is appreciative of the staff and members of the Board.

Mr. Layfield echoed everyone else's comments.

Mr. Jenkins commented that he appreciates the Board and thanked the staff for keeping everything running smoothly.

Mr. Jenkins stated that Election of Officers was needed.

Mr. Jenkins called for nominations for Chairman.

Mr. Ruble nominated Mr. Jenkins for Chairman. Mr. Johnson seconded the nomination.

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

Mr. Jenkins was appointed as Chairman by a vote of 5-0-1. Mr. Jenkins abstaining.

Mr. Johnson nominated Mr. White for Vice Chairman. Mr. Hutton seconded the nomination.

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

Mr. White was appointed as Vice Chairman by a vote of 5-0-1. Mr. White abstaining.

Mr. Jenkins called for nominations for Treasurer.

Mr. Ruble nominated Mr. Johnson for Treasurer. Mr. White seconded the nomination.

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

Mr. Johnson was appointed as Treasurer by a vote of 5-0-1. Mr. Johnson abstaining.

Mr. Jenkins called for nominations for Secretary.

Mr. Ruble nominated Mr. Hutton for Secretary. Mr. Layfield seconded the nomination.

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

Mr. Hutton was appointed as Secretary by a vote of 5-0-1. Mr. Hutton abstaining.

Mr. Jenkins called for nominations for Assistant Treasurer.

Mr. Johnson nominated Mr. Layfield for Assistant Treasurer. Mr. Jenkins seconded the nomination.

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

Mr. Layfield was appointed as Assistant Treasurer by a vote of 5-0-1. Mr. Layfield abstaining.

Mr. Jenkins called for nominations for Assistant Secretary.


Mr. Jenkins nominated Mr. Ruble for Assistant Secretary. Mr. White seconded the nomination.

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

Mr. Ruble was appointed as Assistant Secretary by a vote of 5-0-1. Mr. Ruble abstaining.

Mr. Jenkins stated that the appointments to the Committees would be tabled until the next meeting.

Mr. White moved to adjourn. Mr. Johnson seconded the motion. The motion carried 6-0. The meeting adjourned at 6:47 P.M.


Mr. Kent Hutton, Secretary
Mr. Ben Jenkins, Chairman