

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present:** John R. White  
Edward "Earl" Maine  
Frank Sims  
Stephen Lowe  
Andy Puckett  
Dr. James E. Baker  
David G. Anderson

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, January 09, 2017 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. White, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present were Mickey Hines, Airport Manager, Sheri Hiter, Attorney, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. White call for approval of the Minutes of the Regular Meeting December 12, 2016.

Mr. Anderson inquired about the first paragraph on page two (2) of the Minutes, where it says "...recommending "Option #3". He questioned whether it should be changed to say "...recommending "Underground Option #3".

Discussion ensued.

Mr. Maine moved to approve the Minutes of December 12, 2016 as amended. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. White called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Lowe inquired about the grounds and computer repair expenses.

Discussion ensued.

Mr. White called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines informed the Board that the consultants for Appalachian Power Company (APCo), Federal Airways and Airspace (FA&A), filed an Aeronautical Impact Study with the FAA for the two hazard beacons located on off-airport property. The Aeronautical Studies have been completed and, as expected, a

Determination of no Hazard to Air Navigation was issued. However, also as expected, the FAA has now raised our LNAV/VNAV Decision Altitude (DA) for runway 6 by 155', and raised the DA for runway 24 by 65'. Also, both beacon towers have been listed as penetrations to FAR Part 77 surfaces. It has been recommended that the beacons be removed.

Discussion ensued.

Mr. White moved to remove the two (2) Hazard Beacons subject to the DOAV and the FAA's approval and directed Mr. Hines to submit for the approval from the DOAV and FAA and to obtain quotes on the cost to take down the two (2) Hazard Beacons. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Hines informed the Board that in February, 2016 the Virginia Highlands Airport Authority complied with VPPA requirements and FAA AC 150/5100-14E requirements in issuing Request for Qualifications for architectural, engineering and planning services. Delta Airport Consultants were selected by VHAA to provide engineering services for one year, with the option to renew for an additional three (3) one year renewals. The Base Engineering Agreement will expire in February 22, 2017.

Mr. Maine moved to exercise the option to renew the Base Engineering Agreement with Delta Airport Consultants for additional one (1) year period. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. White called for the Operations Committee Report.

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

Mr. White called for the Development Committee Report.

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

Mr. White called for Unfinished Business.

None

Mr. White called for New Business.

Dr. Baker asked that the Board consider that if a Federal or State Holiday falls on a Board meeting date or if a meeting has to be canceled for any reason, that the Board meet on the following Wednesday.

Discussion ensued.

Mr. Lowe inquired how the change would affect the meeting notices to public.

Mr. White stated that a footnote could be included on all meeting notices to the public stating that if for any reason the meeting is canceled, the meeting will be held at 6 PM on the following Wednesday.

Discussion ensued.

Mr. Baker moved that if a Federal or State Holiday falls on a Board meeting date or if a meeting has to be canceled for any reason, that the Board meet on the following Wednesday and that a footnote be added on all meeting notices to the public stating this fact. Mr. Sims seconded the motion. The motion carried unanimously.

Mr. White called for Public Comments.

None

Mr. White stated that a motion was needed for the Virginia Highlands Airport Authority 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.

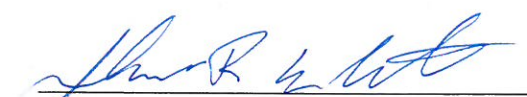
Mr. Maine moved to conduct a Closed Session in accordance with the items that was stated by Mr. White. Mr. Puckett seconded the motion. The motion carried unanimously.

Following the Closed Session, the Board immediately reconvened its Open Session and Mr. White took a roll call vote stating that no matter that was discussed in Closed Session other than that were included in the motion to go into Closed Session and no other votes were taken in Closed Session other than to go out of Closed Session.

John White - I so certify  
Edward "Earl" Maine - I so certify  
Frank Sims - I so certify  
Stephen Lowe - I so certify  
Andy Puckett - I so certify  
James Baker - I so certify  
David Anderson - I so certify

Mr. Puckett moved to adjourn. Mr. Maine seconded the motion. The motion carried unanimously. The meeting adjourned at 7:26 P.M.

  
David Anderson, Secretary

  
John R. White, Chairman

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## GUEST LIST - January 09, 2017

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