

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

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

Absent: John R. White

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, July 10, 2017 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Maine, Vice Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present were Mickey Hines, Airport Manager, Jim Elliott, Airport Attorney, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. Maine call for approval of the Minutes of the Regular Meeting June 12, 2017.

Mr. Sims moved to approve the Minutes of June 12, 2017. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Maine stated that Election of officers was needed.

Mr. Maine called for nominations for Chairman.

Mr. Anderson nominated Mr. White for Chairman.

Mr. Puckett moved that nominations be closed. Mr. Sims seconded the motion. The motion carried unanimously.

Discussion ensued.

Mr. White was appointed as Chairman by a vote of 6-0.

Mr. Maine called for nominations for Vice Chairman.

Mr. Sims nominated Mr. Maine for Vice Chairman.

Mr. Puckett moved that nominations be closed. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Maine was appointed as Vice Chairman by a vote of 6-0.

Mr. Maine called for nominations for Treasurer.

Mr. Anderson nominated Mr. Puckett for Treasurer.

Mr. Lowe moved that nominations be closed. Mr. Sims seconded the motion. The motion carried unanimously.

Mr. Puckett was appointed as Treasurer by a vote of 6-0.

Mr. Maine called for nominations for Secretary.

Mr. Lowe nominated Mr. Anderson for Secretary.

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

Mr. Anderson was appointed as Secretary by a vote of 6-0.

Mr. Maine called for nominations for Assistant Treasurer.

Mr. Lowe nominated Dr. Baker for Assistant Treasurer. Dr. Baker declined.

Mr. Lowe nominated Mr. Sims for Assistant Treasurer.

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

Mr. Sims was appointed as Assistant Treasurer by a vote of 6-0.

Mr. Maine called for nominations for Assistant Secretary.

Mr. Lowe nominated Dr. Baker for Assistant Secretary. Dr. Baker declined.

Dr. Baker nominated Mr. Puckett for Assistant Secretary.

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

Mr. Puckett was appointed as Assistant Secretary by a vote of 6-0.

Mr. Maine stated for the appointment of the Committees, that it is Mr. White's intentions to leave the Committees as they stand.

Discussion ensued.

The Operations Committee will consist of Mr. Maine, Mr. Sims, and Mr. Puckett with Mr. Maine serving as Chairman of the Committee.

The Development Committee will consist of Mr. Lowe, Mr. Anderson, and Dr. Baker with Mr. Lowe serving as Chairman of the Committee.

The Audit Committee will consist of Mr. Puckett, Mr. Lowe, and Mr. Anderson with Mr. Puckett serving as Chairman of the Committee.

Mr. Maine called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Maine called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines informed the Board that the lease with Strongwell (Sky Venture) has been transferred to, and assumed by, Shrader Aviation LLC and that there were no changes from the original lease agreement.

Discussion ensued.

Dr. Baker moved that Section 26: Assignment, Transfer and Sublease of Shrader Aviation LLC lease be waived for six (6) months. Mr. Sims seconded the motion. The motion carried unanimously.

Mr. Hines continued his Manager's Report.

Discussion ensued.

Mr. Maine called for the Operations Committee Report.

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

Mr. Maine called for the Development Committee Report.

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

Mr. Maine called for the Audit Committee Report.

Mr. Puckett stated that the Audit Committee had met to review and select an Auditor for FY 17/18. Based on quotes submitted, it is the recommendation of the Audit Committee to select Hicok, Fern & Company as the Auditor for FY 17/18.

Mr. Maine called for Unfinished Business.

None.

Mr. Maine called for New Business.

None.

Mr. Maine called for Public Comments.

None.

Mr. Elliott 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. Lowe moved to conduct a Closed Session in accordance with the items that was stated by Mr. Elliott. Mr. Sims seconded the motion. The motion carried unanimously.

Following the Closed Session, the Board immediately reconvened its Open Session and Mr. Maine 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.

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. Sims moved to authorize Mr. Maine and Mr. Sims to conduct a performance evaluation with the Airport Manager utilizing the evaluation that has been reviewed and modified. Mr. Lowe seconded the motion. The motion carried unanimously.

Mr. Lowe moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously. The meeting adjourned at 7:37 P.M.



David Anderson, Secretary



Edward "Earl" Maine, Vice Chairman

VRGINIA HIGHLANDS AIRPORT AUTHORITY
GUEST LIST - July 10, 2017

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