

**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, September 11, 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, Jim Elliott, Airport Attorney, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. White call for approval of the Minutes of the Regular Meeting August 14, 2017.

Discussion ensued.

Mr. Maine moved to approve the Minutes of August 14, 2017 as amended. Mr. Sims seconded the motion. The motion carried unanimously.

Mr. White call for approval of the Minutes of the Special Called Meeting August 31, 2017.

Mr. Anderson moved to approve the Minutes of August 31, 2017. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. White called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. White called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Discussion ensued.

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.**

**Mr. Maine inquired if anyone had heard anything about Dr. Baker's schedule.**

**Mr. Hines stated that the staff has had no contact with Dr. Baker in regards to his schedule.**

**Discussion ensued.**

**Mr. White called for New Business.**

**Mr. Hines presented the Board with a Resolution in regards to the DOAV Grant Agreement – T-Hangar Taxilane Rehabilitation & Apron Seal Coat (Design/Construction). This Resolution would allow the Chair of the Board of Directors and the Airport Manager sign the Grant Agreement on behalf of the Authority and proceed to undertake such other and further actions necessary and essential to satisfy the terms and conditions of the Grant Agreement.**

**Mr. Lowe moved to approve the Resolution as presented. Mr. Maine seconded the motion. The motion carried by a vote of 6 for and 0 against.**

**Mr. Hines presented the Board with a Resolution in regards to the DOAV Grant Agreement – Runway 6-24 Extension – Phase II (Construct Box Culvert) (Construction). This Resolution would allow the Chair of the Board of Directors and the Airport Manager sign the Grant Agreement on behalf of the Authority and proceed to undertake such other and further actions necessary and essential to satisfy the terms and conditions of the Grant Agreement.**

**Discussion ensued.**

**Mr. Puckett moved to approve the Resolution as amended. Mr. Maine seconded the motion. The motion carried by a vote of 6 for and 0 against.**

**Mr. Hines stated that the next item under New Business is the Washington County Board of Supervisors discretionary carryover meeting, September 26, 2017.**

**Discussion ensued.**

**Dr. Baker arrived at 6:30 P.M.**

**Mr. Hines requested that all Board Members who are available, to attend this meeting.**

Mr. Hines made the recommendation to adjust the Avgas 100LL price to reflect recent cost increase.

Discussion ensued.

Dr. Baker moved to allow the Airport Manager to adjust the Avgas 100LL price as needed. Mr. Anderson seconded the motion. The motion carried with Mr. White and Mr. Lowe abstaining.

Mr. White brought up installing a back door, T8 lighting, and a gas heater into Hangar "C".

Discussion ensued.

Mr. White requested that Mr. Hines obtain quotes on installing a back door, T8 lighting, and a gas heater into Hangar "C".

Mr. Lowe requested that Mr. Hines check to see if our security would be affected by installing a back door into Hangar "C".

Mr. White called for Public Comments.

None.

No Closed Session.

Mr. Lowe moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously. The meeting adjourned at 6:52 P.M.

  
David Anderson, Secretary

  
John R. White, Chairman

A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
ACCEPTING A GRANT OFFER FROM THE VIRGINIA DEPARTMENT OF AVIATION

WHEREAS, the Virginia Highlands Airport Authority (VHAA) was initially formed, by joint agreement of Washington County, VA and the Town of Abingdon, VA, in 1964 as the Virginia Highlands Airport Commission for the purpose of acquiring, constructing, maintaining and operating the County's only public airport. The Town later withdrew from the joint agreement and in 2007, the Commission was converted to an Authority in accordance with amendments to Section 5.1-31, Code of Virginia; and

WHEREAS, the Authority has the power and duty to acquire, establish, construct, enlarge, improve, equip, maintain, operate, and regulate the use of the public airport known as Virginia Highlands Airport, its structures, air navigation facilities, and other property incident thereto and is empowered, as fully and completely as provided by the 1950 Code of Virginia, Title 5.1, as amended from time to time, together with all applicable powers and authority granted by the general law of the Commonwealth of Virginia, to fulfill such functions, and

WHEREAS, as a public airport in Virginia, it serves the Commonwealth's interest in the development of landing and departure facilities for aircraft, and the VHAA has consistently and continually worked to create and maintain a safe environment for aircraft to using its public airport, and

WHEREAS, the condition of the taxi-ways and hangar aprons is essential to safe conduct of the airport's goals, and

WHEREAS, the Virginia Department of Aviation has offered a grant in the amount of \$210,345.00 to the Authority to pay the cost of needed rehabilitation of the T-Hangar Taxilane and the seal coating of the related apron, and

WHEREAS, without the grant, needed repairs to the taxiway and apron could not be made, it is

RESOLVED, that the Authority accept the Grant Offer, and the Chair of the Board of Directors and the Airport Manager sign the Grant Offer on behalf of the Authority and proceed to undertake such other and further actions necessary and essential to satisfy the terms and conditions of the Grant Offer and conduct activities described therein and in the application of the Authority for the Grant.

The foregoing Resolution was adopted at a Regular Meeting of the Board of Directors this 11th day of September, 2017 by a vote of 6 for and 0 against, a quorum present and voting:

  
Secretary



Commonwealth of Virginia  
Department of Aviation  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422

**Grant Agreement**

**Part I - Offer**

Project Number: **CS0001-33**  
Date of Approval: **August 21, 2017**  
Date of Offer: **August 30, 2017**  
Date of Offer Expiration: **October 31, 2017**

WHEREAS, by executing a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* (hereinafter referred to as the "Master Agreement"), effective on September 2, 2010, the **Virginia Highlands Airport Authority** (hereinafter referred to as the "Sponsor") agreed to the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"); and

WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of **Virginia Highlands Airport** (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereafter referred to as the "Project"):

**T-Hangar Taxilane Rehabilitation & Apron Seal Coat (Design/Construction)**

NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of: (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, **eighty (80) percent** of all eligible Project costs.

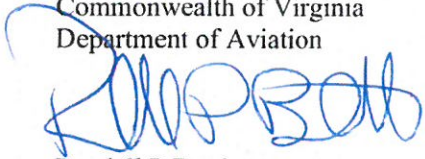
This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed **\$210,345.00**.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of \$ NA.
4. This Grant Payment Term will expire on **September 30, 2019**.
5. The Grant Obligation Term is **20 years**.



The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 Code of Virginia (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia  
Department of Aviation

  
Randall P Burdette  
Executive Director

Date SEP 1 2017

## Part II - Acceptance

The **Virginia Highlands Airport Authority** does hereby accept and agree all the terms, conditions and assurances contained in this Grant Agreement.

Executed this 11<sup>th</sup> day of September, 20 17

**Virginia Highlands Airport Authority**

By Mary Hines

Title Airport Manager

Attest Kristy Hill

Title Executive Assistant

## Certification of Sponsor's Attorney

I, James W. Elliott, Jr.,  
acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Agreement and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Agreement and that this Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

Dated at ROBINSON, Virginia this 11<sup>th</sup> day of SEPTEMBER, 20 17

By James W. Elliott, Jr.

Title Counsel



# COMMONWEALTH of VIRGINIA

Randall P. Burdette  
Executive Director

*Department of Aviation*  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422

August 31, 2017

V/TDD • (804) 236-3624  
FAX • (804) 236-3635

ISO 9001:2008 Certified  
IS-BAO Registered

The Honorable Morgan Griffith  
2202 Longworth HOB  
Washington, D.C. 20515-4609

**Re: Virginia Highlands Airport – Project #CS0001-33**

Dear Congressman Griffith:

The Department of Aviation is pleased to inform you that it has issued a grant agreement for capital improvements to the **Virginia Highlands Airport**. This funding is for **T-Hangar Taxilane Rehabilitation & Apron Seal Coat (Design/Construction)** and is the result of an award by the Virginia Aviation Board in the amount of **\$210,345.00**. This airport in your district has received this grant as part of the Commonwealth Airport Fund Capital Improvement Program.

We are pleased to be able to provide this financial assistance to the **Virginia Highlands Airport**, which we believe is an important component of the Commonwealth's statewide transportation system as well as an important contributor to the region's overall economic development.

It is the Department's mission to cultivate an advanced aviation system that is safe, secure and provides for economic development; promote aviation awareness and education; and provide the safest and most efficient flight services for the Commonwealth Leadership and State Agencies. We look forward to continuing this mission for the betterment of your district and the Commonwealth of Virginia. If we can be of any service to you or your office, please let me know.

Sincerely,

Randall P Burdette  
Executive Director

Copy: Mr. Mickey Hines, Manager  
Mr. J. Jack Kennedy, VAB Member







# COMMONWEALTH of VIRGINIA

Randall P. Burdette  
Executive Director

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August 31, 2017

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The Honorable Charles W. Carrico, Sr.  
P. O. Box 1100  
Galax, VA 24333

**Re: Virginia Highlands Airport – Project #CS0001-33**

Dear Senator Carrico:

The Department of Aviation is pleased to inform you that it has issued a grant agreement for capital improvements to the **Virginia Highlands Airport**. This funding is for **T-Hangar Taxilane Rehabilitation & Apron Seal Coat (Design/Construction)** and is the result of an award by the Virginia Aviation Board in the amount of **\$210,345.00**. This airport in your district has received this grant as part of the Commonwealth Airport Fund Capital Improvement Program.

We are pleased to be able to provide this financial assistance to the **Virginia Highlands Airport**, which we believe is an important component of the Commonwealth's statewide transportation system as well as an important contributor to the region's overall economic development.

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Sincerely,

Randall P. Burdette  
Executive Director

Copy: **Mr. Mickey Hines**, Manager  
**Mr. J. Jack Kennedy**, VAB Member





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August 31, 2017

The Honorable Todd E. Pillion  
851 French Moore Jr. Blvd.  
Abingdon, VA 24212

**Re: Virginia Highlands Airport – Project #CS0001-33**

Dear Delegate Pillion:

The Department of Aviation is pleased to inform you that it has issued a grant agreement for capital improvements to the **Virginia Highlands Airport**. This funding is for **T-Hangar Taxilane Rehabilitation & Apron Seal Coat (Design/Construction)** and is the result of an award by the Virginia Aviation Board in the amount of **\$210,345.00**. This airport in your district has received this grant as part of the Commonwealth Airport Fund Capital Improvement Program.

We are pleased to be able to provide this financial assistance to the **Virginia Highlands Airport**, which we believe is an important component of the Commonwealth's statewide transportation system as well as an important contributor to the region's overall economic development.

It is the Department's mission to cultivate an advanced aviation system that is safe, secure and provides for economic development; promote aviation awareness and education; and provide the safest and most efficient flight services for the Commonwealth Leadership and State Agencies. We look forward to continuing this mission for the betterment of your district and the Commonwealth of Virginia. If we can be of any service to you or your office, please let me know.

Sincerely,

Randall P. Burdette  
Executive Director

Copy: Mr. Mickey Hines, Manager  
Mr. J. Jack Kennedy, VAB Member



A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
ACCEPTING A GRANT OFFER FROM THE COMMONWEALTH OF VIRGINIA,  
DEPARTMENT OF AVIATION

WHEREAS, at a Special called meeting of the Authority held on August 31, 2017, at which time a quorum of the Board of Directors voted unanimously to accept a grant from the Federal Aviation Administration (FAA) in the maximum amount of \$5,924,328.00 for airport development pursuant to 49 U.S.C. §47108(b), limited solely to any costs determined by the FAA to be eligible or allowable for the extension of the Virginia Highlands Airport's Runway 6 ("RW 6"), Phase 2, Construct Box Culvert, and

WHEREAS, the FAA funding for the Phase 2, Box Culvert is planned to cover 90% of the costs of the project, and

WHEREAS, the Virginia Department of Aviation has agreed to participate in financing the project to the extent of 8% of the projects cost, and has offered a grant in the amount of \$459,588.00 for the purpose of seeing the project to completion, it is

RESOLVED, that the Virginia Highlands Airport Authority for the reasons set out in the Resolution of the Board of Directors of August 31, 2017 accepting the grant of the FAA, hereby accept the grant offered by the Virginia Department of Aviation and the Chair of the Board of Directors and the Airport Manager sign the Grant Offer on behalf of the Authority and proceed to undertake such other and further actions necessary and essential to satisfy the terms and conditions of the Grant Offer and construct the project described therein.

The foregoing Resolution was adopted at a Regular Meeting of the Board of Directors this 11th day of September, 2017 by a vote of 6 for and 0 against, a quorum present and voting:

  
Secretary



Commonwealth of Virginia  
Department of Aviation  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422

**Grant Agreement**

**Part I - Offer**

Project Number: **CF0001-34**  
Date of Approval: **August 21, 2017**  
Date of Offer: **August 31, 2017**  
Date of Offer Expiration: **October 31, 2017**

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WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of **Virginia Highlands Airport** (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereafter referred to as the "Project"):

**Runway 6-24 Extension - Phase II (Construct Box Culvert) (Construction)**

NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of: (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, **eight (8) percent** of all eligible Project costs.

This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed **\$459,588.00**.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of **\$ 5,170,371.00**.
4. This Grant Payment Term will expire on **September 30, 2021**.
5. The Grant Obligation Term is **20 years**.



The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 Code of Virginia (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia  
Department of Aviation

  
Randall P Burdette  
Executive Director

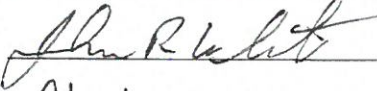
Date SEP 1 2017

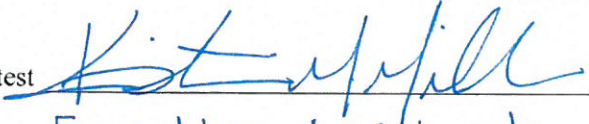
## Part II - Acceptance

The **Virginia Highlands Airport Authority** does hereby accept and agree all the terms, conditions and assurances contained in this Grant Agreement.

Executed this 7<sup>th</sup> day of September, 20 17

**Virginia Highlands Airport Authority**

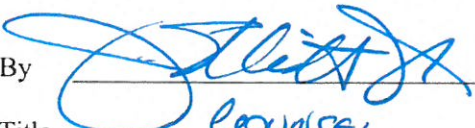
By   
Title Chairman

Attest   
Title Executive Assistant

## Certification of Sponsor's Attorney

I, James G. Ellison, Jr.,  
acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Agreement and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Agreement and that this Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

Dated at Arlington, Virginia this 17<sup>th</sup> day of SEPTEMBER, 20 17

By   
Title Counsel





# COMMONWEALTH of VIRGINIA

Randall P. Burdette  
Executive Director

*Department of Aviation*  
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August 31, 2017

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The Honorable Morgan Griffith  
2202 Longworth HOB  
Washington, D.C. 20515-4609

**Re: Virginia Highlands Airport – Project #CF0001-34**

Dear Congressman Griffith:

The Department of Aviation is pleased to inform you that it has issued a grant agreement for capital improvements to the **Virginia Highlands Airport**. This funding is for **Runway 6-24 Extension – Phase II (Construct Box Culvert) (Construction)** and is the result of an award by the Virginia Aviation Board in the amount of **\$459,588.00**. This airport in your district has received this grant as part of the Commonwealth Airport Fund Capital Improvement Program.

We are pleased to be able to provide this financial assistance to the **Virginia Highlands Airport**, which we believe is an important component of the Commonwealth's statewide transportation system as well as an important contributor to the region's overall economic development.

It is the Department's mission to cultivate an advanced aviation system that is safe, secure and provides for economic development; promote aviation awareness and education; and provide the safest and most efficient flight services for the Commonwealth Leadership and State Agencies. We look forward to continuing this mission for the betterment of your district and the Commonwealth of Virginia. If we can be of any service to you or your office, please let me know.

Sincerely,

Randall P. Burdette  
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Copy: Mr. Mickey Hines, Manager  
Mr. J. Jack Kennedy, VAB Member





# COMMONWEALTH of VIRGINIA

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August 31, 2017

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# COMMONWEALTH of VIRGINIA

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Randall P Burdette  
Executive Director

Copy: Mr. Mickey Hines, Manager  
Mr. J. Jack Kennedy, VAB Member



VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
GUEST LIST - September 11, 2017

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