

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present:** Frank Sims  
Stephen Lowe  
Andy Puckett  
Dr. James E. Baker  
David G. Anderson

**Absent:** John R. White  
Edward "Earl" Maine

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, June 12, 2017 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Anderson, Secretary, 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, Administrative Assistant and Amber Miller, Administrative Assistant.

Mr. Anderson noted the passing of Mr. Cliff Quesenberry, a well-known member of our pilot community who was a member of "The Greatest Generation." He was instrumental, since the early days, in the formation and promotion of our airport. His life and his stories have been an inspiration to us all. He will be missed.

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

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

Mr. Anderson turned the floor over to Dan McKinney and Meredith Jones from Eden & Associates.

Mr. McKinney and Ms. Jones did a presentation on the project that Eden & Associates are currently working on at the Virginia Tech Montgomery Executive Airport.

Mr. Anderson called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Anderson called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines state that the proposed 17/18 Operations Budget has been revised to reflect the sewer connections fee and a lower waste disposal fee.

Discussion ensued.

Mr. Lowe moved to approve the proposed 17/18 Operations Budget as revised. Mr. Sims seconded the motion. The motion carried unanimously.

Mr. Hines stated that our Financial Audit contract with Hicok, Fern, & Company expires at the end of June. Advertisements were done for RFPs to provide our Financial Services and the RFPs were received on June 9<sup>th</sup>. The Audit Committee has been given copies of the RFPs and it is requested that they review the RFPs and make a recommendation to the full Board before June 30, 2017.

Mr. Anderson stated that an independent meeting would have to schedule to review the RFPs.

Mr. Lowe asked the question: Does it have to be an independent meeting?

Mr. Anderson replied "No, It does not have to be an independent meeting".

Discussion ensued.

Mr. Lowe moved to award the Audit Services to Hicok, Fern, & Company based on their qualifications. Mr. Puckett seconded the motion. No vote taken.

Discussion ensued.

Mr. Elliott brought to the Boards attention that price discussions between two Firms needed to take place.

Discussion ensued.

Mr. Lowe moved to select Hicok, Fern, & Company and if there is any increase in price, it is brought back before the Audit Committee for review. Mr. Puckett seconded the motion. The motion carried unanimously.

Discussion ensued.

Mr. Elliot stated that he advised the Board incorrectly on the Audit Services. He read the following from the Code of Virginia: For professional services, the public body shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence.

Discussion ensued.

Mr. Lowe moved to rescind his motion to select Hicok, Fern, & Company and if there is any increase in price, it is brought back before the Audit Committee for review. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Lowe moved to select Hicok, Fern, & Company and Blackburn Childers & Steagall, CPAs to engage in individual discussions. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Anderson called for the Operations Committee Report.

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

Mr. Anderson called for the Development Committee Report.

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

Mr. Anderson called for Unfinished Business.

None.

Mr. Anderson called for New Business.

None.

Mr. Anderson 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.3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Mr. Puckett 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. Anderson 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.

David Anderson – I so certify

Frank Sims - I so certify

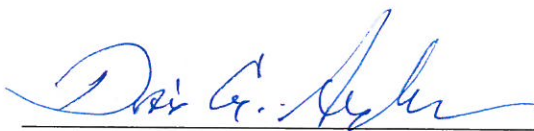
Stephen Lowe – I so certify

Andy Puckett - I so certify

James Baker – I so certify

Dr. Baker moved to allow Mr. Shrader's Company to be substituted for Sky Ventures in the Sky Ventures lease with the Authority. Mr. Sims seconded the motion. The motion carried with Mr. Puckett abstaining.

Mr. Lowe moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 7:40 P.M.

  
David Anderson, Secretary  
Andy Puckett, Assistant Secretary

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
 GUEST LIST - June 12, 2017**

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