

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: **Edward “Earl” Maine**
 Dr. Ellison Conrad
 Frank Sims
 Stephen M. Quilty
 Andy Puckett
 Dr. James E. Baker
 David G. Anderson

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, August 13, 2018 at 6:00 P.M. in conference room “A” of the Terminal Building. Mr. Maine, 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 welcomed Dr. Conrad to the Board.

Mr. Maine call for approval of the Minutes of the Regular Meeting July 09, 2018.

Mr. Puckett moved to approve the Minutes of July 09, 2018. Mr. Sims seconded the motion. The motion carried unanimously.

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. Quilty moved to have the Attorney request that the CPA sign the Audit. Mr. Puckett seconded the motion.

Discussion ensued.

Mr. Quilty amended his motion to say “to have the Attorney request that an authorized individual of the Firm signs the Audit for the Firm”. Mr. Puckett seconded. The motion carried unanimously.

Mr. Maine called for the Operations Committee Report.

Mr. Sims stated that the Operations Committee has not met.

Mr. Sims stated that shortly after the last meeting that Mr. Maine and he met with Mr. Hines to conduct his annual performance review, everyone is pleased with Mr. Hines performance.

Mr. Maine informed Dr. Conrad that he had been appointed to the Development Committee.

Mr. Maine called for the Development Committee Report.

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

Mr. Maine called for Unfinished Business.

Mr. Hines stated that at the June 18, 2018 meeting the Directors approved funds of twenty-seven thousand five hundred dollars (\$27,500.00) to match a 50/50 grant from the DOAV for the purchase of a tractor. The DOAV has informed us that an airport can only receive matching funds of fifty thousand dollars (\$50,000.00) for purchase of maintenance equipment in a five year period. The Airport has used twenty-six thousand five hundred forty-three dollars and thirty-five cents (\$26,543.35) of that fifty thousand dollars (\$50,000.00). The Airport has received a grant from the DOAV for twenty-three thousand four hundred fifty-six dollars and sixty-five cents (\$23,456.65) for the purchase of the new tractor.

Mr. Hines requested the Boards approval for the additional four thousand forty-three dollars and thirty-five cents (\$4,043.35) to add to the already approved twenty-seven thousand five hundred dollars (\$27,500.00) for the purchase and to authorize the manager and attorney to execute the DOAV Grant, Total cost to the Airport would now be thirty-one thousand five hundred forty-three dollars and thirty-five cents (\$31,543.35).

Mr. Puckett moved to approve the additional four thousand forty-three dollars and thirty-five cents (\$4,043.35) for the purchase of the tractor. Mr. Anderson seconded. The motion carried unanimously.

Mr. Hines stated that The Olde Farm has announced plans for the September 9-10 celebrity golf tournament. This event is expected to raise millions of dollars for the Mountain Mission School in Grundy, VA. It is expected that twenty (20) or more corporate aircraft to use our airport between September 8 and 10. This will require all of the resources and personnel available at the airport to properly service the expected traffic, September 8-10. Most of the aircraft are scheduled to depart in late afternoon or early evening on Monday, September 10, the date of our next Board meeting. I am requesting the Board meeting be moved in order that we have adequate staff available to properly service the transient aircraft.

Discussion ensued.

Kristy Miller stated that it had been established by the Board that if for any reason the Board Meeting is canceled, the meeting would be held at 6:00 P.M. on the following Wednesday, in this case the Meeting would be held on Wednesday, September 12, 2018.

The Board were all in agreeance to move the Meeting to September 12, 2018 at 6:00 P.M.

Mr. Maine stated that he needed to appoint a third member to the Audit Committee.

Mr. Maine appointed Mr. Quilty to the Audit Committee.

Mr. Maine called for New Business.

Mr. Hines presented the Board with a Resolution in regards to AIP Supplemental Appropriation ("Grants-In-Aid for Airports").

Discussion ensued.

Mr. Quilty moved to approve the Resolution in regards to AIP Supplemental Appropriation ("Grants-In-Aid for Airports"). Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Maine wanted to remind the Board of the Protocol of responding to request for information from the News Media. That all request from the News Media for information should be directed to Mr. Hines.

Discussion ensued.

Dr. Baker moved to appoint the person who holds the position of Airport Manager as the designated FOIA Officer. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Maine stated that in light of the County cutting the Operating Budget, he would like to ask the Operations Committee to meet with the Airport Manger to review and prioritize the Airports Capital expenditures for this year.

Mr. Maine called for Public Comments.

None.

Mr. Elliott stated that a motion was needed in order for the Virginia Highlands Airport Authority to conduct a Closed Session pursuant to Code of Virginia § 2.2-3711.A.1.,A.8, 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; Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Mr. Puckett moved to conduct a Closed Session in accordance with the items that were stated by Mr. Elliott. Mr. Anderson seconded the motion. The motion carried unanimously.

Mr. Maine stated that the Closed Session would consist of the Board Members, the Attorney and the Airport Manager.

Following the Closed Session, the Board immediately reconvened its Open Session. Having reconvened, members of the Board were advised that if any one of them believes there was a departure from the purposes stated in the motion to go into Closed Session, they now should so state. Mr. Elliott asked if anyone believed there was a departure in the Closed Session from the purposes announced for having a Closed Session. FOIA requires you to speak up now.

No one having identified any departures from the purpose for the closed session, a roll call vote was taken certifying that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

Edward "Earl" Maine – I so certify

Ellison Conrad – I so certify

Stephen Quilty– I so certify

Frank Sims – I so certify

Andy Puckett – I so certify

James Baker – I so certify

David Anderson – I so certify

Mr. Maine stated that approval of the revised FY 2018-2019 Operating Budget (attachment #1) was needed.


Discussion ensued.

Dr. Conrad moved to approve the revised FY 2018-2019 Operating Budget (attachment #1). Mr. Sims seconded the motion. The motion carried unanimously.

Mr. Puckett moved to adjourn. Mr. Sims seconded the motion. The motion carried unanimously. The meeting adjourned at 8:22 P.M.



David Anderson, Secretary


Edward "Earl" Maine, Chairman

A RESOLUTION OF THE BOARD OF DIRECTORS
OF
VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGARDING THE
"GRANTS-IN-AID FOR AIRPORTS"
AS AUTHORIZED BY SUBCHAPTER 1 OF CHAPTER 471
AND SUBCHAPTER 1 OF CHAPTER 475
OF TITLE 49, U.S.C.

WHEREAS, the Consolidated Appropriations Act, 2018 appropriated an additional amount for "Grant-In-Aid for Airports", to enable the Secretary of Transportation to make grants for projects as authorized by subchapter 1 of chapter 471 and subchapter 1 of chapter 475 of title 49, U.S.C., \$1,000,000,000.00, to remain available through September 30, 2020, and

WHEREAS, Virginia Highlands Airport Authority (the "Authority"), exists as an independent body corporate of the Commonwealth of Virginia created pursuant to Chapter 3, Title 5.1 of the Code of Virginia of 1950, as amended, with all powers authorized under applicable state law, including but not limited to owning and operating an airport, and

WHEREAS, the Authority has long been engaged in a project to extend Runway 6 at Virginia Highlands Airport to enhance safety for aircraft using the airport and to further enhance the safety of people and property on the ground, and

WHEREAS, the runway extension project will improve the airfield to fully serve existing and future operations of ARC B-II aircraft by providing runway length necessary to serve existing and future business aircraft demand for 75% of the corporate aircraft fleet, and

WHEREAS, the runway 6 extension project required the acquisition of three parcels of real estate from Elizabeth Snead, ±35.494 acres; Johnny Johnson, Julie Sprowles, & Vickie Yarber, ±12.327 acres; and Dr. Fred B. Gent, ±5.0 acres; for a total acquisition cost of \$2,245,773.00, and

WHEREAS, a portion of the land acquisition was to accommodate the required relocation of county route 611 (Providence Road) which was completed in 2016 with construction cost paid by Washington County, VA and Virginia Department of Transportation, with the Authority, FAA, Virginia Department of Aviation and Virginia Tobacco Region Revitalization Commission funding design, engineering and construction administration costs, and

WHEREAS, the Authority authorized and obtained a Line-of-Credit from First Bank and Trust of Abingdon, VA in 2014 to pay for the land acquisition, and

WHEREAS, the amount borrowed on the Line-of-Credit was \$2,273,377.41, and,

WHEREAS, the interest paid totally by the airport on the loan through July 2018 has totaled \$182,675.17, and

WHEREAS, the interest paid is not reimbursable from federal or state grants, and is paid from funds generated by airport operations, and

WHEREAS, it is estimated that the Authority will be required to pay over \$41,585.29 per year for a total of \$124,755.84 in interest over the next three years, and

WHEREAS, under the current Airport Capital Improvement Plan (ACIP) the Authority is not scheduled to request reimbursement for the real estate acquisition until FY 2021, and

WHEREAS, use of Supplemental Discretionary funding to pay off the line of credit for real estate acquisition would save the Authority approximately \$124,755.84 in interest,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Virginia Highlands Airport Authority that the Authority Chairman, Airport Manager, and the Airport Staff be authorized to issue a request for funds from the FY2018-2020 Airport Improvement Program Supplemental Appropriation to pay for the real estate acquisition and related administrative cost for the three parcels purchased

for runway 6 extension totaling \$2,273,374.41 and if such funds are received the Manager and Staff are instructed to pay the lending agencies immediately upon receipt of such funds.

BE IT FURTHER RESOLVED that the General Manager may solicit the assistance of the Authority Legal Counsel and Airport Engineering Consultants for advice and consultation of the above.

Adopted at a regularly called meeting the 13th day of August, 2018, by a vote of 7 votes in favor, 0 votes opposed, a quorum present and voting.

Signed: 
(David Anderson, Airport Authority Secretary)

July 28, 2018

MEMO TO: Virginia Highlands Airport Authority

FROM: Mickey Hines

SUBJECT: Revised FY 2018-2019 Operating Budget – Salary

Because we are limited to 29 hours per week for part-time employees it has proved nearly impossible to hire and retain sufficient part-time help for our line operations. It is very expensive and time consuming to hire, process and train people to work on the operations line and then have them leave for a job with more hours and/or more pay. I have worked with our line supervisor for the past few months in the effort to find a solution for this problem. We have made the decision together to eliminate one part-time position and to hire another full-time line person. The full-time person is already trained and is a former employee. We are not creating a new full-time position because we have not replaced the full-time position that was left vacant several years ago. This change in employment will necessitate a revision to the operating budget as listed below, since we will now be paying benefits for the full time position:

<u>Account number/name</u>	<u>Current Budget Amount</u>	<u>Revised Budget Amount</u>
6096 – Retirement	\$ 13,899.12	\$14,925.00
6095 – Life Insurance	\$ 3,300.00	3,800.00
6052 – Payroll Salary	\$323,359.68	\$331,113.00
6023 – Health Insurance	\$ 42,960.00	\$ 50,478.00
	\$383,518.80	\$400,316.00

This is an increase to our budget of \$16,797.20

By this Memo I am requesting the FY2018-2019 budget to be revised to reflect the addition of \$16,797.20

Mickey