

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

Members Present: Frank Sims
Dr. Ellison Conrad
Daniel Ruble
Stephen M. Quilty
Andy Puckett
Dr. James E. Baker
Ben Jenkins

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, February 10, 2020 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Sims, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present were Mickey Hines, Airport Manager, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. Sims called for approval of the Minutes of the Regular Meeting January 13, 2020.

Dr. Baker moved to approve the minutes of January 13, 2020. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Sims called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Sims turn the floor over to Mr. Sander with Delta Airport Consultants for a project update.

Mr. Sander presented the Board with a full update on the Extend Runway 6 Project.

Mr. Sims called for a five (5) minute break at 7:01 P.M.

Mr. Sims called the meeting back to order at 7:06 P.M.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines stated that the FAA has requested us to prepare and submit an application for a five million (\$5,000,000) AIP grant to fund the next phase of the runway extension project. The estimated funding would be FAA – Five million (\$5,000,000), DOAV – Four hundred forty-four thousand four hundred forty-four dollars (\$444,444) and VHAA - One hundred eleven thousand one hundred eleven

dollars (\$111,111), attachment #4 is a Resolution for the Board to review and approve applying for the grant, accepting funds and completing the work.

Discussion ensued.

Mr. Ruble moved to approve the Resolution for applying for the grant, accepting funds and completing the work. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Hines stated that the current contract for Professional Services between VHAA and Delta Airport Consultants expires on February 17, 2020. He requested approval from the Board for the resolution regarding selection and engagement of Architectural, Engineering and Planning Consultants, attachment #5.

Discussion ensued.

Mr. Ruble moved to approve the resolution regarding selection and engagement of Architectural, Engineering and Planning Consultants. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Hines stated that the Airports crew car is 2004 model Chevrolet Impala, (16 years old, over 115,000 miles) and either has a blown head gasket or a cracked head. Estimated repair cost could be over Two thousand dollars (\$2,000). He requested authorization for funds to replace the crew car.

Discussion ensued.

Dr. Baker moved to approve up to Twelve thousand dollars (\$12,000) to purchase a good used car to be used as a crew car. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Sims called for the Operations Committee Report.

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

Mr. Sims called for the Development Committee Report.

Dr. Baker stated that the Development Committee had met to review responses from the Request for Qualifications for Basic Engineering Services for the Airport Authority and that it is the motion of the Committee that Delta Airport Consultants be selected for Basic Engineering Services for the Airport Authority. The motion carried 7-0.

Mr. Sims called for Unfinished Business.

Mr. Sims stated that there is a handout in regards to a Solar System that had been discussed in the past and as you can see it would be an eighteen (18) year payout which is not a financial gain for the airport.

No discussion and No action was taken.

Mr. Sims called for New Business.

Mr. Sims stated that the Airport offers to fund continuing education to employees to help improve their job proficiency. He stated that a request has been received from an employee to see if the Airport would be willing to fund an employee getting their Pilot Licenses.

Discussion ensued.

Dr. Conrad moved to decline the request to fund an employee getting their Pilot Licenses. Dr. Baker seconded the motion. The motion carried unanimously.

Mr. Sims called for Public Comments.

None

Closed Session

None

Dr. Baker moved to adjourn. Dr. Conrad seconded the motion. The motion carried unanimously. The meeting adjourned at 7:55 P.M.



Dr. James Baker, Secretary

Frank Sims, Chairman



**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGARDING
SELECTION AND ENGAGEMENT OF ARCHITECTURAL, ENGINEERING AND
PLANNING CONSULTANTS**

February 10, 2020

WHEREAS, the current Term Contract for Professional Services between Virginia Highlands Airport Authority and Delta Airport Consultants, Inc. expires on February 17, 2020, and


WHEREAS, U.S Department of Transportation, Federal Aviation Administration Advisory Circular No. 150/5100-14E (*Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*), requires consultants must be engaged on the basis of their qualifications and experience, with fees determined through negotiations following selection, and

WHEREAS, this can be accomplished by means of qualifications based section procedures, whereby Statements of Qualifications are requested from a number of consultants and whereby the qualifications of consultants responding are evaluated and the best consultant is selected, subject to a mutual understanding of the scope of services as specified in the aforementioned FAA AC, and

WHEREAS, the term of any such agreement will not exceed one year with provisions for four (4) additional one (one) year term renewals, and a monetary limit in compliance with Virginia Public Procurement Act, it is

RESOLVED, that the General Manager of the Airport prepare the necessary notice for Request for Qualifications for Engineering Services within the terms required by the FAA and the Virginia Public Procurement Act, and publicize the same as required. The Manager will forward responses to the Development Committee to conduct reviews and negotiations, if needed, and provide recommendations to the full Board of Directors of VHAA to make final determination and selection of an Engineering firm. Further it is resolved that the General Manager may solicit the assistance of the Airport counsel for advice and consultation of the above.

The forgoing Resolution was adopted the 10th day of February, 2020, by a vote of 7 for and 0 against, a quorum present and voting:



Secretary
(Dr. James Baker)



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

WHEREAS, the Virginia Highlands Airport Authority (VHAA) was formed by Washington County, Virginia to operate the County's only airport and given 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 listed in the National Plan of Integrated Airport Systems maintained by the Federal Aviation Administration (FAA), all major procurement and construction to improve the safe arrival and departure of aircraft has been and will continue to be controlled by the rules and regulations of the U.S. Department of Transportation, Federal Aviation Administration (FAA), and Virginia Department of Aviation (DOAV), and

WHEREAS, VHAA has consistently and continually worked to create and maintain a safe environment for aircraft to operate in and out of its public airport, in accordance with the requirements and direction of the FAA, and DOAV, and

WHEREAS, developments in non-commercial aircraft using the airports that are part of the National Plan of Integrated Airport Systems, including those using the Virginia Highlands Airport, have from time to time resulted in the need for runway improvements (including lengthening of same) in order to safely accommodate many of today's non-commercial aircraft, and

WHEREAS, the FAA has issued instructions to VHAA to apply for a \$5M grant, a copy of which is attached, for the expressed purpose to continue construction of the runway extension project, Phase III, (Embankment) Season 2, and

WHEREAS, a copy of the FAA and DOAV grant applications for the above referenced project are attached, and,

WHEREAS, this Board of Directors wishes to continue the development of improvements necessary to meet the safe landing and take-off demands posed by current non-commercial aircraft operations in the United States, therefore it is

RESOLVED, that the VHAA Chair, Airport Manager and Airport Administrative Staff and VHAA Legal Counsel and VHAA Engineering Consultants are authorized and instructed to apply for the necessary grants and pursue such actions as are necessary to complete the work as described in the grant applications, and to seek further grants and financial assistance in order to continue development of VHAA aviation facilities, and expend said funds for the same, and it is

FURTHER RESOLVED, that the Virginia Highlands Airport Authority Legal Counsel is hereby authorized to execute any and all grants for the above referenced project.

THE FOREGOING RESOLUTION WAS ADOPTED THIS 10TH DAY OF FEBRUARY, 2020 BY A VOTE OF 7 FOR AND 0 AGAINST, A QUORUM PRESENT AND VOTING:



Secretary
(Dr. James Baker)