

**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, March 09, 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 February 10, 2020.

Dr. Conrad moved to approve the minutes of February 10, 2020. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. Sims called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Hines requested Board approval to contact and negotiate for possible loans and grants with agencies in the effort to secure the best funding source to build a corporate size aircraft hangar.

Discussion ensued.

Board was in agreement to allow Mr. Hines to proceed with obtaining information for possible loans and grants with agencies in the effort to secure the best funding source to build a corporate size aircraft hangar.

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 Insurance Agent-of-Record for the Airport Authority and that it is the motion of the Committee that CSE Insurance be selected to be the Insurance Agent-of-Record for the Airport Authority. The motion carried 7-0.

Mr. Sims called for Unfinished Business.

Mr. Quilty raised the discussion in reference to the request that was received from an employee to see if the Airport would be willing to fund an employee getting their Pilot Licenses which was denied by a unanimous vote at last month's meeting. He stated that he felt like he made a mistake when he voted to deny the request. He would like to see a review of Section 17.0 Personnel Policy for Educational Opportunities for Employees.

Discussion ensued.

Mr. Sims asked Mr. Hines to review Section 17.0 Personnel Policy for Educational Opportunities for Employees and report back to the Board any revisions, if any, needed.

Mr. Sims called for New Business.

None

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 7:35 P.M.

  
Dr. Ellison Conrad, Assistant Secretary

  
Frank Sims, Chairman

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY**  
**GUEST LIST - March 09, 2020**

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