

MINUTES
Brookneal/Campbell County Airport Authority
October 24, 2007

Members in Attendance:

Larry Nash, Chairman
John Barksdale, Vice-Chairman
Carter Elliott, Treasurer
Frank Greene, Secretary

Members Absent:

Richard Adams
Stacey Hailey

Other Attendees:

J. D. Puckett, Campbell County Board of Supervisors
Mike Davidson, Director of Campbell County Economic Development
Robert Merlini
Bill Wheaton

The meeting began at 8:00 P. M.

Approval of Minutes:

The minutes of September 26, 2007, were approved.

Financial Report:

A) Payment of Bills

As noted in the attached financial statement of October 2007, checks were written for four (4) current invoices. These checks are dated September 25, 2007.

B) Financial Report

Mr. Davidson presented the Authority with the attached financial statement dated October 2007. It is noted that this document includes a final request for funding relative to the runway rehabilitation project.

Mr. Davidson reported that the firm of Robinson, Farmer, Cox had not completed the audit which was begun several months ago. Additional information relative to the original purchase price of the property is needed and is currently being sought.

Runway Rehabilitation Update:

Mr. Nash reported that the final invoices for the runway rehabilitation project have been received and a subsequent request to the FAA has been made. This is reflected in the attached financial report of October 2007.

Fencing Project Update:

Mr. Nash informed the Authority that the fencing project is well underway with all posts in place, with the exception of a small portion adjacent to Runway 24. Setting of posts in this area will be completed after the contractor has the opportunity to bring in equipment to clear obstructing vegetation. The contractor is also securing a piece of equipment to aid in the placement of the chain link fence, and it is estimated that approximately three (3) weeks work remains to complete the project. The Authority was also informed of a change in the fence alignment near the building to allow for access directly from the tarmac.

Taxi and Apron Paving Update:

Mr. Nash stated that the taxi-way and tarmac have been surveyed, and core drilling has been completed. A final survey to locate the core locations will be done to provide Delta with the necessary information to complete the design plans for the project.

Business Plan:

Mr. Davidson related that he was compiling information to produce a business plan for the airport. Items in this plan include, but are not limited to, the current ACIP, history of the facility, mission statement, and projected projects (fuel farm, hangars, FBO (Fixed Base Operator)). Additionally, information is being secured from other airports to use as a guide in the development of this plan.

Mr. Davidson further reported that he had been in contact with the Campbell County Industrial Group, and indications are they are open to discussion for future funding of selective airport projects.

It was noted that the Airport Authority is at a juncture in developing the facility where other documents required by DOAV need to be developed. These include minimum standards and rules/regulations as related to an FBO. There are two courses of action. One is for the Authority to obtain information from other airports and compile same to accommodate the BCCAA. The second is to hire an outside entity to develop the documents with input from the Airport Authority. Additionally, an RFP (Request for Proposal) can be developed for an FBO. It was the decision of the Authority to contract with Delta to engage a third party to complete this project. Total cost will be approximately \$5000. Delta does not perform this type of work, but can supervise its development. It is anticipated that the work will include the compilation of rules and regulations and the writing of an RFP. Upon completion and advertising the RFP,

minimum standards can be developed through the contractual negotiations with the successful bidder.

Mr. Davidson reported that the attorney representing the Airport Authority would charge \$170 per hour for legal services relating to future contractual documents.

Member Comments:

Meeting Schedule

Mr. Nash suggested the meeting date in December be changed to December 19, 2007. The Authority approved this request.

Request from Sheriff's Department

Mr. Greene reported that he had received a request from Major Steve Hutcherson with the Campbell County Sheriff's Office for use of the airport facilities, specifically the runway for operator training. For a number of reasons, including liability, runway and shoulder damage, and closing of the airport, the Authority could not approve this request. It is noted that a similar request from the Lynchburg Police Department was also denied. Major Hutcherson will be notified of this action.

The meeting was adjourned at 9:04 P. M.

Respectfully submitted,

F. T. Greene, II
Secretary

**Brookneal
Campbell County
Oct-07 Airport**



Certificates of Deposit

CD- 5029	\$17,959.86
CD- 5037	\$17,959.86
Total	\$35,919.72

<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Check No.</i>	<i>Deposit</i>	<i>Payment</i>	<i>Balance</i>
Checking Account	Balance Brought Forward					\$12,467.30
9/7/2007	Campbell County- local share	design \$434.10; security fence		\$6,508.33		\$18,975.63
9/25/2007	Southside Electric Cooperative	Electricity	1089		\$76.57	\$18,899.06
9/25/2007	Allied Security Systems, Inc.	Sept October	1091		\$36.00	\$18,863.06
9/25/2007	Larry Nash	Grass Cutting	1092		\$225.00	\$18,638.06
9/25/2007	Treasurer of Virginia	VaRisk2- Public Officials Liability Ins	1093		\$779.00	\$17,859.06
10/3/2007	DOAV	Security Fence Pay request #1 construction; #2 des		\$6,508.65		\$24,367.71
Balance Checking Account						\$24,367.71

Current Funds Available

\$60,287.43

Current Invoices

#1	USI	Insurance	\$2,660.00
#2	Southside Electric	Electric Bill	\$78.43
#3	Delta Airport Consultants	Invoice #4, 5, & 6	\$7,231.85
			\$9,970.28

Total Funds Available After Monthly Expenses

\$50,317.15

Pending Invoices

Pending Revenue

Delta Airport Consultants	Invoice #14- Runway Rehab, not submitted to FAA or DOVA for reimbursement	\$4,713.93	8/21/2007 FAA	Pay request #5 final runway Rehab	\$86,872.83
Delta Airport Consultants	Invoice #6- Install security fence	\$2,890.84	10/12/2007 DOVA	Pay request #2 Install Security Fence	\$1,894.17
Marvin V Templeton	Pay request three- final	\$61,865.33			
Delta Airport Consultants	Invoice #15- Runway rehab- Final	\$4,956.18			
Delta Airport Consultants	Invoice #7- Install Security Fence	\$2,104.64			
Delta Airport Consultants	Invoice #8- 10-5-07	\$3,762.06			
	Total Pending Invoices	<u>\$80,292.98</u>		Total Pending Revenue	<u>\$88,767.00</u>