

**MINUTES**  
**Brookneal /Campbell County Airport Authority**  
**October 18, 2023**

**Members in Attendance:**

- Tony Cihak, Chairman
- Carter Elliott, Treasurer
- John Barksdale
- Benny David

**Members Absent:**

- Richard Adams. Vice Chairman
- C. P. Elliott

**Others in Attendance:**

- Nina Rezai - Economic Development Manager
- Claude Dixon - Campbell County Business Program Specialist
- Gary Cowan – Campbell County citizen
- Bob Gillespie – Airport Manager
- Magnus Weiman – Member of Public
- Mark Burdsall – Member of Public
- Kendall Peachey – Member of Public

All Brookneal Campbell County Airport Authority meetings are held the 4<sup>th</sup> Wednesday of each month at the Citizens Service Building at 6:30 p.m.

Tony Cihak called the meeting to order at 6:30 p.m.

**Approval of Minutes:**

A motion was made by John Barksdale to approve the minutes of August 18, 2023 (September Meeting was cancelled), seconded by Benny David and passed unanimously.

## **Financial:**

A motion was made by John Barksdale to approve payment of the bills:

Brightspeed (Telephone – July (\$83.47, August \$83.47 & October \$83.46),  
Southside Electric (Electricity – July (\$158.77, August-\$158.87& October \$157.18 ),  
AWOS Inspection-(October-\$1,200.00),  
Professional Service Fees-(July \$6,275.39 & August \$16,841.53)  
Virginia Aviation Conference attendance and lodging for B. David- (July -\$667.62 July & August-\$404.66),  
Maintenance (July-\$65.00, September -\$1,480.00 and October- \$385.79),  
Miscellaneous-,(September-\$1,900.00)

**Revenue** -DOAV (Reimbursement-(July \$6,579.59 & September-(\$14,657.23), Campbell County-(July-\$16,000.00), Town of Brookneal (August- \$6,000.00) & Tie-down lease agreement (July-\$40.00 & September-\$40.00), seconded, David Benny and passed unanimously.

Check book balance after current invoices are paid is \$96,793.78.

## **Matters from Authority and Staffers:**

- VRA Loan Application process update – required to have a physical wait list. Economic Development is hosting the collection of interested tenants on the website at [www.campbellvirginia.com/brookneal-campbell-county-airport/webforms/airport-hangar-waiting-list](http://www.campbellvirginia.com/brookneal-campbell-county-airport/webforms/airport-hangar-waiting-list)
- John Barksdale talked about taxes on air craft and if getting a special tax district over the airport to reduce luxury tax on aircraft will encourage more planes to OV4
- Bob Gillespie, Airport Manager suggested to have a committee to update Emergency Plan which consist of C.P. Elliott and himself . The will begin working on it immediately and bring the revisions back in January.
- Some are having problems with key lock. C.P. Elliott and Benny David will working on the key pad. This will be most important when construction begins.
- Benny David mentioned that the shed is in poor condition and offered to put paneling to hold the insulation in. The authority agreed this is important and approve him to take care of it and ensure the materials purchased do not exceed \$400.00
- Need FCC license in the book at the office. Nina to provide the license to Bob, it is held in the Economic Development office currently.
- Benny David would like to donate a picnic table for people to have a place to enjoy time at the airport. He will consult community members to find one..
- 10/5/23 it was reported that the Beacon lights need repair and the windd sock is tattered. The authority approve the replacement of the windsock- Bob will send the product to Nina and she will have it shipped to him for replacement.
- Fuel system is operational.

**Hangar Rent Rate:**

The rate must be established to complete the VRA loan application. John Barksdale recommended \$350.00, Claude Dixon recommended \$400.00 citing that it is \$370.00 at Lynchburg Airport, and \$350.00 at Falwell Airport.

A motion was made by Benny David to approve the monthly hangar rental rate at \$400.00 per month, seconded by John Barksdale and passed unanimously.

**Brightspeed Phone Service-** Phone service for AWOS has been terrible because of the poor quality of the copper line provided by Brightspeed. Benny and Bob noted that it is not required that we have a physical phone line to call into and recommend discontinuing phone service.

A motion was made by Benny David to cancel phone service seconded by John Barksdale and passed unanimously.

**Construction of T-Hangars-**

The VRA loan should be submitted with actual costs of construction. Talbert and Bright submitted a scope of work to prepare the performance manual and participate in pre-bid/ pre-construction activities. Campbell County will facilitate the advertisement, collection of bids and contract management. Once bids are returned, the application will be submitted and the Authority will be able to release the successful bidder upon review by the Aviation Board and VRA.

A motion was made by John Barksdale to approve the scope of work provided by Talbert and Bright to prepare the performance manual of technical specifications for the construction of the 10-unit T-Hangars and participate in the bidding process. The motion was seconded by Benny David, passed unanimously.

Tony Cihak announced his resignation from the BCCAA effective December 31, 2023. The Authority and staff appreciates his effective leadership as chair and also his work on the upkeep on the airport grounds. Thank you!

A motion was made by John Barksdale to adjourn the meeting at 7:40 p.m. seconded by Benny David, passed unanimously.

Next meeting is scheduled December 06, 2023 at 6:30 pm.

Respectfully submitted,  
Carter S. Elliott, Jr.

