

MINUTES
Brookneal/Campbell County Airport Authority
April 27, 2011

Members in Attendance:

John Barksdale, Chairman
Larry Nash, Vice-Chairman
Carter Elliott, Treasurer
Frank Greene, Secretary
Richard Adams
Ben Updike

Members Absent:

None

Others in Attendance:

J. D. Puckett, Campbell County Board of Supervisors
Mike Davidson, Director of Campbell County Economic Development
John Longnaker, Delta Consultants

The meeting was called to order at 8:00 P. M.

Approval of Minutes:

The minutes of March 30, 2011, were approved as presented.

Lynchburg Air Show, May 21 and 22:

Mr. Barksdale, Executive Director of the Lynchburg Air Show, gave an in depth presentation of the events to occur at the subject air show. He described the logistics in preparing for such a program and identified the many support agencies and individuals required. This included the transportation of spectators from offsite parking areas, food vendors, rest areas, closing of roads, security, etc. The highlight of the show will be the program presented by the Blue Angels.

Financial Report:

The financial report for April 2011 (copy attached) was reviewed and discussed, and payment for the four (4) listed invoices was approved. The amount shown in Item 3, Embarq, was changed to \$41.33. Additionally, payment in the amount of \$228.50 was approved for expenses incurred by Mr. Barksdale while attending the Virginia Operators Council.

Auditing Proposals:

As noted in the March 30, 2011, minutes, the selection of an auditing firm from the four (4) companies responding to the request for quotations (RFQ) was deferred until the April meeting. Mr. Davidson reminded the Authority of the RFQ process for an Auditing contract. The RFQ contained language expressing the desire to find a firm with aviation experience especially on facilities similar in size to the Brookneal/Campbell County Airport. Only two proposals contained references for other airport experience. The RFQ also listed the requirement of presenting the final auditing documents by November 1 of each year. Only one firm stated in their proposal that they could meet that deadline. While the RFQ did not require it, two of the proposals contained estimated cost for the work. The cost ranged from \$3,500 to \$3,450. Based on the above items, each of the proposals was ranked utilizing the scoring/evaluation form included in the RFQ. Robinson Farmer Cox was the top ranked firm, Minter Business Edge was second, Davidson Doyle & Hilton was third, and PBGH was fourth. The Authority selected Robinson Farmer Cox as the top ranked auditing firm. Mr. Davidson reported that in negotiation with Robinson Farmer Cox they agreed to reduce the fee from \$3,650 to \$3,000, representing a 17% reduction, with an additional increase of \$50 a year for each of the next four years. The Authority voted to award the contract to Robinson Farmer Cox.

Discussion of Planning and ACIP/Project Updates:

Mr. Longnaker presented a number of handouts outlining future projects to improve the airport facility through the year 2025. The handouts depicted the estimated total cost of the projects and the funding available from federal and state funds and the funding that would be required locally. This was an excellent presentation that offered not only funding data, but also a pictorial plan for the airport. These projects included a parallel taxiway, rehabilitation of the lighting system, normal maintenance activities (runway painting, crack sealing, etc.), hangars, and other major projects.

For the current year, emphasis will be placed on completing the fuel farm project and removal of obstructions. Mr. Longnaker advised that a stainless steel fuel tank was not an option, but that he did receive a 30 year warranty on the selected tank. He reported that he had received approval from the FAA to advertise. A copy of the April 2011 status report is attached.

Mr. Longnaker stated that he had been in contact with the contractor completing the taxiway and apron project to correct some minor warranty items.

Matters from Authority Members:

Mr. Greene reported that he had been in communication with a representative from Liberty University's School of Aeronautics relative to the use of the airport for the NIFA landing practice prior to their upcoming national competition. Liberty has

placed first in this event for the past several years. The practice is scheduled for Saturday, May 7, from approximately 8:00 A.M. to 3:00 P.M. Due to the fact that judges will be stationed near the runway, the Authority will request a statement of insurance from Liberty assuring that the Airport Authority will not be held liable for any mishap involving personnel.

Mr. Barksdale stated that he had received a request several months ago from Mr. Greene to be relieved of the duties associated with the position of secretary to the Authority. One solution presented to the Authority was to have the minutes taken by a member of Mr. Davidson's staff. The secretary does not have to be a member of the Authority. Mr. Elliott volunteered to serve as secretary beginning with the next meeting in May for several months prior to making a permanent selection.

The meeting was adjourned.

Respectfully submitted,

**F. T. Greene, II
Secretary**