

**MINUTES**  
**Brookneal/Campbell County Airport Authority**  
**February 27, 2008**

Members in Attendance:

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

Member Absent:

Stacey Hailey

Other Attendees:

J. D. Puckett, Campbell County Board of Supervisors  
Mike Davidson, Director of Campbell County Economic Development  
Bill Wheaton  
A. Crenshaw Reed, III

Prior to the formal session, Mr. Crenshaw Reed, III, representing Weed control, Inc. based at Cloverdale, VA, presented a program relative to vegetation control. The program included a slide presentation of various locations including airport properties depicting methods used to control growth.

The meeting was called to order at 9:00 P. M.

Approval of Minutes:

The minutes of January 23, 2008, were approved.

Financial Report:

A) Payment of Bills

Checks were written for seven (7) invoices. The attached financial report (February 2008) indicates six (6); however, an additional bill from Austin Electric was added to the list. This was for work performed to repair and service the beacon and lighted windsock.

B) Financial Report

In the January 23, 2008, minutes under Financial Report, it was reported that the two (2) CDs in the amount of \$35,919.72 had matured. As indicated on the attached report (February 2008), these were renewed in the amount of \$36,993.76 representing a growth of \$1,074.04.

C) Audit

Mr. Davidson reported that the financial audit by Robinson, Farmer & Cox has been completed. This will be discussed at the March 2008 meeting.

D) FY 09 Budget

Mr. Davidson presented the budget for the next fiscal year. This will be discussed at the March 2008 meeting.

Projects Update:

A) Fencing Project

Mr. Nash reported that the final inspection for the fencing project would be conducted Friday, February 29, at 10:00 A. M. The funding for the automated main gate is no longer available. The Authority will seek funding for this item in the future.

B) Taxi and Apron Paving Design

This project is ongoing, and funding is still in place.

C) Rules & Regulations -- Minimum Standards Guidelines

Mr. Davidson stated that work to include these items in the website has not been completed.

D) Web site, URL

Mr. Davidson suggested several topics to be included in the web site as follows:

- General airport information
- List of Authority members
- Links to FAA, DOAV, etc.
- Rules & Regulations -- Minimum Standards
- FAQ

E) Lighting:

The security audit conducted by the State Police recommended exterior lighting for the building and the plane and vehicle parking areas. Authority members had several suggestions and recommendations which will be considered at a later date.

Annual Report for 2006/2007:

Mr. Davidson distributed a draft copy of the Annual Report. This report represents activities for the past two (2) years. Authority members will review same and consider at a future meeting.

Matters from Authority Members:

The State Police Security Audit of July 2007 recommended the appointment of an individual with responsibility for security matters. The Authority appointed Mr. Greene to this position.

The meeting was adjourned at 9:44 P. M.

Respectfully submitted,

F. T. Greene, II  
Secretary

**Feb.  
2008**

**Brookneal  
Campbell County  
Airport**



**Certificates of Deposit**

CD- 5029	<b>\$18,496.88</b>
CD- 5037	<b>\$18,496.88</b>
<b>Total</b>	<b>\$36,993.76</b>

<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					\$30,969.38
1/14/2008	DOVA	Install Security Fence project		\$87,080.12		\$118,049.50
1/23/2008	Southside Electric Cooperative	Electricity	1104		\$85.37	\$117,964.13
1/23/2008	Delta Airport Consultants	Invoice #14 Rehabilitate Runway	1105		\$2,606.18	\$115,357.95
1/23/2008	Delta Airport Consultants	Invoice #1 (Additional Svcs) & #10 (Ins	1106		\$8,654.74	\$106,703.21
1/23/2008	Long Fence Company	Install Security Fence	1107		\$93,100.95	\$13,602.26
1/23/2008	Allied Security Systems, Inc.	January invoice	1108		\$18.00	\$13,584.26
1/28/2008	DOVA	Install Security Fence Pay Request #5		\$2,012.00		\$15,596.26
2/5/2008	FAA	Pay request #1 Taxiway & Apron		\$24,807.00		\$40,403.26
2/15/2008	Campbell Co. Admin reimbursement			\$351.50		\$40,754.76
<b>Balance Checking Account</b>						<b><u>\$40,754.76</u></b>
<b>Current Funds Available</b>						<b><u>\$77,748.52</u></b>

<b>Current Invoices</b>			
#1	Southside Electric Cooperative	electricity	\$87.78
#2	Allied Security Systems	Monthly surveillance	\$18.00
#3	Frank Greene	Strobe light	\$112.88
#4	Robinson, Farmer, Cox	Audit fee	\$3,000.00
		Pay request #1 Taxiway & Apron	
#5	Delta Airport Consultants, Inc.	(Invoice #1, #2, and partial of #3)	\$25,329.27
#6	Delta Airport Consultants, Inc.	Install Security Fence Invoice#11	\$2,235.56
			<b>\$30,783.49</b>

**Total Funds Available After Monthly Expenses** **\$46,965.03**

**Pending Invoices**

**Pending Revenue**

Delta Airport Consultants	Invoice #14- Runway Rehab, not submitted to FAA or DOVA for reimbursement *	\$2,107.75	8/21/2007	FAA	Pay request #5 final runway Rehab Local Share Airport Runway	\$69,652.00
Marvin V Templeton	Pay request three- final	\$61,865.33	2/13/2008	Campbell Co.	Rehab Project	\$2,317.98
Delta Airport Consultants	Invoice #15- Runway rehab- Final	\$4,956.18	2/13/2008	Campbell Co.	Security Fence Construction Pay Request#5	\$223.56
Long Fence Company, Inc.	Pay request two - Install Security Fence	\$99,316.35	2/13/2008	Campbell Co.	Local Share Rehabilitate Taxiway & Apron Pay Request #1	\$522.27
Delta Airport Consultants	Invoice 3- Rehab TW connector and Apron**	\$784.26	2/12/2008	Brookneal Admin.	Southside Electric	\$125.30
Delta Airport Consultants	Invoice 4- Rehab TW Connector & Apron	\$17,561.37				

**Total Pending Invoices**

**\$186,591.24**

\*Partial payment made on 1/23/08

\*\*Partial payment made on 2/27/08

**Total Pending Revenue**

**\$72,841.11**