

MINUTES
Brookneal/Campbell County Airport Authority
March 26, 2008

Members in Attendance:

Larry Nash, Chairman
John Barksdale, Vice-Chairman
Frank Greene, Secretary
Stacey Hailey

Members Absent:

Richard Adams
Carter Elliott

Other Attendees:

J. D. Puckett, Campbell County board of Supervisors
Mike Davidson, Director of Campbell County Economic Development

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

Approval of Minutes:

The minutes of February 27, 2008, were approved.

Financial Report:

A) Payment of Bills

Checks were written for three (3) invoices as listed on the attached March 2008 financial statement.

B) Financial Report

A review was conducted of the pending invoices and pending revenue as listed on the reverse side of the March 2008 financial statement.

C) Audit

Mr. Davidson advised that there were no irregularities discovered in the financial audit conducted by Robinson, Farmer & Cox.

Projects Update:

A) Fencing Project

Mr. Nash reported that follow up work, as revealed in the inspection on February 29, had been completed by the contractor. The final inspection has not been scheduled.

B) Taxi and Apron Paving Design

Mr. Nash announced that the taxi-way and apron paving project would be delayed due to a 25% reduction in funding by the FAA. Development of plans and specifications will continue; however, it appears that the project will not go to bid until 2009.

C) Rule & Regulations -- Minimum Standards Guidelines

Mr. Davidson stated that the subject material would be placed on the web site within the next 90 to 120 days. In the interim, a legal notice will be published stating that the documents are available for inspection at the Office of Economic Development.

D) Building repairs and renovations:

Members of the Authority discussed a number of needed repairs and renovations for the airport building. These items were prioritized, and Mr. Barksdale will investigate related costs in securing materials.

Weed Spraying:

During the meeting on February 27, 2008, the subject of vegetation spraying was discussed. At that time, the Authority was advised that the cost would be approximately \$50 plus per acre. Mr. Nash stated that he had investigated this further, and a more realistic cost is approximately \$210 per acre.

Annual Report for 2006/2007:

Discussion for this item was held over to the April 2008 meeting.

Matters from Authority Members:

Mr. Greene reported that he had received *Policy and Procedures Guidance Bulletin #4* from the DOAV as related to airport security certification. The Authority is in compliance, having conducted an independent audit in July 2007. A semi-annual security

self audit will be conducted and submitted. These audits are required to enable the Authority to receive funding for security improvement projects.

The meeting was adjourned at 8:45 P. M.

Respectfully submitted,

F. T. Greene, II
Secretary

**March
2008**

**Brookneal
Campbell County
Airport**



Certificates of Deposit

| | |
|--------------|--------------------|
| CD- 5029 | \$18,496.88 |
| CD- 5037 | \$18,496.88 |
| Total | \$36,993.76 |

| <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 | | | | | \$40,403.26 |
| 2/15/2008 | Campbell Co. | Admin reimbursement | | \$351.50 | | \$40,754.76 |
| 2/27/2008 | Southside Electric Cooperative | Electricity | 1109 | | \$87.78 | \$40,666.98 |
| 2/27/2008 | Allied Security Systems | Monthly surveillance | 1110 | | \$18.00 | \$40,648.98 |
| 2/27/2008 | Frank Greene | Strobe light | 1111 | | \$112.88 | \$40,536.10 |
| 2/27/2008 | Robinson, Farmer, Cox | Audit fee | 1112 | | \$3,000.00 | \$37,536.10 |
| | | Pay request #1 Taxiway & Apron (Invoice #1, #2, and partial of #3); | | | | |
| 2/27/2008 | Delta Airport Consultants, Inc. | Install Security Fence Invoice#11 | 1113 | | \$27,564.83 | \$9,971.27 |
| 2/27/2008 | Austin Electrical Const. Inc. | Repair rotator beams and wind sock | 1114 | | \$1,597.71 | \$8,373.56 |
| 2/22/2008 | Campbell County | CIP Reimbursement Invoice #2132008 | | \$3,063.81 | | \$11,437.37 |
| 3/3/2008 | Town of Brookneal | Admin. Reimbursement Invoice #021208 | | \$125.30 | | \$11,562.67 |
| 3/14/2008 | Campbell County | CIP Reimbursement Invoice #3072008, Security Fe | | \$9,931.64 | | \$21,494.31 |
| 3/17/2008 | DOAV | Security Fence Pay request #6 | | \$89,384.72 | | \$110,879.03 |
| Balance Checking Account | | | | | | \$110,879.03 |

Current Funds Available

| Current Invoices | | | |
|-------------------------|--------------------------------|-----------------------------|--------------------|
| #1 | Southside Electric Cooperative | electricity | \$84.10 |
| #2 | Allied Security Systems | Monthly surveillance | \$18.00 |
| #3 | Long Fence Company | Install Security Fence PR#2 | \$99,316.35 |
| TOTAL | | | \$99,418.45 |

Total Funds Available After Monthly Expenses

\$48,454.34

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 | \$69,652.00 |
| 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 3- Rehab TW connector and Apron** | \$784.26 | | | |
| Delta Airport Consultants | Invoice 4- Rehab TW Connector & Apron | \$17,561.37 | | | |
| Total Pending Invoices | | \$87,274.89 | Total Pending Revenue | | \$69,652.00 |

*Partial payment made on 1/23/08

**Partial payment made on 2/27/08