

**MINUTES**  
**Brookneal/Campbell County Airport Authority**  
**April 22, 2009**

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  
David Laurrell, Campbell County Administrator

The meeting was called to order at 8:15 P. M.

The minutes of March 25, 2009, were approved.

Financial Report:

Mr. Davidson presented the financial report (copy attached) for April 2009. In addition to the three (3) invoices listed on the attachment, the Authority approved two (2) additional payments to (1) John Barksdale (\$216.06) for expenses incurred at the Virginia Airport Operators Council Meeting and (2) Frank Greene (\$46.73) for the cost of printing and binding the Airport Emergency Plan for a total of \$465.91.

Mr. Davidson presented a contract for the annual audit of the airport's financial records. The cost of this audit is estimated to be \$3000 to \$3750. The Authority approved the contract and authorized Mr. Nash to sign the agreement.

Projects Update:

- RFP for FBO

Mr. Davidson related that he had spoken to the Authority's attorney relative to a Request for Proposal for a fixed base operator. This request will not initiate a bidding process, but simply will allow parties to express their interest in

managing the airport and to demonstrate their vision for airport development. The attorney will develop a RFP that will be presented at the May meeting.

- Road Sign

Mr. Davidson stated that he had spoken with the local manager of the Georgia Pacific Corporation concerning the placement of an airport sign on their property adjacent to 501. He was advised that this would be a corporate decision and would be referred to higher management. Additionally, an effort will be made to contact VDOT as to the replacement of the very small airport sign at the intersection of 501 and Mollie's Creek Road. The lack of signing was evidenced by the difficulty members of the Virginia Defense Force had on April 18 in locating the airport.

Report from the Virginia Airport Operators Council Meeting:

Mr. Barksdale reported on his attendance at the Virginia Airport Operators Council Meeting. He was able to network with representatives from the DOAV and others concerning airport operations. One of the topics discussed was using airport property for crop production, thereby placing it in an agricultural designation as opposed to a business or industry category. Additionally, Mr. Barksdale advised that he had sources that could provide lighting for the parking areas and will get quotes that will be made available at the next meeting.

Matters from Authority Members:

- Mr. Nash discussed a letter he had received from DOAV relative to the establishment of an automated weather observing system and an instrument approach procedure for small community airports. The installation of these projects is funded totally by DOAV. The Authority directed Mr. Nash to advise DOAV that we are fully supportive of these projects.
- Mr. Nash stated that he had been contacted by an agent from Homeland Security who desired to perform an airport inspection on April 24. He asked Mr. Greene to meet with the agent.
- Mr. Nash discussed the key policy and advised he would secure the appropriate lock with a supply of keys to make the policy operational.
- Mr. Greene presented the Airport Emergency Plan and advised that copies would be made available to the responding units from Brookneal and Gladys Fire and Rescue Crews and also to the Sheriff's Department and Office of Emergency Services.
- Mr. Greene reported on the activities of the Virginia Defense Force (aviation drill) that was held on Saturday, April 25. There were six or seven aircraft

involved in the exercise transporting personnel from various locations to the drill site. Members from Richmond, Danville, Orange, and Lynchburg participated in this exercise. Mr. Greene offered several suggestions such as enhancing the website and location improvements that would facilitate future drills.

The meeting was adjourned at 9:22 P. M.

Respectfully submitted,

F. T. Greene, II  
Secretary