

**MINUTES**  
**Brookneal/Campbell County Airport Authority**  
**April 23, 2008**

Members in Attendance:

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

Member Absent:

Richard Adams

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 March 26, 2008, were approved.

Financial Report:

Mr. Davidson distributed the financial report for April 2008. (Copy attached). Five (5) checks were written and signed in the amount of \$578.20 as indicated on the attachment. The invoices from Embarq were incorrect in that double billing had occurred; however, the entire amount was paid to prevent interest charges. Credits for the overcharges will appear in the next month's billing.

Financial Audit:

Mr. Davidson provided the Authority with copies of the final audit from Robinson, Farmer, Cox Associates. No irregularities were discovered. Several suggestions in bookkeeping will be implemented. This audit meets both Federal and State mandates and places the Authority in compliance with both entities.

Projects Update:

#### A) Fencing Project

Mr. Nash reported that the final inspection on the subject project had been completed with no further work to be performed by the contractor. Some minor items will be supplied (grass seed and replacement signs). Mr. Nash will use these items to complete the project.

#### B) Taxi and Apron Paving Design

Mr. Nash led a discussion concerning the budget cut of grant funding which will eliminate the advertising of the taxi and apron repaving project. Grant money for the design is still in place, and plans will be shelved for approximately one year. It is anticipated that this project will be advertised for construction in May or June of 2009.

#### C) Building -- Repairs and Renovation

Mr. Davidson stated that he had received a quote of \$3977 from a local contractor for replacement of windows and interior renovations. This quote encompasses both labor and materials. The interior renovations will include a wall to divide the building and will provide a lounge area and accessibility to the bathroom for the flying public from the secured side of the fence. The Authority voted to accept this quote and requested Mr. Davidson to proceed with the work. In conjunction with this project, the Authority voted to add an air conditioning/heat unit to the building and to replace the bath commode. Mr. Barksdale stated he had received quotes for these two items in the amount of approximately \$675.

#### Report on the Virginia Airport Operators Council Meeting:

Mr. Barksdale attended the subject meeting in Staunton and related to the Authority highlights of the conference. Attendance provides an opportunity for an Authority representative to interact with representatives from the FAA and DOAV. The Authority has joined this organization and has paid the \$75 membership fee.

#### Matters from Authority Members:

##### 2006 -- 2007 Annual Report:

Mr. Davidson distributed the subject report for review and acceptance at the May meeting. He will schedule a presentation to the Town of Brookneal for June 10 and to the Board of Supervisors for June 2.

##### Semi-Annual Security Self-Audit:

Mr. Greene reported that he had completed the self-audit and forwarded same to DOAV. Two deficiencies were observed, and corrective action is being taken.

The meeting was adjourned at 9:50 P. M.

Respectfully submitted,

F. T. Greene, II  
Secretary

**April  
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					\$21,494.31
3/17/2008	DOAV	Install Security Fence Pay request #6		\$89,384.72		\$110,879.03
3/17/2008	Allied Security Systems	Monthly surveillance	1115		\$18.00	\$110,861.03
3/17/2008	Southside Electric Cooperative	Electricity	1116		\$84.10	\$110,776.93
3/17/2008	Long Fence Company	Install Security Fence PR#2	1117		\$99,316.35	\$11,460.58
4/4/2008	FAA	Pay request #5 final runway Rehab		\$69,652.00		\$81,112.58
4/11/2008	Delta Airport Consultants, Inc.	Rehab Runway Invoice #14 and #15	1118		\$7,063.93	\$74,048.65
4/11/2008	Marvin V. Templeton & Sons, Inc	Rehab Runway Pay Request No. Three	1119		\$61,865.33	\$12,183.32

**Balance Checking Account**

**\$12,183.32**

**Current Funds Available**

**\$49,177.08**

**Current Invoices**

#1	Southside Electric Cooperative	electricity		\$114.32
#2	Allied Security Systems	Monthly surveillance		\$18.00
			<b>TOTAL</b>	<b>\$132.32</b>

**Total Funds Available After Monthly Expenses**

**\$49,044.76**

Pending Invoices			Pending Revenue		
Delta Airport Consultants	Invoice 3- Rehab TW connector and Apron*	\$784.26	4/11/2008 DOAV	Pay Request 1-Rehab TW & Apron	\$1,385.20
Delta Airport Consultants	Invoice 4- Rehab TW Connector & Apron	\$17,561.37	4/11/2008 FAA	Pay Request 2-Rehab TW & Apron	\$19,057.00
Delta Airport Consultants	Invoice 5- Rehab TW Connector & Apron	\$2,498.47			
Delta Airport Consultants	Invoice 6- Rehab TW Connector & Apron	\$3,729.63			
<b>Total Pending Invoices</b>		<b><u>\$24,573.73</u></b>	<b>Total Pending Revenue</b>		<b><u>\$20,442.20</u></b>

\*Partial payment made on 2/27/08