

**MINUTES**  
**Brookneal/Campbell County Airport Authority**  
**February 9, 2011**

Members in Attendance:

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

Member Absent:

Richard Adams

Others in Attendance:

Phyllis Campbell, Brookneal Town Mayor  
J. D. Puckette, Campbell County Board of Supervisors  
Mike Davidson, Director of Campbell County Economic Development  
John Longnaker, Delta Consultants  
Dave Young, Dean, Liberty University School of Aeronautics  
John Marselus, Assistant Dean, Liberty University School of Aeronautics

The meeting was called to order at 7:09 P. M.

Approval of Minutes:

The minutes of October 27, 2010, were approved as presented. No meetings were conducted in the months of November and December 2010, and the meeting for January 2011 was moved to February 9, 2011, due to weather.

New Member:

The Authority welcomed Ben Updike as the new Authority member representing the Town of Brookneal replacing Tracey Hailey.

LU School of Aeronautics Presentation:

Messrs. Young and Marselus discussed the founding, mission, current operations, and future expectations of the LU School of Aeronautics. They illustrated this with a slide presentation. With a beginning of four students, the school has evolved to an enrollment of 290 students in 2010, plus pilots with a commercial rating who are studying online to obtain a degree. Currently, there are over 25 instructors providing flight training for

those aspiring to pursue a career in military, commercial, or missionary flying and approximately 10 instructors in the academic area which includes aircraft maintenance (A & P). A flight attendant training course has been instituted, currently providing training to Chinese students. They discussed the state of the art flight simulators being used for hands on flight experiences that otherwise would be conducted in an actual flight situation, thereby decreasing the expenses.

Liberty desires to utilize BCCA as an auxiliary field for training purposes. This will not only decrease the traffic at the Lynchburg Airport, but will provide a greater margin of safety for the inexperienced pilots. Messrs. Young and Marselus went into great detail to explain the traffic patterns that will be used and the safety procedures that will be in place. They were adamant that safety was a foremost concern. Currently, 0V4 is being used for training, and as Liberty's program progresses, the use will escalate. Future considerations may involve a glider training program to be based at 0V4, plus ground control of aircraft in flight which may evolve into a control tower operator course. It is the desire of the Authority that a fixed base operator (FBO) be established, and this could develop into an internship program for those in the LU A& P course.

The Authority is pleased to have the interest from LU in utilizing 0V4 and looks forward to a productive relationship.

#### Discussion of Long Term Planning, Project Status Report, etc.:

Mr. Longnaker with Delta Consultants discussed the following topics with the Authority with accompanying handouts.

1. Long Term Planning

A master project list (copy attached) was discussed, and suggestions were elicited from the Authority. This will be discussed and refined at future meetings.

2. Taxiway and Apron Project

This project has been completed and closed out. The attached project cost summary indicates the cost by category and sources of revenue.

3. Fuel Farm Project

The fuel farm project let for bid last year and cancelled to eliminate a 5,000 gallon mo-gas tank will be re-advertised for bids in the near future. The Authority was notified that DOAV will not fund re-advertisement, and Mr. Longnaker discussed several options that the Authority could pursue to obtain the necessary funding. The attached cost summary indicates construction of an automatic gate controller. This item will be removed, and it will be advertised for bids later under a security project.

4. Wetland Delineation

Mr. Longnaker advised that the FAA will fund this expense related to the identification of airport property proposed for growth removal. The Authority will be responsible for the cost of the survey, but will be partially reimbursed.

#### 5. Delta Contract

Mr. Longnaker reminded the Authority that the engineering contract with Delta was in its last year, expiring in early 2012. It will be necessary to advertise as in the past, review the proposals from various companies, and award a new contract to the successful respondent. This will likely occur in the fall of 2011.

#### Delta Airport Contract Amendments:

1. Amendment #5 was approved with Delta for the re-advertisement of the fuel tank project (fuel farm).
2. Amendment #8 was approved with Delta for the construction phase of the fuel farm project.

#### Central Contractor Registration:

The Authority received a letter from the FAA requiring that registration with the CCR is necessary to obtain grants and AIP grant payments. The Authority authorized Mr. Davidson to complete this registration.

#### Financial Report:

The attached financial report for January 2011 was reviewed, and payment of the five (5) listed invoices was approved.

Mr. Davidson presented a proposed budget (copy attached) for FY 2012. It is noted that this budget incorporates a 5% reduction from the budget of 2011. Also presented were the actual expenditures and revenue for FY 2011 as of 12/31/2010.

A letter from the FAA with an attached draft ACIP was distributed along with a list of dates for ACIP submittals to the FAA. The Authority will respond accordingly.

The meeting was adjourned at 9:45 P. M.

Respectfully submitted,

F. T. Greene, II -- Secretary