

**MINUTES**  
**Brookneal /Campbell County Airport Authority**  
**December 07, 2022**

**Members in Attendance:**

- Tony Cihak, Chairman
- Carter Elliott, Treasurer
- John Barksdale
- C. P. Elliott

**Members Absent:**

- Richard Adams

**Others in Attendance:**

- Nina Rezai – Economic Development Manager
- Bob Gillespie

All Brookneal Campbell County Airport Authority meetings are held the 4<sup>th</sup> Wednesday of each month at the Citizens Service Building at 6:30 p.m.

Tony Cihak called the meeting to order at 6:30 p.m.

**Approval of Minutes:**

A motion was made by C. P. Elliott to approve the minutes of September 28, 2022, seconded by John Barksdale and passed unanimously.

**Financial:**

A motion was made by John Barksdale to approve payment of the bills: Brightspeed (Telephone - September -\$207.57 & October- \$82.52), Southside Electric (Electricity – September-\$154.31 & October-\$154.26), USI Insurance Services, LLC (Commercial Property Insurance – (\$1,969.00), USI Insurance Services, LLC- (Airport Liability Insurance-\$4,268.00), BCCAA ARCH CREDIT (COVA BCCAA ARCH CREDIT \$3,635.27) & Austin Electrical (AWOS NADIN Outage EVAL-MT 0062-40 \$1,650.00, seconded C. P. Elliott, and passed unanimously.

FY23 YTD Financial Statement is attached.

Check book balance after current invoices paid is \$88,274.31.

**Matters from Authority and Staffers:**

- Nina Rezai will contact Brookneal Town Council to appoint a member to BCCAA.
- PAPI Outage –blown fuses probably hit by lighting.
- AWOS Processor – internally working fine. Problems are the phone lines.
- AWOS Outrage & phone line – found an open circuit-worked for 3 week- not working now. Airplane did knock down runway light- easy fix.
- Engineering Consulting RFP Discussion – Interview Delta and Albert and Bright on Wednesday 14<sup>th</sup>.

A motion was made by C. P. Elliott to initiate RFP of the Airport Master Plan will discuss changes at the next meeting, seconded by John Barksdale, and passed unanimously.

Chairman adjourned meeting at 7:15 pm. Next Meeting is scheduled January 18, 2023.

Respectfully submitted,  
Carter S. Elliott, Jr.

# FY23 YTD Financial Statement

# OVA4

Brookneal  
Campbell County  
Airport

Expenditures	July	August	September	October	November	December	January	February	March	April	May	June	Total Exp	Beginning Checking Balance
Professional Service Fees														76,102.99
Maintenance				3,868.96		1,650.00							-	76,102.99
AWOS Inspection													5,518.96	70,584.03
Electrical Service	158.63	162.99	156.93	154.31	154.26	155.00							-	70,584.03
Insurance				6,237.00									942.12	69,641.91
Miscellaneous													6,237.00	63,404.91
Fuel													-	63,404.91
Radio License			110.00										110.00	63,294.91
Supplies			18.77										18.77	63,386.14
Telephone				207.57	82.52	85.00							637.10	62,639.04
TOTALS	93.23	83.89	84.89	10,467.84	236.78	1,890.00	-	-	-	-	-	-	13,463.95	
Revenue	251.86	246.88	370.59											
Campbell County			16,000.00											
Town of Brookneal				\$6,000	3,635.27								16,000.00	
DOAV Reimbursement													9,635.27	
Gate Key Fee													-	
Electric Service credit													-	
Tie-down lease agreement fee													-	
													25,635.27	

Ending Checking Balance YTD  
88,274.31