



**BROOKNEAL - CAMPBELL COUNTY AIRPORT  
AUTHORITY**

**July 27, 2022**

**6:30 p.m.**

**Brookneal Campbell County Airport**

**AGENDA**

1. Welcome
2. Public Comment
3. Approval of Minutes
4. DOAV Updates
  - a. July 7<sup>th</sup> Meeting with DOAV Director Greg Campbell\*
  - b. Annual Funding Report for FY 22 Submitted
5. Financial
  - a. Approve Financial Report
  - b. Payment of Bills
6. Manager's Report
7. Staff Updates
  - a. Mowing Plans for 2022
  - b. Gate Opener Update
8. Matters from Authority Members
9. Adjourn

**Next Scheduled Meeting August 24, 2022**

**At Citizen Services Building**

Please notify the Campbell County Economic Development Dept. @  
332-9595 if you are unable to attend the meeting. Thank you.

**MINUTES**  
**Brookneal /Campbell County Airport Authority**  
**June 22, 2022**

**Members in Attendance:**

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

**Members Absent:**

- Richard Adams, Vice Chairman
- Mary Westling

**Others in Attendance:**

- Frank Rogers – County Administrator
- Nina Rezai – Economic Development Manger

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 John Barksdale to approve the revised minutes of April 27, 2022, seconded by C.P. Elliott and passed unanimously. A motion was made by John Barksdale to approve the minutes of May 25, 2022, seconded by C. P. Elliott and passed unanimously.

**Financial:**

A motion was made by John C. P. Elliott to approve payment of the bills: Century Link (Telephone - May-\$86.29-check #1907 & May-\$86.29-check#1911), and Southside Electric (Electricity – May-check #1906-\$160.17 (combined) & May-(combined) \$152.81 check#1910, and DOVA- (AWOS Reimbursement-\$2,280.00-deposited, Weed Control, Inc. (June invoice check #1908- \$3,780.00, Austin Electric (AWOS)\$1,200.00 check #1912, Bill Eshenfelder (gate key deposit refund \$25.00-check#1909,

Virginia Department of Treasury-(Liability insurance-\$850.00 check#1913 & Bill Jennings-gate key deposit refund \$25.00 Check #1914), seconded by John Barksdale passed unanimously.

Check book balance after current invoices paid is \$72,412.99.

**Matters from Authority and Staffers:**

- Tie-down Agreement – No motion since it was already passed. Mac Kidd will pay rental under new tie down agreement.
- Still missing about 20 keys. New lock and keys will cost \$435.00. Recommend push button lock.
- DOAV Updates:
  - New Sponsor Agreement form has not been received yet.
  - Pavement Report review- capital improvement would be included in pavement report.
- FAA Based Aircraft Report – everything up to date.
- Mary Westling has hangar inquires. C. P. Elliott has a guy who wants to tie down two planes.
- Ask Lucas to cut inside the runway lights.
- Need to control new growth where previously cut trees as stumps to high to bush hog.

A motion was made by C P Elliott to extend Austin Electric contract for two (2) years with option to opt out if airport closes down, seconded by John Barksdale passed unanimously.

Chairman adjourned meeting at 7:31 pm. Next Meeting is scheduled July 27, 2022.

Respectfully submitted,  
Carter S. Elliott, Jr.

**CONFIDENTIAL**  
**INTEROFFICE MEMORANDUM**

TO: Frank Rogers, County Administrator

FROM: Nina Rezai, Economic Development Manager

SUBJECT: Brookneal Campbell County Airport Operations Update

DATE: July 18, 2022

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**BACKGROUND:**

In December of 2020 the fuel provider for the Brookneal Campbell County Airport (BCCA) announced that they would no longer continue operations business once the current load of fuel was depleted. By the end of February the tank was empty and self-service fuel operations ceased. The closure of the fuel system also meant that there was no longer any source of revenue for BCCA. In the following year, the BCCA Authority pursued the possibility of facilitating their own fuel sales. A few fuel sales companies were very helpful and willing to offer assistance with routine testing. The challenge in running the fuel sales independently rests in the volume that fuel needs to be purchased. Fuel does not sell from BCCA very rapidly, and the fuel quality would become an issue before enough was sold to be able to afford another load. Additionally, purchasing an entire truck load of fuel would be cost prohibitive as at that time the total funds available to BCCA was around \$80,000. In addition to coming to this conclusion, the authority explored relationships with prominent community members, the local aviation education programs, and other aviation enthusiasts in order to find a viable solution to fuel sales operations or the potential construction of hangars on the property. At this time, none of these connections have provided a viable solution to fuel sales operations or hangar construction at BCCA.

On June 22, 2022 at the monthly meeting the BCCA Authority instructed staff that after an additional year of having these conversations without any options to pursue, it was time to notify the Department of Virginia Aviation of their current circumstance and lack of options. The Authority's discussion surrounded a desire to get outside input before a notice of closure was planned for. It was the will of the authority to close the operations without being in debt. Knowing the current balance of funds, the authority recognizes that they are a runway repair or FBO renovation away from depleting their reserve funds. Under current conditions, the funds provided by Campbell County and the Town of Brookneal cover the insurance and basic expenses for the daily operations.

**DISCUSSION:**

On July 7<sup>th</sup> Economic Development staff held a meeting with Mr. Greg Campbell the Director of the Department of Virginia Aviation (DOAV) and Mr. Vernon Carter the Director of Airport

Services, to explain the current circumstance. In the last six months, with gubernatorial administration changes and new appointments made it was a good time to introduce myself and see if they might have some alternatives. In this conversation questions were asked about why BCCA had not updated their Master Plan in the DOAV system, and staff explained that this was costly and had an expiration date that the authority is not willing to risk considering the opportunities for additional funding are very limited.

While reviewing the time spent with a consultant to secure a USDA loan to cover the \$2M associated with hangar construction, the DOAV staff inquired about Campbell County's willingness to co-sign on a loan in the form of moral obligation. Staff advised that this was a difficult request of the locality when they already bear a majority of the burden to keep the airport operational. Additionally, considering that the state and federal agencies have nearly cut BCCA off from all non-essential funding programs, there is not a lot of partnership in keeping this airport open. From administrative staff support, purchasing assistance, and general property maintenance that has been offered at no additional cost over the last several years Campbell County is contributing to the current operations of BCCA. When considering the regional value, all parties recognize that the location and availability of BCCA provides a great resource to the flight school operations, and given the current policies, this is not quantified when considering funding of projects for BCCA due to the criteria established by the FAA in 2012 when BCCA was initially designated as unclassified.

At the conclusion of the meeting, DOAV staff advised that they needed to have some internal conversations to determine if there are any alternative options for BCCA at this time. DOAV staff will reach back out to Economic Development staff to convene another meeting to go over possible next steps.

**RECOMMENDATION:**

File this memo for records on the status update provided to the Department of Virginia Aviation