

MINUTES
Brookneal /Campbell County Airport Authority
December 06, 2023

Members in Attendance:

- Tony Cihak, Chairman
- Carter Elliott, Treasurer
- John Barksdale
- Benny David
- C. P. Elliot
- Bob Gillespie - (Airport Manager)

Members Absent:

- Richard Adams. Vice Chairman

Others in Attendance:

- Nina Rezai - Economic Development Director
- Claude Dixon - Campbell County Business Program Specialist

Brookneal Campbell County Airport Authority meetings are held the 3rd Wednesday of each month at the Citizens Service Building at 6:30 p.m.; with except to January and June. Those meetings are held at the airport.

Tony Cihak called the meeting to order at 6:32 p.m.

Approval of Minutes:

A motion was made by Benny David to approve the minutes of October 18, 2023(No Meeting for November), seconded by John Barksdale and passed unanimously.

Welcomed our new board member representing the town of Brookneal, Bob Gillespie.

Financial:

A motion was made by John Barksdale to approve the financial report as presented by Nina Rezai. The motion was seconded by C.P. Elliott and passed unanimously.

A motion was made by Carter Elliott to approve payment of the bills: Brightspeed (Telephone - (September & October \$167.98-paid in October & telephone cancelled 10/31/23), Southside Electric

(Electricity- September & October \$306.24 paid in October & December -\$129.76), AWOS Inspection-(October-\$1,200.00), Maintenance (October- \$385.79), Miscellaneous-,(October-\$150.80), Insurance (October -\$6,656) Revenue -DOAV (Reimbursement-(October-\$1,472.50),& Tie-down lease fees-(October-\$200.00 &November-\$40.00), Fuel Service-(November-\$44.48) & Southside Electrical Service-(credit \$23.68), seconded, Tony Cihak and passed unanimously.

Check book balance after current invoices are paid is \$90,438.10.

Ms. Rezai presented information from the Virginia Resource Authority that requires the BCCAA be current on all audits in order to receive financing. At this time, BCCAA has not had an audit since 2019. The 2020 Audit was authorized but never completed by Robinson, Farmer, and Cox & Associates; PLLC (RFC) during the retirement of Mike Davidson. RFC; PLLC is honoring the 2020 pricing for \$3,600. The audits for 2021, 2022, and 2023 are priced not to exceed \$8,000 each. The audit services from RFC are procured by Campbell County for general financial services, BCCAA has access to the services through the MOU for professional services. Ms. Rezai also included a memo indicating an appeal made to the Campbell County Board of Supervisors and the Town Council of Brookneal to split the anticipated cost of the remaining audits in three in order to avoid drawing the operating budget down too low. Ahead of the meeting, Campbell County indicated they would pay up to \$8,000 towards the completion of the audits. The Town of Brookneal did not meet ahead of the Meeting. The BCCAA needs to vote to approve the release of the audits to RFC.

Benny David indicated it would be very challenging for the town of Brookneal to contribute to this project, because their budget is already tight. Carter Elliott expressed frustration that the Authority Members were not made aware of this ahead of the meeting agenda. Ms. Rezai indicated that this information was only put together within the last 2 weeks and included on the agenda. Other members commented on the fact that the RFC pricing is high in comparison with other audits they have paid for. Benny David indicated that the audit firm the Town of Brookneal uses was cheaper. Chairman Cihak stated that audit services may be procured specifically for BCCAA before the next audit is completed, but the Authority cannot afford the time to re-price the services because it will delay the project by another 6 months.

CP Elliott made a motion to approve the completion of the Audits for FY 21-23 to the lowest priced firm that can complete the work in order for the VRA application to be submitted in January. Benny David seconded the motion, and motion passed unanimously.

Benny David will provide information of cheaper firms to Ms. Rezai and a decision will be released by December 15,2023.

Matters from Authority and Staffers:

- Bob Gillespie will record fuel gallons sold at first of month and end of the month.
- Bob Gillespie updated the sectional chart with FAA.
- Send a certified letter to those NOT paying tie down fees. There are six (6) people on the wait list.
- T-Hangar Construction: Bid process: Bids sent out and need back by January 12, 2024. Loan application will be bid price.
- A couple could not purchase fuel as the system was down (Nationwide).
- Nina Rezai and the county received a grant to promote tourism. Had three (3) brochures that promoted Campbell County and the airport.
- John Barksdale praised Tony Cihak on job as chair and the rest of the Board concurred.
- Benny David asked to work on the gate.

