

**MINUTES**  
**Brookneal /Campbell County Airport Authority**  
**January 17, 2024**

**Members in Attendance:**

- Carter Elliott, -(Secretary/Treasurer)
- John Barksdale
- Benny David
- C. P. Elliot
- Bob Gillespie – (Airport Manager)
- Richard Adams

**Members Absent:**

- None

**Others in Attendance:**

- Nina Rezai - Economic Development Director
- Claude Dixon – Business Programs Coordinator
- Darryl Haag – Seiontec Systems (arrived 6:35pm)

Carter Elliott called the meeting to order at 6:30 p.m.

**Election of Officers:**

Nina Rezai called for nomination of a Chairman. A motion was made by Carter Elliott to nominate Benny David, seconded by John Barksdale and passed unanimously.

Nina Rezai called for nomination of Vice Chairman. A motion was made by John Barksdale to nominate Richard Adams, seconded by C.P. Elliott and passed unanimously.

Benny David called for motion of a Secretary/Treasurer. A motion was made by Bob Gillespie to nominate Carter Elliott, seconded by John Barksdale and passed unanimously.

**Approval of Minutes:**

Benny David called for a motion to approve the Minutes of December 06, 2023 meeting. A motion was made by John Barksdale, seconded by C.P. Elliott and passed unanimously.

**Financial:**

A motion was made by C.P. Elliott to approve payment of the bills: Southside Electric (Electricity – December -\$129.76 & January - \$152.46), Revenue –Brightspeed-(credit January \$30.74), & Tie-down lease fees-(December-\$40.00) & January 2024-\$40.00), Fuel Service-(December-\$10.60 & January 2024-\$7.44) & Southside Electrical Service-(credit \$23.68), seconded, John Barksdale and passed unanimously.

Check book balance after current invoices are paid is \$90,284.66.

**Authority & Staff Updates:**

- **Hagar Updates**
  - Claude Dixon reviewed application for VRA Loan and Chairman David signed the document. Resolutions from county and town to accept debt if Authority can't pay \$800,000.00 loan from VRA. Audit will be completed in time for the February 22<sup>nd</sup> DOAV meeting review of the loan.
  - T-Hangar Construction: Have 12 people on the waitlist as of 01/17/2024.
- **Security Update:**
  - Chairman David and Manager Gillespie have conducted a review of the documents and propose minor changes and request updating the names and points of contact. At the February meeting the documents will be approved and signed.
- **Tie Down Numbering:** There was discussion among the board from a public request to provide designated tie down spaces by numbering the spots. The consensus is to number the layout of the tie down locations and begin assigning tie down plane owners a designated space. The authority does not want to paint numbers because it will result in considerable maintenance and upkeep. Numbering will begin when construction commences on the hangars.
- **Ground Lease Rate:** After some interest from private developers to construct additional hangars at the facility, staff requested a decision on what the ground lease rate will be at BCCAA. The average among comparable airports is \$0.25. C.P. encouraged the members to not be the cheapest, and consensus was met to be in the middle for the advertised price. Interested parties can always negotiate a more competitive rate.

A motion was made by John Barksdale to charge \$.20 per square foot for Ground Lease Rate, seconded by Bob Gillespie and passed unanimously.
- **Fuel System:** The motor for fuel pump is not working, the repair will be paid from County CIP Funds the quote from Freedom Aviation is \$2,822.00. A motion was made by Bob Gillespie release the replacement of the motor and solenoid on the pump, the motion was seconded by Benny David, passed unanimously.
- **Matters from the Authority Members:**
  - C.P. Elliott will try to get the pad poured within the next 3 to 4 weeks for the Automatic Gate Opener.
  - John Barksdale would like to get a quote for a new sign for the building.

**Public Comment-** At 7:20pm chairman David asked if there was any public comment. Darryl Haag introduced himself as a new tie down leaseholder. He was interested in the discussion about the hangar construction and asked if it would be possible to offer the authority free broadband internet in exchange for some advertising. Chairman David instructed him to bring a proposal and it would be considered.

A motion was made by C.P. Elliott to adjourn the meeting at 7:27p.m., seconded by John Barksdale and passed unanimously.

Next meeting is scheduled February 28, 2024 at 6:30 pm. Meeting moved due to Virginia Aviation Board meeting on February 22<sup>nd</sup>.

Respectfully submitted,  
Carter S. Elliott, Jr.