



Campbell County Board of Supervisors

AGENDA - October 3, 2023

Haberer Building Boardroom (Lower-Level)

Available via [ZOOM](#)

6:00 P.M. – Call to Order and Pledge of Allegiance by Chairman Cline

Moment of Silence

1. APPROVAL OF MINUTES

Documents:

[WORK SESSION WITH INDUSTRIAL DEVELOPMENT AUTHORITY - JUNE 20 2023.PDF](#)

[WORK SESSION - AUGUST 15 2023.PDF](#)

2. APPEARANCES

None

3. ADMINISTRATOR'S ITEMS

Frank J. Rogers, County Administrator

3.I. BROOKVILLE HIGH SCHOOL FINANCING

The Board of Supervisors has previously authorized the renovation and expansion of Brookville High School not to exceed \$50 million and construction of an approximately 100,000 square foot shell building for economic development purposes. The attached resolution is required in advance of the necessary bond sale to secure the funding. Because the School Division successfully secured a \$15 Million grant toward this project and the County and Schools were also successful in securing a Literary Loan

at 2% interest for \$25 Million of the project, this borrow will be done within budget and in accordance with the Plan of Finance as presented by the County's Financial Advisors.

RECOMMENDATION: Approve the attached resolution and authorize proceeding for the Brookville High School Renovation Project.

Documents:

[BROOKVILLE HIGH SCHOOL FINANCING MEMO.PDF](#)
[RESOLUTION.PDF](#)
[INDENTURE OF TRUST.PDF](#)
[FINANCING AGREEMENT.PDF](#)
[BOND PURCHASE AGREEMENT.PDF](#)
[APPENDIX A.PDF](#)
[PRELIMINARY OFFICIAL STATEMENT.PDF](#)

3.II. BROOKVILLE HIGH SCHOOL RENOVATION PROJECT - INTERIM AGREEMENT WITH BLAIR CONSTRUCTION, INC.

Blair Construction has been working with the Schools Staff for the past few months to determine the detailed scope of the renovations being planned for Brookville High School based on their original proposal. Due to the complexity of the improvements they have determined they need to prepare 35% documents to insure the accuracy of the project costs. These documents will facilitate the development of the final scope and component pricing which will be included in the comprehensive agreement to be prepared for consideration later this year.

The effort to do the detailed scoping work and prepare 35% documents is substantial. Although Blair hoped to move directly to a comprehensive agreement they have found the financial commitment is becoming significant enough for them to request an interim agreement. The costs of \$1,350,000 are detailed in the attached agreement. Normally an interim agreement is used to cover the commitment of designing a project of this size when using the PPEA process. Blair has negotiated this Interim Agreement consistent with the PPEA, other applicable law, the PPEA Guidelines, Design-Builder's Proposal, and discussions between the representatives of the Owner and the Design-Builder.

After approval of the 35% documents, the next step will be consideration of the Comprehensive Agreement with Blair Construction by the PPEA RFP process. This agreement will be ready for presentation to the Board later this year, with plans to start construction by early January 2024.

RECOMMENDATION: After receiving answers to any questions, Staff recommends the Board authorize the County Administrator to enter into an Interim Agreement with Blair Construction, Inc. to continue work on the Brookville High School Renovation Project.

Documents:

[BROOKVILLE HIGH SCHOOL RENOVATION PROJECT INTERIM AGREEMENT MEMO.PDF](#)
[INTERIM AGREEMENT.PDF](#)

3.III. FINANCING AGREEMENT: BROOKNEAL CAMPBELL COUNTY AIRPORT AUTHORITY

[Nina R. Rezai, Director of Economic Development](#)

The Brookneal/Campbell County Airport Authority (BCCAA) is a general aviation facility airport that was jointly established by Campbell County and the Town of Brookneal in 1978. BCCAA has hired Talbert & Bright to update the airport layout plan and find the most cost-effective location for the addition of ten hangars. In January 2023, the Federal Aviation Administration and the Virginia Department of Aviation approved the master plan revision, locating the hangars on the existing apron. The hangars will meet the region's demand for small aircraft hangars as there are waitlists at neighboring general aviation airports. Due to the construction of the hangars on the existing apron, site preparation costs will be significantly reduced, and only six tie-down locations will remain. This is sufficient based on the current demand for tie-down space. The construction of the hangars is estimated to cost \$700,000 with consultant administration.

BCCAA, which lacks a budget for capital investment in a new facility, plans to apply to the Virginia Airports Revolving Loan Fund for \$700,000 to build the ten T-hangars. The Virginia Resources Authority (VRA) is considered the best step forward in the quest for the BCCAA to be more self-sufficient. In order to apply for this loan program, BCCAA must have a letter of Moral Obligation from the Campbell County Board of Supervisors to secure the loan.

The BCCAA is expected to submit the Moral Obligation Resolution with the loan application in February 2024. After that, the application will be presented to the Virginia Aviation Board for approval in March 2024. As soon as the loan is approved, the project will be put out to bid. Hangar construction is expected to take approximately 120 days.

RECOMMENDATION: Approve the Moral Obligation Resolution and authorize the County Administrator to sign the Financing Agreement to secure the Virginia Resources Authority (VRA) loan for the Brookneal Campbell County Airport Authority hangar construction.

Documents:

[FINANCING AGREEMENT MEMO.PDF](#)
[T-HANGAR FINANCING AGREEMENT.PDF](#)
[LETTER FROM BCCAA CHAIRMAN.PDF](#)

3.IV. HIGHWAY MATTERS

- i. Status of Outstanding Highway Matters: See memorandum
- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

Documents:

[HIGHWAY MATTERS.PDF](#)

4. CONSENT AGENDA

4.I. APPROPRIATIONS

Attached is an appropriation listing for the Board's consideration.

Documents:

[APPROPRIATIONS.PDF](#)

4.II. COUNTY ATTORNEY INVOICE

Attached is an invoice for \$22,457.11 from the County Attorney for services provided from August 23, 2023 through September 19, 2023.

Services

General Representation:	\$5,920.00
Real Estate Tax Collection:	\$7,020.00
Personal Property Tax Collection:	\$2,160.00
Miscellaneous Matters:	\$1,160.00

Expenses Paid

General Representation:	\$136.24
Real Estate Tax Collection:	\$6,001.97
Personal Property Tax Collection:	\$7.81
Miscellaneous Matters:	\$51.09

Documents:

[COUNTY ATTORNEY INVOICE.PDF](#)

4.III. BUDGET TIMETABLE FOR FISCAL YEAR (FY) 2025

Each year in October, County staff prepares and presents the Board of Supervisors with a Budget Timetable of events related to developing the next fiscal year budget. The timetable presents information regarding key dates and deliverables of the budget development process.

The attached Budget Timetable is proposed for the development of the Fiscal Year 2025 budget.

RECOMMENDATIONS: Staff recommends the Board:

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice of \$22,457.11; and**
- c. **Approve and accept the Fiscal Year (FY) 2025 Budget Timetable.**

Documents:

[BUDGET TIMETABLE FOR FISCAL YEAR FY2025.PDF](#)
[BUDGET TIMETABLE.PDF](#)

5. APPOINTMENTS

Attached for your review is a list of appointments.

Documents:

[APPOINTMENTS.PDF](#)

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss matters from the Board.

Documents:

[MATTERS FROM THE BOARD.PDF](#)

7. 7:00 P.M. PUBLIC HEARINGS

[Paul E. Harvey, Director of Community Development/Assistant County Administrator](#)

The following Public Hearings were advertised (ad attached) for:

Documents:

[PUBLIC HEARING AD.PDF](#)

7.I. PL-23-101 REZONING REQUEST - 138 BEECHWOOD DRIVE

This request is to rezone 0.684 +/- acres located at 138 Beechwood Drive from Residential - Single Family to Residential - Multi Family in order to construct duplexes. The property is located in the Timberlake Election District and is in an area designated as medium to high density residential per the current Comprehensive Plan. One of the parcels is vacant and the other has an existing single-family dwelling. The concept plan shows one (1) proposed duplex on the vacant parcel.

The developer is planning to keep the single-family dwelling currently but is seeking the opportunity to convert the house into a duplex or build a new duplex in the future. The parcels are served by public water and sewer. There are existing non-conforming apartments on adjoining parcels. The request is not proffered, so the concept plan and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 5-0 citing good zoning practice.

Documents:

[PL-23-101 BOARD PACKET.PDF](#)

7.II. PL-23-140 REZONING REQUEST - VILLAGE HIGHWAY

This request is from Jeremy Marquis to rezone 1.64 +/- acres from Residential - Single Family to Residential - Multi Family in order to construct a duplex. The property is located in the Concord Election District and is in an area designated as medium to high density residential per the current Comprehensive Plan.

The concept plan shows a 1,836 sf duplex building. The two units would each have 918 square feet and have two (2) bedrooms and two and a half (2 ½) baths. There would be at least two parking spaces per unit. The duplex would be served by public water and sewer.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 5-0 citing good zoning practice.

Documents:

[PL-23-140 BOARD PACKET.PDF](#)

7.III. PL-23-143 REZONING REQUEST – CAMP HYDAWAY ROAD

This request is from Kevin Shotwell, Agent for Shotman Properties LLC, to rezone 1.302 +/- acres located on Camp Hydaway Road from Agricultural to Residential - Multi Family in order to construct a quadplex. The property is located in the Concord Election District and is in an area designated as medium to high density per the current Comprehensive Plan.

The area is mostly residential in nature. The parcel is bordered on the south and west by parcels zoned Residential - Multi Family, Conditional. The request is not proffered, so the preliminary plan and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 5-0 citing good zoning practice.

Documents:

[PL-23-143 BOARD PACKET.PDF](#)

7.IV. PL-23-149 REZONING REQUEST - 123 VILLAGE HIGHWAY

This request is from Laura Ashley to rezone 1.414 +/- acres from Agricultural to Business - General Commercial. The property is located in the Rustburg Election District and is in an area designated as medium to high density mixed per the current Comprehensive Plan.

The owner is seeking to rezone the parcel to Business - General Commercial in order to operate a retail sales establishment. There is an existing single-family dwelling on the property that would be converted for commercial use. The owner has an existing retail location on Wards Road that would move to this property. A parking lot is shown to be added to the property on the sketch plan. The request is not proffered, so the preliminary plan and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 5-0 citing good zoning practice.

Documents:

[PL-23-149 BOARD PACKET.PDF](#)

8. AGENCY MINUTES AND REPORTS

Documents:

[PLANNING COMMISSION - JULY 2023.PDF](#)
[PLANNING COMMISSION - AUGUST 2023.PDF](#)
[SOCIAL SERVICES BOARD - AUGUST 2023.PDF](#)

9. INFORMATIONAL ITEMS

Documents:

[EXPENDITURE REVENUE SUMMARY - JULY 2023.PDF](#)

10. BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 9/21/2023

Tuesday, October 3rd

6:00 PM - Regular Administrative Business Meeting

7:00 PM - Public Hearings

Tuesday, October 17th

6:00 PM - Broadband Authority

Thursday, November 9th

6:00 PM - Regular Administrative Business Meeting

7:00 PM - Public Hearings

Tuesday, November 14th

5:30 PM - EMSAC/FAC - Board of Supervisors Meeting Room

Tuesday, November 21st

6:00 PM - Board Work Session

Tuesday, December 5th

6:00 PM - Regular Administrative Business Meeting

7:00 PM - Public Hearings

Tuesday, December 12th

6:00 PM - Board Work Session (Budget Revenues)

Tuesday, December 19th

11:00 AM - Swearing-in Ceremony (Campbell County Circuit Court)

campbellcounty.gov

Residents having any questions or comments regarding any of the above agenda items may click [here](#) to provide the Board of Supervisors your feedback.