

**Essex County Airport Authority Meeting
January 13, 2022**

Present

Barry Bates, Chairman
Mike Maurer
John McDonald
Jim Evans
Sara West

Visitors

Charles Love

Request for Changes to and/or approval of the Agenda

None. Agenda approved as set.

Presentations

None.

Executive Session

None.

Approval of Minutes of the December 9, 2021 Meeting

A motion was made and seconded to approve the December 9, 2021 meeting minutes.
The motion carried unanimously.

Public Comment

Mr. Charles Love, spoke to the Authority Board on having a fabric covered dome hangar constructed at the airport. After a lengthy discussion with Board members and the airport consulting firm representative, it was determined a great deal of research would be needed on the product and consultation with the FAA on having that type of hangar on airport property.

The topic would be revisited by the Board at a later date.

Anticipated Action Items

None.

Consultant's Report

Jeff Tarkington of Talbert and Bright stated the FAA is working on the grading plan work for the Parallel Taxiway Extension, which involves the limits of disturbance. The review is running on schedule and should be moving to the next stage of work plan by Spring of 2023 at the latest.

He also mentioned that the Tappahannock Essex County Airport was possibly being approved by the FAA in February 2022 for a 5 year funding program that, if approved fully, would allow the airport to have funds distributed over a five year period to be used for major projects of infrastructure. The FAA and DOAV will confirm this information at the February 2022 Authority Board meeting, which is the annual joint meeting with both federal and state agencies.

Mr. Tarkington noted there are three future meetings of interest for State Aviation. February 3, 2022 is the Aviation Board meeting and also State Legislation Aviation Day at the General Assembly of Virginia.

The Spring Aviation Workshop will be held May 24 and 25, 2022 in Staunton, Virginia.

The Annual conference is scheduled for August, 2022 in Hot Springs, Virginia.

The airport will be represented at these meetings.

Airport Manager's Report & Recommendations

Mr. Evans reported fuel sales were down in December, probably due to holidays and Covid non-travel.

He noted eight hangar renters took advantage of the annual lease payment offer.

Also, he said the old, unused van was sold.

Mr. Evans said the Liability insurance is up for renewal this month, the paperwork had been processed, and the invoice would be submitted for payment shortly. Renewal is to be \$7,951.00 for 2022-2023.

Treasurer's Report

Mrs. West discussed the budget report for December 2021.

The Virginia Resources Authority Semi-annual Bond payment has been paid and the payments from the Town of Tappahannock and Essex County had been received.

There was no State grant reimbursal. There was an FAA grant reimbursal for \$50,038.52.

Payroll has increased as of January 1 for the part time employees due to minimum wage increase to \$11 an hour.

W-2s and filing of all Federal and State payroll forms will be completed by January 31, 2022.

The report was approved as presented.

Legal Counsel Report

None.

Old Business

Hangar rents

Hangar rents increased \$25 a month starting January 1, 2022. Small hangars are now \$300 and larger hangars are \$350.

All hangars are full with a waiting list of 13.

Pilots' social update

Mr. McDonald discussed a plan for a pilots' social and possible food needs for the social. The social is scheduled for February 19, 2022 at 5pm with covered dish requested. More plans to be discussed at the February meeting.

Beacon light status

Bids to upgrade to LED have been requested by January 18, 2022. There will be further information at the February meeting.

New Business

Storage room #27

It was stated that Storage room #27 is available and will have an update on status at the February meeting.

****** Due to the Annual FAA and DOAV involvement in the February meeting, the Next Authority Monthly Meeting is scheduled for February 10, 2022 at 10:00 AM**

Adjournment – a motion was made and seconded to adjourn at 10:27 am.

Respectfully submitted,
Sara West
Secretary/Treasurer
January 13, 2022