

Essex County Airport Authority Meeting
April 14, 2022
9:00 am

Present

Barry Bates
Mike Maurer
John McDonald
Jim Evans
Sara West
Jeff Tarkington, Talbert and Bright

Visitors

None

Request for Changes to and/or approval of the Agenda

A request was made to include an Executive Session to the agenda.
Agenda approved as updated.

Presentations

None.

Executive Session

Requested to be moved to end of the agenda.

Approval of Minutes of the March 10, 2022 Meeting

A motion was made and seconded to approve the March 10, 2022 meeting minutes.
The motion carried unanimously.

Public Comment

None.

Anticipated Action Items

None.

Consultant's Report

Jeff Tarkington of Talbert and Bright updated the Board on the continuing FAA process with the parallel taxiway extension project, noting submissions to the FAA and DOAV were ongoing and moving forward as expected. The Board requested a line item being added to the agenda for each monthly meeting going forward for updates on the procedures and process.

A reminder was made the State Aviation conference is scheduled for May 24-25, 2022.

Airport Manager's Report & Recommendations

Mr. Evans reported fuel prices are increasing and both 100LL and jet fuel orders have been ordered and delivered.

He had updates of the items reported as needing repair or replacement:

The airport wind sock on the runway has been approved grant reimbursement eligibility.

The fire alarm system in the terminal building has been replaced and operating well.

The HVAC system update is moved to the May monthly Board meeting.

Mr. Evans noted the update on the beacon replacement is still scheduled for the May meeting following a report from the FAA.

The fuel farm repair status report will be addressed at each meeting going forward.

Treasurer's Report

Mrs. West discussed the March Budget report.

The FAA submitted a grant reimbursal for \$9,848 for the parallel taxiway design, bidding, permitting and mitigation expenses.

The new fire alarm was installed and the cost of \$6,602 was paid with a grant being submitted to reimburse a portion of the cost.

The courtesy vehicles had inspection and repair costs of \$1,158.

The Liberty Mutual Workman's' Compensation insurance policy is being renewed for \$1,606.00.

The largest expense for the month was a required zoom call meeting participation in accordance with Federal regulations for FY 2020 – FY 2022 DBE Program Services conducted by Ken Weeden and Associates, Inc., Consultants for Aviation Program Compliance. The cost was \$7,788.00.

Mrs. West noted the minimum wage was to increase again effective May 1, 2022.

The annual budget review preliminary meeting is scheduled for April 25th. The new budget will be approved at the June Board meeting.

The report was approved.

Legal Counsel Report

None.

Old Business

Land lease project update

A discussion was held which included the zoning requirements required by Essex County and information was compiled in order to be sent to the FAA when needed.

This project will be updated again at a later meeting.

Fuel Farm repair discussion

The Board requested to have an operational report of the fuel farm at each monthly meeting going forward.

HVAC system replacement discussion

There will be a report at the May meeting on the status of the quotes and grant submission for the terminal building HVAC system replacement.

New Business

None.

Executive Session

On a motion by Mr. McDonald, seconded by Mr. Maurer, the Essex County Airport Authority voted to go into Executive Session at 10:15 am, pursuant to §2.2-3711 A.1 of the 1950 Code of Virginia, as amended, for discussing personnel matters.

The motion carried unanimously.

On a motion by Mr. Maurer, seconded by Mr. McDonald, the Essex County Airport Authority voted to come out of Executive Session.

The Authority certified that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements of Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion convening the closed meeting pursuant to §2.2-2711 A.1 of the 1950 Code of Virginia, as amended, were heard, discussed or considered by the Essex County Airport Authority.

The Secretary conducted a roll call. The poll of the members present was:
Mr. Bates-yes; Mr. Maurer-yes; Mr. McDonald-yes; Mrs. West-yes; Mr. Acors – absent.

The Chairman reminded those in attendance that no action is taken during Executive Session.

The open session was reconvened at 10:42 am.

Adjournment – a motion was made and seconded to adjourn the Airport Authority Board meeting at 10:45 am.

The Next Authority Monthly Meeting is scheduled for May 12, 2022 at 9:00 AM

Respectfully submitted,
Sara West
Secretary/Treasurer
April 14, 2022