

**Essex County Airport Authority Meeting**  
**May 12, 2022**  
**9:00 am**

**Present**

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

**Visitors**

None

**Request for Changes to and/or approval of the Agenda**

Agenda approved as set.

**Presentations**

None.

**Executive Session**

None.

**Approval of Minutes of the April 14, 2022 Meeting**

A motion was made and seconded to approve the April 14, 2022 meeting minutes.  
The motion carried unanimously.

**Public Comment**

None.

**Anticipated Action Items**

None.

**Consultant's Report**

Jeff Tarkington, of Talbert and Bright Consultants, discussed the time line on the continuing FAA process with the parallel taxiway extension project. The anticipated plan approval is on track for March 2023.

He discussed the Federal special funding available in the near future to the airport and noted there is still a waiting period for the eligibility and the financial details.

A reminder was made of the State Aviation conference in Staunton, Virginia, scheduled for May 24-25, 2022.

### **Airport Manager's Report**

Mr. Evans reported the price of both 100LL and Jet A fuel delivery is increasing considerably requiring price increases for the sale of fuel.

The airport wind sock on the runway was ordered and will be replaced within the week.

Mr. Evans noted the beacon is being replaced after the DOAV approves the need at the Spring Aviation conference in May. The airport's portion of the replacement cost is approximately \$3,396.

The fuel farm repair status report confirmed the outages have been repaired and are working properly.

A new credit card reader has been installed at the fuel pumps.

### **Treasurer's Report**

Mrs. West reviewed the April Budget report.

She stated the FAA submitted a grant reimbursal for \$29,371 for the parallel taxiway design recent installment and the FY 2020-FY 2022 DPE Program Services. The DOAV submitted a reimbursal of \$3,983 for the AWOS annual inspection and fire alarm panel replacement.

The annual budget review meeting was conducted on April 25<sup>th</sup>, and the new FY 2023 budget was given to the Board for approval. After discussion, a motion was made and seconded to accept the new budget and it will take effect July 1, 2022.

The Treasurer's report was approved as presented.

### **Legal Counsel Report**

None.

### **Old Business**

#### **Land lease project update**

A discussion was held which included the zoning requirements required by Essex County on the 23 acres zoned light industrial.

This project will be updated again at a later meeting.

#### **Fuel Farm repair discussion**

This was discussed in the Airport Manager's report earlier.

#### **HVAC system replacement discussion**

The status of the quotes and grant submission for the terminal building HVAC system replacement was discussed and the approximate airport portion of replacement, after the grant, would be \$5,790.

**New Business**

None.

**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 June 9, 2022 at 9:00 AM**

Respectfully submitted,  
Sara West  
Secretary/Treasurer  
May 12, 2022