

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

**Present**

James Acors, acting Chairman  
John McDonald  
Jim Evans, by call  
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 May 12, 2022 Meeting**

A motion was made and seconded to approve the May 12, 2022 meeting minutes.  
The motion carried unanimously.

**Public Comment**

None.

**Anticipated Action Items**

None.

**Consultant's Report**

Jeff Tarkington, of Talbert and Bright Consultants, stated the Parallel Taxiway project is on track for the bidding process to start in Spring of 2023. Mr. Tarkington showed a drawing of the topography of the future taxiway area and discussed its development process.

The Annual Virginia Aviation Conference will be held August 10-12, 2022 at the Hotel Roanoke, in Roanoke, Virginia. Mr. Evans plans to attend.

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

Mr. Evans noted the fuel prices have increased dramatically. The airport is currently at \$6.21 per gallon for 100 LL and will be going to \$6.75 and up again to \$6.99. Jet fuel is at \$5.85 per gallon. Orders for fuel are taking at least 2 weeks to delivery time, with a shortage of drivers. No delivery of fuel is planned right now, but a half load of 100 LL may be needed soon.

The AWOS radio repair has been scheduled by the end of the month.

The airport beacon replacement has been approved for a grant and will be delivered and installed the end of June.

### **Treasurer's Report**

Mrs. West reviewed the May Budget report.

She stated FAA and DOAV grant reimbursements were received for \$21,583 and \$404, respectively.

The damaged wind sock/cone was replaced for \$8,707. A grant was approved to aid in cost.

The Workman's Compensation insurance was renewed 2022-2023 for \$1,690.

Mrs. West stated the VRA semi-annual bond payment of \$36,214.50 is due prior to July 1, 2022, and the letters had been sent to the Town of Tappahannock for their \$15,520.31 portion and to Essex County for its \$20,693.74 payment.

It was also noted the Terminal HVAC system to be replaced has been ordered and is scheduled to be repaired as soon as the unit becomes available.

The Treasurer's report was approved as presented.

### **Legal Counsel Report**

None.

### **Old Business**

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

The project update was moved to the July board meeting.

#### **Fuel Farm operational status report**

There was no update at this time and will be addressed at the July meeting.

#### **Airport Beacon status report**

This was addressed in the airport manager's report previously.

#### Lawn Mower replacement

Mr. Acors discussed his attempts to acquire 3 quotes to meet the requirement for possible purchase and grant approval for a new lawn mower for the airport. The current mower is needing repeated repair and it was felt by the members of the Authority Board that it should be kept as backup and a new mower purchased if possible.

After a lengthy discussion on the three quotes, including cost, suitable commercial size, warranties, current availability, and service capabilities, a motion was made and seconded to accept the quote from Greenline Service Corporation in Fredericksburg, Virginia, a John Deere dealer.

A special grant is available to assist with cost. The process to acquire the grant will start with filing by June 10, 2022 and should be approved by August 12 at the DOAV annual board meeting.

An update on the process and purchase plan will be discussed at the July board meeting.

#### New Business

None.

**Adjournment** – a motion was made and seconded to adjourn the Airport Authority Board meeting at 10:19 am.

**The Next Authority Monthly Meeting is scheduled for July 14, 2022 at 9:00 AM**

Respectfully submitted,  
Sara West  
Secretary/Treasurer  
June 9, 2022