

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

Present

Barry Bates
John McDonald
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 June 9, 2022 Meeting

A motion was made and seconded to approve the June 9, 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 there is great progress on the parallel taxiway project, and everything is still on track for the bidding process to start in Spring of 2023. Bidding should start in March of 2023 with construction hopefully beginning in July of 2023. There will be a review of the plans at the end of this year. The Annual Virginia Aviation Conference will be held August 10-12, 2022 at the Hotel Roanoke, in Roanoke, Virginia. Mr. Evans, Airport Manager, will be attending.

Airport Manager's Report

Mr. Evans noted the fuel prices are down a bit and purchases are down due to cost to customers.

The AWOS radio repair has been scheduled. The new beacon has been installed, the wind sock is up, and the AWOS has been repaired.

Two hangars will be changing renters August 1.

Fuel orders are being placed for both Jet and 100LL.

Mower is awaiting grant approval for final purchase which is still to be by August 12.

Treasurer's Report

Mrs. West reviewed the June Budget report.

She reported there were some larger expenses including mower and courtesy cars maintenance.

There was a grant reimbursement for \$10,791.40 for a Talbert and Bright invoice.

It was also noted the Terminal HVAC system to be replaced is still waiting scheduling, as the unit availability is still an issue.

The Semi-annual VRA Bond payment was made, and the payments were received from the Town of Tappahannock and Essex County.

There was a VRA audit completed on state grants received for the fiscal year.

The Liberty Mutual Insurance Workman's Compensation policy audit was completed.

There was also a Federal mandate audit of the hangar leases and land rent leases.

The Airport Authority FY 2022 audit will be conducted on July 27, by Paul Lee of RFC, Chesterfield, Va.

The Treasurer's report was approved as presented.

Legal Counsel Report

None.

Old Business

Land lease project update

The project update was moved to a later meeting as information is still being received.

Fuel Farm operational status report

The system is working well and no update is needed at this time.

Mower purchase update

The grant filing for the new mower cost was completed 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 August meeting.

All quotes required were filed as requested.

New Business

Master agreement for State funding

Jesse Bausch, Authority attorney, has reviewed the Airport's Master Agreement for accepting State funding resources. After discussion, a motion was made and seconded to accept the agreement. The motion passed unanimously.

The agreement was signed and submitted to the State Department of Aviation, and the airport was notified the agreement was completed and in good status.

Helicopter traffic

The Airport Authority has received notifications of noise complaints from the community and the Essex County Board of Supervisors representative.

In response, the Airport Authority has requested a letter be drafted by the Authority consultant firm, to be sent to the Department of Defense facilities in the area and emergency helicopter operations organizations. This letter will request consideration to the residential locations near the airport for airspace that would cause excessive noise for standard operations activities, as these would be best avoided after daylight hours, unless there was an emergency situation.

Med Vac interest in an airport location

Mr. McDonald stated there had been interest from a medical evacuation group in the area to establish a location at the airport location.

After some discussion, the Authority Board asked Mr. McDonald to reach out to the area Operations Supervisor for more information and business requirements.

There will be an update at the next meeting.

Adjournment – a motion was made and seconded to adjourn the Airport Authority Board meeting at 10:28 am.

The Next Authority Monthly Meeting is scheduled for August 11, 2022 at 9:00 AM

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