

**Essex County Airport Authority Meeting  
November 10, 2022  
9:00 am**

**Present**

Barry Bates  
Mike Maurer  
John McDonald  
Sara West  
Jim Evans  
Jeff Tarkington - Talbert & Bright

**Visitors**

None

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

None.

**Presentations**

None.

**Executive Session**

Yes.

**Approval of Minutes of the October 13, 2022 Meeting**

A motion was made and seconded to approve the October 13 2022 meeting minutes.  
The motion carried unanimously.

**Public Comment**

None.

**Anticipated Action Items**

Review of Computerized Tracking application.

**Consultant's Report**

Jeff Tarkington, of Talbert and Bright Consultants, confirmed the Parallel Taxiway project is on schedule as planned. Majority of the plans and specs are in the process to be submitted to the FAA and DOAV for their approval. Contractual notification process is being prepared. The project is expected to be a 10-12 month construction until completion.

Updates will continue through the first months of 2023.

Mr. Tarkington also noted the annual ACIP meeting with the FAA and DOAV is planned to be scheduled for January 12, 2023 (10:30AM – 12:00AM), to follow the ECAA Board January meeting. This meeting is a review of plans for the airport for the next 6 years.

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

Mr. Evans, Airport Manager, noted activity has been down for the month.

Hangars are full with a waiting list.

The fuel cabinet is operational, research and assessment of the potential replacement was discussed.

Hangar was damaged by an aircraft and assessment indicates repair will be required by the aircraft owner.

The annual Essex Airport winter social/open house will be February 18, 2023, hours will be posted.

### **Treasurer's Report**

Mrs. West reviewed the October Budget.

There was one FAA reimbursement received for the month, \$33,233 for professional services (note – consultant fees for parallel tax-way project).

Expenses normal for the month (note – approximately \$3,915 in building maintenance, repairs and AWOS inspection).

The annual audit has been completed, draft audit results received, and the final should be received soon.

The Treasurer noted the lease files are update.

There were no questions to the report and it was approved as presented.

### **Legal Counsel Report**

None.

### **Old Business**

#### **Hangar Leases**

The Board was informed there are no hangar leases due for renewal.

#### **End of runway gulley spraying update**

Crabbe Aviation has completed the task of spraying and the Board is awaiting an invoice for the service.

#### **Program for computerized tracking of airport activity**

After assessment of the offering, the ECAA opted to not participate in the program.

#### **Airport Fly-In discussion**

Mr. McDonald is continuing to work on plans and information. The Fly-In is tentatively scheduled for 2024 with additional assessment of related activities and interest to be evaluated.

### **New Business**

None.

**Adjournment** – a motion was made and seconded to adjourn the Airport Authority Board meeting at 9:46 am.

**The Next Authority Monthly Meeting is scheduled for January, 12, 2023 at 9:00 AM**

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