

**Essex County Airport Authority Meeting
January 12, 2023
9:00 am**

Call to Order and Welcome

Attendees

Barry Bates
Mike Maurer
John McDonald
Sara West
Jim Evans
Jeff Tarkington
Steve Lambert
James Acors - absent

Invocation

Pledge of Allegiance

Request for Changes to and/or approval of the Agenda

Agenda approved as presented.

Presentations

None

Executive Session

None

Approval of Minutes of the November 10 and December 8, 2022 Meetings

A motion was made and seconded to approve the minutes for November and December 2022 meetings.

Public Comment

None

Anticipated Action Items

None

Consultant's Report

Jeff Tarkington and Steve Lambert of Talbert and Bright Consultants reviewed the Parallel Taxiway Project plans with updates since the last meeting. The project is still on track for bidding to start in the Spring of 2023.

There was extensive discussion for a possible runway extension project. It was stated the FAA would address in their annual meeting to follow this Board meeting. It was also mentioned a runway lighting project could be in the near future.

Mr. Tarkington announced the attendees for the FAA and DOAV ACIP meeting to follow.

Airport Manager's Report

Mr. Evans noted that hangar leases are in order.

There has been an increase in 100LL fuel this month and jet fuel sales were up as well.

One hangar may be coming available in the near future

There may be a need for employment additions soon and there will be an update to follow.

An FAA safety required webinar will be attended by Mr. Evans this week.

Treasurer's Report

Mrs. West distributed the Budget Tracking Reports for November and December.

She noted the General Liability Insurance Policy has been paid for \$9,176.

\$10,791 in Professional fees has been reimbursed by the FAA. \$1,772 for spraying the runway growth was reimbursed by the DOAV.

The final audit report was received from Robinson, Cox and Farmer Associates auditing firm. Financials are in order.

The VRA Bond payment due by January 1, 2023 was paid and the Town of Tappahannock and County of Essex have both paid their portions.

Payroll taxes for quarter and annual and W-2s will all be processed by end of January.

The report was approved as presented.

Legal Counsel Report

None

Old Business

Hangar Lease Update

The update on hangar leases is ongoing and all is in order at this time.

New Business

CD discussion

An interest in investing in CDs was discussed briefly and will be an item for the agenda at the February 9, 2023 meeting.

Adjournment

A motion was made and seconded to adjourn the Board meeting at 10:23 am.

The Next Authority Monthly Meeting is scheduled for February 9, 2023 at 9:00 AM

**** The Airport Authority Board hosted the FAA and DOAV representatives for the Annual ACIP briefing of FAA policies, procedures and projects updates. The meeting began at 10:30 am, following the close of the Authority Board business session.

The FAA attendee: John Robinson

The DOAV attendees: Scott Denney; Sawyer Partis; Jeff Bridin by call

The ACIP meeting was adjourned at 12:18 pm.

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