

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

Call to Order and Welcome

Attendees

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

Invocation

Pledge of Allegiance

Request for Changes to and/or approval of the Agenda

A motion was made, seconded and approved to move the Executive Session to the end of the agenda.

Presentations

None

Approval of Minutes of the September 14, 2023 Meeting

A motion was made and seconded to approve the minutes of September 14, 2023 meeting. Minutes approved.

Public Comment

None

Anticipated Action Items

None

Consultant's Report

Jeff Tarkington, consultant, noted the CIP annual meeting with DOAV and FAA representatives would be scheduled January 11, 2024, same day as the Board meeting at 10:00 am.

Mr. Tarkington held an in depth discussion on the funding options from the FAA and DOAV available to the Authority. He will be compiling questions for the FAA. For example, if the taxiway project is not being done, what options can be used for the funds available, such as for the fuel farm, hangars, and repairs needed.

The Board stated they wanted to have an agenda item at the November meeting to further discuss the fuel farm needs.

A copy of the funding options presented is on file with the minutes.

Airport Manager's Report

Mr. Evans reported on the extensive days of internet loss and, after discussion, a motion was made, seconded and passed to find the best internet carrier with cost no more than what is being paid now, and faster service. An update will be given at the November meeting.

The courtesy cars are both having mechanical issues. The Ford is having the windows and air conditioning repaired. The Nissan needs another transmission. A motion was made, seconded and carried to repair the Nissan. An estimate was given of \$1,366 plus labor.

The hangar wait list has now increased to 20. There is another new tie down.

There is a need to hire an additional employee, as illness has taken one employee out. A student is potentially being hired.

A presentation of the Aircraft Operations Data recently acquired showed good reporting and a benefit to the airport.

Treasurer's Report

Mrs. West presented the September Budget Tracking report.

There were no State or FAA reimbursements during the month and there were no questions to the report. Mrs. West read a thank you note from Gordon Birkett's wife, Valerie, thanking the Authority for its remembrance of him.

There is still an urgent need for several of the hangar renters to sign leases that are due.

The report was accepted as presented.

Legal Counsel Report

None

Old Business

None

New Business

None

Executive Session

At 10:05 am, on a motion by Mr. McDonald, seconded by Mr. Acors, the Essex County Airport Authority voted to convene a closed meeting to discuss lease agreements, pursuant to the Exemption at Section §2.2-3711 of the Code of Virginia, as amended. The motion carried unanimously.

On a motion from Mr. McDonald, seconded by Mr. Acors, the Essex County Airport Authority voted to come out of Executive Session.

The Authority certified that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements of Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion convening the closed meeting pursuant to §2.2-3711 of the 1950 Code of Virginia, as amended, were heard, discussed or considered by the Essex County Airport Authority.

The Secretary conducted a roll call. The poll of the members present was:

Mr. Bates – yes; Mr. McDonald – yes; Mr. Acors – yes; Mrs. West – yes; Mr. Maurer – absent.

Mr. Bates, Chairman, reminded those in attendance that no action was taken during the Executive Session.

The open session was reconvened at 10:39 am.

Adjournment

A motion was made and seconded to adjourn the Board meeting at 10:56 am.

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

Respectfully submitted,
Sara West
Secretary/Treasurer
October 12, 2023