

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

Call to Order and Welcome

Attendees

Barry Bates - absent
John McDonald
Sara West
Mike Maurer
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 to approve the agenda as presented.

Presentations

None

Approval of Minutes of the October 12, 2023 Meeting

A motion was made and seconded to approve the minutes of October 12, 2023 meeting.

Public Comment

None

Anticipated Action Items

None

Consultant's Report

Jeff Tarkington, consultant, confirmed 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 stated there will be an agenda for this meeting. There will also be a spreadsheet to confirm the financial direction for the airport. There will be substantial time for questions for both organizations.

It was noted there is a Quarterly State Board meeting on November 16 and there will be no attendance from the Tappahannock Airport.

Airport Manager's Report

Mr. Evans reported there was another fuel delivery and fuel sales are up and the price is down a bit.

It was stated the crop dusting company has not purchased fuel and there was discussion to reinstate the \$200 fee for airport use. It would be addressed with the Board Chairman, as he was not in attendance at this meeting.

The courtesy cars are both having mechanical issues and continue to be out of service.

Mr. McDonald will be checking on options for a possible newer car.

The Manager shared the air traffic system recently purchased and all agreed it was a good purchase.

After a discussion on security issues, the Manager was asked to investigate signage options with State and Federal contacts. Information is to be reported at the next meeting.

Treasurer's Report

Mrs. West presented the October Budget Tracking report.

The DOAV reimbursed for AWOS radio work. There was no FAA reimbursal.

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

There has been a problem with the Dominion Energy billing and it was felt with the poor customer service being given, the whole process needs to be escalated to the main Finance Department and it would be pursued by the Treasurer.

The report was accepted as presented.

Legal Counsel Report

None

Old Business

Fuel farm discussion

Moved to the December

Labor force

One new hire has been added part time.

New Business

Meeting time change

After a brief discussion, a motion was made and seconded to change the meeting time as a trial basis to 6:00 pm on the second Thursday of each month. December 14 meeting will be at 6:00 pm. The exception being on January 11, 2024 for the DOAV and FAA meeting scheduled for 9:00 am.

The Motion carried.

Adjournment

A motion was made and seconded to adjourn the Board meeting at 10:53 am.

The Next Authority Monthly Meeting is scheduled for December 14, 2023 at 6:00 pm.

Respectfully submitted,
Sara West
Secretary/Treasurer
November 9, 2023