

**Essex County Airport Authority Meeting  
December 14, 2023  
6:00 pm**

**Call to Order and Welcome**

**Attendees**

Barry Bates  
John McDonald  
Sara West  
Mike Maurer  
James Acors  
Jim Evans  
Jeff Tarkington  
Alvin Lynn- Guest

**Invocation**

**Pledge of Allegiance**

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

A motion was made and seconded to approve the agenda as presented.

**Executive Session**

At 6:04 pm, on a motion by Mr. Maurer, seconded by Mr. Acors, the Essex County Airport Authority voted to go into Executive Session pursuant to the 1950 Code of Virginia, §2.2-3711 A.1, as amended, for discussing personnel matters. The motion carried unanimously.

On a motion from Mr. Acors, seconded by Mr. Maurer, 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 A.1 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. Maurer – yes; Mr. Acors – yes; Mrs. West – yes; Mr. McDonald – absent.

The Chairman reminded those in attendance that no action is taken during Executive Session.

The open session was reconvened at 6:09 pm.

### **Approval of Minutes of the November 9, 2023 Meeting**

A motion was made and seconded to approve the minutes of November 9, 2023 meeting.

### **Public Comment**

None

### **Presentations**

**None**

### **Anticipated Action Items**

None

### **Consultant's Report**

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

Mr. Tarkington stated there will be an agenda provided by both State and Federal attendees for this meeting. There will be time for questions for both organizations.

A brief discussion was held on possible future Federal and State funding items available. This discussion would continue during the next couple of meetings.

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

Mr. Evans reported there is a quote of repair for \$4,900 for the Ford courtesy car. Both cars were having mechanical issues and the Nissan is back in service. There will be continued discussion at the January 2024 meeting.

Mr. Evans requested a new electrician be found for the airport, as there are several needs for that service. The previous electrician is no longer available.

One hangar client is getting a notice to vacate, as lease requirements are not being met.

### **Treasurer's Report**

Mrs. West presented the November Budget Tracking report.

There was a DOAV reimbursal for \$961.

Essex County submitted the polling location fee of \$150 for the November election.

The problem with the Dominion Energy billing process is continuing and it is to be escalated to the proper authorities by the Treasurer.

The Airport's general liability insurance with USI/Starr Aviation is due mid-January for the annual rate of \$9,718.

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

### **Legal Counsel Report**

None

### **Old Business**

Fuel farm discussion

Update to be discussed in January.

Courtesy car

To be continued at the January 2024 meeting.

### **9New Business**

Carpet stains in terminal building

Moved to January agenda item.

### **Adjournment**

A motion was made and seconded to adjourn the Board meeting at 6:45 pm.

**The Next Authority Monthly Meeting is scheduled for January 11, 2023 at 9:00 am. and will be followed by the DOVA and FAA ACIP meeting at 10:00 am.**

Respectfully submitted,

Sara West

Secretary/Treasurer

December 14, 2023