

Essex County Airport Authority Meeting
February 9, 2023
9:00 am

Call to Order and Welcome

Attendees

Barry Bates
Mike Maurer
John McDonald
Sara West
Jim Evans
Jeff Tarkington
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 January 12, 2023 Meeting

A motion was made and seconded to approve the minutes for the January 12, 2023 meeting.

Public Comment

None

Anticipated Action Items

None

Consultant's Report

Jeff Tarkington, 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, and all was in line with FAA guidelines and awaiting notification from the FAA for the next steps.

The Board held a brief discussion on other possible project needs for future plans.

Mr. Maurer requested a master plan update from the consultants to have for review at an upcoming meeting.

Airport Manager's Report

Mr. Evans noted that one hangar lease renewal is due for January and is expected shortly.

There has been an increase in LL100 gas purchases and jet fuel was down in sales this past month.

The parking ramp lights controller is needing replacement at a quote is being received which is to be approximately \$800.

Mr. Evans noted the damaged hangar panels had been replaced.

He was asked to get a quote on the traffic counter system potential for the airport.

Military traffic is exempt. This item is be an agenda item for the March Board meeting.

Treasurer's Report

Mrs. West distributed the Budget Tracking Report for January 2023.

One FAA reimbursal was received for \$6,373 for the parallel taxiway permitting and mitigation.

Monthly bills were normal with the exception of the electric bill charges which are up considerably due to weather and rising power company costs.

The VRA bond payments were received from Essex County and the Town of Tappahannock and deposited January 3, 2023.

All payroll tax forms for the 4th Qtr. of 2022, annual reports for 2022 and 2022 W-2s were filed on time.

There were no questions to the report.

The report was approved as presented.

Legal Counsel Report

None

Old Business

Hangar Lease Update

The update on hangar leases was presented and all are up to date.

New Business**CD discussion**

An interest in investing in CDs was discussed briefly and will not be pursued further, as there are limitations on financial institutions investing with government controlled businesses.

Adjournment

A motion was made and seconded to adjourn the Board meeting at 9:53 am.

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

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