

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

Call to Order and Welcome

Attendees

Barry Bates
John McDonald
Sara West
James Acors
Jim Evans
Jeff Tarkington
Mike Maurer – 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 February 9, 2023 Meeting

A motion was made and seconded to approve the minutes for the February 9, 2023 meeting.

Public Comment

None

Anticipated Action Items

None

Consultant's Report

Jeff Tarkington, of Talbert and Bright Consultants, addressed the Parallel Taxiway Project plans since the last meeting. The bidding is not set yet Pending FAA guidelines. There was discussion on future projects and grant monies available. This included information on the Bipartisan Infrastructure Law Funding and a schedule of the Parallel Taxiway project in plan n ow.

Mr. Tarkington noted the DOAV Spring Workshop is May 24 and 25, 2023 in Staunton. The DOAV Annual Convention is scheduled for August 2023 in Williamsburg.

Airport Manager's Report

Mr. Evans stated sales of 100 LL fuel were good and Jet fuel sales were up as well. There has been an order place for 8,000 gals of 100LL fuel.

It was noted there has been a need for overhead door maintenance and would be scheduled.

Mr. Evans asked for the traffic counter system discussion to be moved to the agenda for the April Board meeting, as he was waiting for more information on the system.

All hangars are occupied and the waiting list stands at 19.

Treasurer's Report

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

She stated there was an FAA reimbursal of \$21,003 for professional services.

Bills for the month were normal, and there were no major expenditures for the month.

There were no questions to the report.

The report was approved as presented.

Legal Counsel Report

None

Old Business

Hangar lease update

All leases are current.

CD Discussion

Mr. Bates stated a portion of the reserve account in the Authority budget would allow for some of the funds to be invested in a CD account as had been done previously.

After a discussion on length of twelve or eighteen months and interest rate earned, which were quoted from several institutions, a motion was made by Mr. Acors and seconded by Mr. McDonald, to move up to \$190,000 to a CD. This is to be approved by the Finance Committee before being done, and the entire Authority Board informed of the process. The motion carried unanimously.

There will be an update of this action at the April meeting.

Old Business – contd.

Air Traffic Counter System Discussion

This item was moved to the April meeting, as discussed in the Airport Manager's report.

New Business

None

Adjournment

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

The Next Authority Monthly Meeting is scheduled for April 13, 2023 at 9:00 AM

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