

**Essex County Airport Authority Meeting  
April 13, 2023  
9:00 am**

**Call to Order and Welcome**

**Attendees**

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

**Invocation**

**Pledge of Allegiance**

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

Agenda approved as presented.

**Presentations**

Mr. John Lawler – Hangar discussion to be continued to the May Board meeting.

**Executive Session**

None

**Approval of Minutes of the March 9, 2023 Meeting**

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

**Public Comment**

None

**Anticipated Action Items**

None

### **Consultant's Report**

Jeff Tarkington, of Talbert and Bright Consultants, addressed the updated Parallel Taxiway Project plans. He stated the FAA has given the approval to move forward with the June 15, 2023 bid opening phase for the taxiway construction. That stage should be completed with the low bid awarded potentially in 90 days.

The project will have another update at the May meeting.

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.

Mr. Evans, Airport Manager, will attend both meetings.

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

Mr. Evans stated sales of 100 LL fuel were good and Jet fuel sales were up as well.

He noted he is waiting on quotes for several repair needs. Camera on one of the hangars needs replacement, one hangar has a door leak.

There were two quotes received for hangar door inspections. Both quotes were for inspection, lubrication/service of all 30 doors. Additional discussion will take place at the next meeting with a confirmation of cost to the airport.

Mr. Evans is also awaiting a quote on a new fuel pump hose reel, ground reel and cabinet.

All hangars are full and there is still a waiting list of 20.

### **Treasurer's Report**

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

She noted the DOAV submitted a grant reimbursal for \$2,383 for the AWOS card system update.

The new HVAC system will be reimbursed in April for \$24,067.75.

The Certificate of Deposit discussion will be moved to the May meeting.

Mrs. West stated the FY2024 budget review meeting will be scheduled in May and presented to the Board and approved in June.

The report was approved as presented.

### **Legal Counsel Report**

None

### **Old Business**

#### **Hangar lease update**

All hangar leases are up to date and the April and May renewals have been requested.

Essex County has not been informed by the auditor if a newly required submission of leases for audit will be conducted as last year. We will be updated soon.

#### **Air Traffic Counter System Discussion**

This item was moved to the May meeting, due to receipt of details of the system.

**New Business**

None

**Adjournment**

A motion was made and seconded to adjourn the Board meeting at 10:20 am.

**The Next Authority Monthly Meeting is scheduled for May 11, 2023 at 9:00 AM**

Respectfully submitted,  
Sara West  
Secretary/Treasurer  
April 13, 2023