

**Essex County Airport Authority Meeting  
May 11, 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

**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 April 13, 2023 Meeting**

A motion was made and seconded to approve the minutes for the April 13, 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 confirmed the FAA has approved the June 15, 2023 bid opening phase for the taxiway construction. The pre bid meeting will be held at the airport on Tuesday, May 23<sup>rd</sup> at 10:00 am. The bid opening will take place June 15, at the airport at 11:00 am. The low bid will be awarded in 90 days, per the guidelines. The project will have another update at the June meeting. Mr. Tarkington reminded the DOAV Spring Workshop is May 24 and 25, 2023 in Staunton. The DOAV Annual Convention is scheduled for August 9-11 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. A LL100 fuel delivery is arriving this week. All hangars are full with a wait list of 20. Mr. Evans has received two quotes on a new fuel pump hose reel, ground reel and cabinet. One is repair/upgrade and the other is a new system. There were several questions to be addressed, and the final decision will be made at the June board meeting. An airworthy aircraft discussion will be an agenda item within the next two months.

### **Treasurer's Report**

Mrs. West distributed the Budget Tracking Report for April 2023 for discussion. She noted the DOAV submitted a grant reimbursal for \$\$24,067.75 for the HVAC system replacement. The FAA reimbursed the Authority \$9,847.56 for the consulting fees involving design, permitting and mitigation of the parallel taxiway project. The Certificate of Deposit discussion would be continued in June, as multiple avenues are being explored for best rates and benefits from at least 5 banks. Mrs. West stated the FY2024 budget review meeting is scheduled for May 16 and will be 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 May renewals have been requested and being received. The one contract requiring discussion resulted in a motion which was seconded and carried unanimously, to establish the contract involved is not modifiable and will be renewed as it stands.

#### Air Traffic Counter System Discussion

After a brief discussion, a motion was made and seconded to procure the air traffic counter system at an annual cost of \$1,200. The motion carried unanimously. The system will be helpful in logging all inbound and outbound air traffic. The military traffic is not included for security reasons.

#### Hangar camera inspection and repair

Mr. Evans stated a camera on one of the hangars is needing repair, and there can be grant approval for the process. The repair is scheduled within the next week.

#### New Business

Mr. McDonald said he had found a local equipment rental company which could provide equipment leases, with a State discount, to assist in inspecting high access for hangar and terminal buildings and potential repairs. The contact information will be kept for future need.

#### Adjournment

A motion was made and seconded to adjourn the Board meeting at 10:05 am.

**The Next Authority Monthly Meeting is scheduled for June 8, 2023 at 9:00 AM**

Respectfully submitted,  
Sara West  
Secretary/Treasurer  
May 11, 2023