

Essex County Airport Authority Meeting
June 8, 2023
9:00 am

Call to Order and Welcome

Attendees

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

Invocation

Pledge of Allegiance

Request for Changes to and/or approval of the Agenda

The Budget review discussion and Landscape work discussion were moved to Old Business, as the Budget Chairman could not attend by call as planned.

Presentations

None

Executive Session

On a motion by Mr. Acors and seconded by Mr. McDonald, the Essex County Airport Authority voted to enter into a closed Executive Session at 9:16 am. The purpose was to discuss prospective business or industry pursuant to the Exemption at Section §2.2-3711 (A)(5) of the 1950 Code of Virginia as amended.
The motion carried unanimously.

On a motion by Mr. McDonald and seconded by Mr. Acors, the Essex County Airport Authority voted to come out of the Executive Session.

The Authority certified that, to the best of each members knowledge, only public business matters lawfully exempted from open meeting requirement 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)(5) 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 members present was: Mr. Bates – yes; Mr. McDonald – yes; Mr. Acors – yes; Mrs. West – yes; Mr. Maurer – absent.

The Open Session was convened at 9:56 am.

Approval of Minutes of the May 11, 2023 Meeting

A motion was made and seconded to approve the minutes for the May 11, 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 noted the taxiway construction bid opening meeting has been moved from June 15, 2023 to July 12, 2023 at 11:00 am at the airport terminal building. There have been at least 20 interested inquires and a probable 6 major companies plan to bid.

The plans are still on track for selection by September and ground breaking Spring of 2024. Updates will continue at the monthly Board meetings.

The DOAV Annual Convention is scheduled for August 9-11 2023 in Williamsburg. Mr. Evans, Airport Manager, will attend.

Airport Manager's Report

Mr. Evans stated air traffic is up and there have been more fuel sales. Having the best price in the area at this time, new traffic and repeat business has been generated.

The air traffic counter system, discussed and approved by the Board, has been submitted for grant approval to determine the airport's portion of payment. Final information will be shared at the July Authority board meeting.

Treasurer's Report

Mrs. West distributed the May 2023 Budget Tracking Report for discussion.

The DOAV submitted a grant reimbursal for \$2,280.00 for the AWOS annual inspection and annual repair allocation. The DOVA also reimbursed for the AWOS IPU Card update for \$2,746.42.

Mrs. West stated the necessary paperwork was signed for CD establishment as approved by the Board.

The semi-annual VRA Bond payment requests were submitted to Essex County and the Town of Tappahannock for their portions of payment due by 6/29/2023. The Authority will pay the VRA bill prior to the July 1, 2023 deadline.

The report was approved as presented.

Legal Counsel Report

None

Old Business

Hangars update

All hangar leases are up to date and the June renewals have been requested and being received.

Lighting repairs are being completed as needed.

New Business

Landscape work - Several quotes were requested and received to clean the terminal property grounds and were discussed at length. A motion was made and seconded to table the discussion until the July Authority meeting, as Mr. Maurer is in charge of the project and was not in attendance at this meeting. The motion passed unanimously.

FY 2024 Budget Review – Mrs. West presented the FY 2024 Budget on behalf of Mr. Maurer, Finance Committee Chairman. After discussion, a motion was made and seconded to accept the budget as presented. The motion passed unanimously.

Adjournment

A motion was made and seconded to adjourn the Board meeting at 10:55 am.

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

Respectfully submitted,
Sara West
Secretary/Treasurer
June 8, 2023