

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

Call to Order and Welcome

Attendees

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

Invocation

Pledge of Allegiance

Request for Changes to and/or approval of the Agenda

None

Presentations

None

Approval of Minutes of the June 8, 2023 Meeting

A motion was made and seconded to approve the minutes for the June 8, 2023 meeting.

Public Comment

None

Anticipated Action Items

None

Consultant's Report

Jeff Tarkington, of Talbert and Bright Consultants, reviewed the stages of the Parallel Taxiway Project, and stated contractor selection is set for September and probable ground breaking in early Spring of 2024. Updates will continue at each monthly Board meeting.

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 continues to increase, and there have been more fuel sales. 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 August Authority board meeting.

There are two hangars with new tenants starting in August and September.

The windsock has been damaged and will be replaced soon.

Mr. Evans noted the Authority had received approval of 50% reimbursal for the air traffic counter system approved by the Board for purchase. \$700 is the airport cost, matched by the DOAV.

Treasurer's Report

Mrs. West distributed the June 2023 Budget Tracking Report for discussion. She noted this the last report of FY2023, as July 1 starts FY 2024.

All leases have been completed and sent the County audit as requested.

There was a FAA reimbursal for \$9,304.20 for the Consultant's design submission and the Richmond Times Dispatch ad for the contractor bid submission for the Parallel Taxiway project.

There are three audits being conducted by the Authority: the Corporate on August 22, the DOAV self-reporting audit for funds received this fiscal year due August 1, and a Workman's Compensation audit due August 13.

Quarterly taxes have been completed as required.

The report was approved as presented.

Legal Counsel Report

None

Old Business

Landscape work

As the dates of the quotes for work to be done have expired and no longer valid, the Board recommended basic maintenance work be done. A motion was made and seconded to table further discussion of the project and keep in mind that future work would need to be done in stages.

Air traffic counting system

This was discussed in the Manager's report.

Lease discussion

A motion was made and seconded to review the current hangar leases, submit comments on changes to the Secretary by end of August and send to legal for review.

The newly approved lease would be available for use by January 1, 2024 and the Board would give 60 days' notice to the clients.

New Business

None

Adjournment

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

The Next Authority Monthly Meeting is scheduled for August 10, 2023 at 9:00 AM

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