

**Essex County Airport Authority Meeting  
September 14, 2023  
9:00 am**

**Call to Order and Welcome**

**Attendees**

Barry Bates  
John McDonald-virtual call  
Sara West  
Mike Maurer  
James Acors  
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 July 13, 2023 Meeting**

A motion was made and seconded to approve the minutes of July 13, 2023.with one correction made.

Due to the August 2023 meeting being cancelled, there were no minutes

**Public Comment**

None

**Anticipated Action Items**

None

### **Consultant's Report**

Jeff Tarkington, of Talbert and Bright Consultants confirmed the FAA could not fund the Parallel Taxiway project this year and would be putting it on hold. There were five acceptable bids for the project and when the FAA opens the project funding again, a rebidding process would need to take place.

After a discussion on other needs at the airport, Mr. Tarkington stated a plan will be put together to use appropriated funds for other projects. Further discussion will continue at the October meeting.

It was noted the CIP annual meeting with DOAV and FAA representatives would be scheduled for the January 11, 2024 Board meeting. Time would be determined.

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

Mr. Evans stated both 100LL and Jet fuel sales were up, and a jet fuel delivery is scheduled for September 19.

He noted one of the courtesy cars had a bad transmission and, after a discussion on cost, it was decided to get a quote on transmission replacement and a quote on possible sale of the vehicle. This information would be presented at the October meeting.

The AWOS is not working properly and is being repaired and the strobe lights are being repaired with a new circuit board needed.

The entry gate security is being repaired, and the hangar door repairs are ongoing.

The new flight data system purchased is operational and is producing detailed flight data.

### **Treasurer's Report**

Mrs. West presented the new FY2024 Budget Tracking report. She discussed both July and August data, as there was no August meeting.

There were fuel purchases during both July and August for a total cost of \$78,000.

The FAA processed grant reimbursals for Parallel Taxiway design and permitting and mitigation totaling \$25,664. The DOAV processed reimbursals for AWOS inspection and repair, replacement of the taxiway sign circuit board, and security camera repair totaling \$6,842.

The CDs established in May received their first quarterly interest return of \$1,987.

The annual corporate audit was done on September 13<sup>th</sup>. Final reports would be received soon.

Mrs. West stated the Board had sent flowers and a card in remembrance of Gordon Birkett, who had served as a founding member of the Airport Authority.

The report was approved as presented.

### **Legal Counsel Report**

None

## **Old Business**

### **Lease discussion update**

Lease contracts were distributed to members of the Board for review on possible updates needed. Comments on changes are to be submitted by the next meeting. Any approved changes would be sent to legal for further review. Airport clients would be given 60 days' notice of the effective lease start date of January 1, 2024.

### **Confirm Board position reappointment**

Mr. Bates confirmed the reappointment of Mr. McDonald to the Authority Board by the Essex County Board of Supervisors, his term expiring June 30, 2027.

## **New Business**

### **Banking discussion**

The Board discussed the current regional banking interests of the Authority, and decided to keep track of corporate headquarters' operations and their banking procedures.

## **Adjournment**

A motion was made and seconded to adjourn the Board meeting at 10:12 am.

**The Next Authority Monthly Meeting is scheduled for October 12, 2023 at 9:00 AM**

Respectfully submitted,  
Sara West  
Secretary/Treasurer  
September 14, 2023