

**Essex County Airport Authority Meeting
January 11, 2024
9:00 am**

Call to Order and Welcome

Attendees

Barry Bates
John McDonald
Sara West
James Acors
Jim Evans
Jeff Tarkington – Talbert & Bright
Steve Lambert – Talbert & Bright
Alvin Lynn- Guest
Bud Smith – Essex Co. Board of Supervisors

Visitors for the ACIP meeting at 10:00 am

Amy Wells- DOAV
Scott Denny- DOAV
Maria Ferello- DOAV
Jeff Wellman – Talbert & Bright – by call
John Robinson – FAA – by call

Invocation

Pledge of Allegiance

Request for Changes to and/or approval of the Agenda

A motion was made and seconded to approve the agenda as presented.

Executive Session

None

Approval of Minutes of the December 14, 2023 Meeting

A motion was made and seconded to approve the minutes of December 14, 2023 meeting.

Public Comment

None

Presentations

None

Anticipated Action Items

None

Consultant's Report

Jeff Tarkington, consultant with Talbert & Bright, held a preliminary discussion of potential information being discussed at the ACIP meeting with DOAV and FAA representatives at 10:00 am.

Mr. Tarkington stated an agenda will be provided by both State and Federal attendees and there will be a question and answer period for both groups.

A brief discussion was held on hangar needs and the item has been continued for the February Board meeting.

It was announced the State Aviation Day at the General Assembly is February 8, 2024, to be held in the Patrick Henry Building first floor conference room 1, 8:00 am – 2:00 pm.

The Authority Board recessed at 9:50 am to begin the ACIP meeting at 10:00 am. All attendees for the meeting are listed in the Attendees and Visitors section prior.

The Authority Board reconvened at 11:15 am to continue the Board's monthly meeting agenda.

Airport Manager's Report

Mr. Evans reported on fuel delivery, fuel purchases and hangar rent. A motion was made, seconded and carried unanimously to send a letter to the hangar tenant in violation of the lease agreement. The letter will be sent immediately.

The windsock has issues functioning properly and will be checked for adjustment possibilities. The DOAV confirmed it will fund the repairs.

Mr. Evans discussed computer equipment issues, and Bud Smith, Essex County Board of Supervisors, stated the airport could feel free to use the Essex County IT department for any assistance with issues.

Treasurer's Report

Mrs. West discussed the December 2023 Budget Tracking report.

There was a DOAV reimbursal for \$6,675.92 for computer equipment maintenance.

A reimbursal was also received for \$5,202 for the AWOS Voce Card replacement.

The VRA semi-annual bond payment was made on schedule, and the Authority received both the Essex County and Town of Tappahannock payments.

The CDs earned quarterly interest payments.

There were no questions to the report and it was accepted as presented.

Legal Counsel Report

None

Old Business

Fuel farm discussion

Item moved to the February meeting, in order for the Airport Manager to receive a quote for discussion. It was confirmed the reimbursal would be 2/3 DOAV and 1/3 airport funds.

Courtesy car

The Ford courtesy care was determined not to be repaired and would be scrapped. The Nissan is in service.

New Business

Carpet stains in terminal building

Discussion was moved to future meeting and quotes to clean were requested for the discussion.

Hangar discussion

This was covered in the consultant's report.

Adjournment

A motion was made and seconded to adjourn the Board meeting at 11:48 am.

The Next Authority Monthly Meeting is scheduled for February 8, 2024 at 6:00 pm

Respectfully submitted,
Sara West
Secretary/Treasurer
January 11, 2024