

## Johnson County Airport Board

### Minutes April 16, 2018

The regular meeting of the Johnson County Airport Board was called to order by Chairman Fink at 8:30 a.m. on Monday, April 16, 2018. Board members present were Jim Purdy, Randy Dyess, and Gerald Fink. Others present were Commissioner Bob Perry, Leah Henderson, Dayton Alsaker and Dwight Stuller, with DOWL, the airport's engineering consultant, Jim Martin and Bruce McWhorter.

#### Bills:

The following bills were presented for payment:

- Johnson County Aviation Mgt.           \$2,300.00
- Stanley Sanitation-Trash Pickup       405.00
  - 8-1-2017-3-1-2018
- Gerald Fink – Postage reimb.           11.90

Dyess moved that these bills be approved along with the regular utility bills. Purdy seconded. Motion carried.

In response to discussion as to who should be the signors on the Airport Service Station (Fuel) account at First Northern Bank, Dyess moved, seconded by Purdy that all five board members, Randy Dyess, Gerald Fink, Jim Purdy, Clint Culliton and Keith Neustel sign on the account and be allowed access. Further moved to activate electronic monitoring of the account by the board. Motion carried.

As of 4/10/2018 the balance in the Fuel account was \$20,285.98. Previous balance was \$12,224.11. \$8,275.40 was added from fuel sales. \$213.53 was debited from the account by Heartland Payment Systems for processing fees.

#### Old Business:

The Wildlife Fence project is complete and FAA has approved the submission of the final Request for Reimbursement from the grant.

#### New Business:

Airport consultants from DOWL, Leah Henderson, Dayton Alsaker and Dwight Stuller were present to discuss snow removal equipment and help analyze what type of equipment would best suit the needs of the airport. The board has two years of airport entitlement funds available in the amount of \$300,000 plus matching amounts from WYDOT of \$18,000 and Johnson County Funds in the amount of \$13,000 to be budgeted for 2018-19. Equipment discussed included a front end loader, 3 ½ yard capacity with a snow bucket and a push blade plus possibly a new plow for the current plow truck. The consultants will seek more information and cost estimates for this equipment.

Crack Seal – Engineers from WYDOT were on the airport recently and agreed that cracks in the apron and taxiway pavement needed to be re-sealed even though this was done two years ago. WYDOT will share in this cost.

Chip sealing the parking area, which would be totally county expense is out of the question this year. Some funds will be sought to do some patching of pot holes.

2018-2019 Airport Budget:

The proposed budget request for 2018-19 was reviewed and suggestions for grant match, capital improvements and repair and maintenance were considered. Agreed that there would be not need for capital improvement money. Leah, DOWL, will get some cost figures for the apron/taxiway/runway crack seal that needs to be done this year. WYDOT will help with the cost in the amount of 80% of the cost. Funds will be added to repair and maintenance for patching the parking lot. Dyess move seconded by Purdy to adopt these numbers and authorize the chairman to make adjustments based on the number Leah gets for the crack seal project. Motion carried.

Airport Managers Report:

Citi Services, the fuel supplier has suggested that the airport adopt Phillips 66 branding at the airport. While this will require some additional paper work for the manager, it will provide a priority status to the airport for fuel availability and provide \$50 million liability coverage in the event of a fuel related issue. No action taken at this time.

An issue regarding snow plowing on the airport was discussed. Suggestion that the board needs to adopt a specific snow removal policy to include but not limited to (1) distance away from hangars to plow specified at 5 feet +/- 2 feet, (2) if hangar snow is shoveled out to the plow zone before plowing begins, airport will remove the snow when they are plowing, (3) hangar owners responsibility to have vehicles moved from in front of the hangars when plowing is needed. A map of the plow route could be developed.

Obstruction Survey: Airport has received a notice from FAA that based on the 2012 survey and recent fence construction some concern regarding obstruction notification were noted. Consultants will help follow up on this issue.

Operations

- Rotary                    \_24
  - Fixed Wing               \_180
  - Jets                       \_14
- Fuel Sales (gallons)
- Self- Serve           1,976
  - SS Transactions      126
  - Jet A                   1,315, 98 gallons of which went into snow plow equipment

Summary of Actions

Next Meeting Date: May 21, 2018

Meeting adjourned at 10:03 a.m.

Respectfully submitted,

Gerald Fink, acting secretary