Johnson County Airport Board

Minutes

**April 19, 2021**

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. Present were Jim Martin, Clint Culliton and Mike Bacon. Also present was Commissioner Bob Perry, Bruce McWhorter Airport Manager, Leah Whitfield, Justin Heid Aviation Planning Group, Mike Beckhoff Armstrong Cousultants, and Joe Feiler Recreation Aviation Foundation.

Martin moved, second by Bacon to approve the minutes of the March 15, 2021 meeting as presented. Motion carried*.*

Bills were presented as follows:

* Johnson County Aviation Mgt. $2,600.00

Bacon moved, second by Martin to pay invoices. Motion carried.

Old Business:

* DOWL
  + Leah, fielded many questions from the board regarding outstanding RFR’s, and status of reimbursements from the State and FAA. See Leah’s comments attached.

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*I wanted to follow up on a few items. As discussed I will prepare a spreadsheet and send over for better understanding of all three projects. I am about half way there but wasn’t able to finish it today.*

* *I met with Brandie yesterday and reviewed the outstanding items. An RFR has been submitted for the outstanding $55k Simon bill #4. Cheryl at WYDOT was out of the office today so I couldn’t stop by and visit with her. She is back tomorrow and should review and approve for Gerald’s signature.*
* *I have also received a revised invoice from DOWL for the seal coat final newspaper advertisements. I will hold that until we receive the final reports.*

**At the time of this writing, Leah was still working on the spreadsheet.**

* Av-Gas Card Reader
  + The account changeover is in process with the Bank of Buffalo. It was decided that all board members should be signers on the account.

Bacon moved, second by Culliton to have board members, Gerald Fink, Jim Purdy, Jim Martin, Clint Culliton and Mike Bacon be signers on the account. Motion carried.

* + New Card Reader status
    - The new reader needs to be ordered.

Additionally the current phone line used for the old card will be removed. The new card reader uses an internet connection.

Martin moved, second by Culliton to authorize Airport Manager McWhorter to proceed with ordering the card reader/internet set up and managing the changes for both. Motion carried.

* Parking Lot Plans
  + We have an estimate (received last summer when project was being considered) of $220,000 for this project. Leah confirmed we have $185,000 carryover dollars from the SRE that can be used. Additionally we will have $150,000 entitlement money. Engineering for design and construction usually runs approximately 20% of total project cost.

Our next move is to select an Engineering firm for this project.

Martin moved, second by Bacon to initiate the process of selecting an Engineering/Consulting firm for this project and the future. Additionally the board is desirous to terminate DOWL’s agreement. Motion carried.

New Business

* Planning Consultant/Engineering selection
  + Board agreed to move forward with advertising and selecting a “go forward” engineering firm. Details of proposed agreement still being work out, Jim Martin taking the lead with this effort.
* Board agreed to use Aviation Planning Group on a “as needed basis” for WACIP, DBE and other airport planning updates.
* Airport Logo Decals for SRE equipment
  + FAA requires a logo with the airports full name. Mgr. McWhorter will follow-up with procuring and installing the logos.
* Budget 2021-2022 fiscal year.
  + The board agreed on a budget request of $72,150.
    - Internet connection for Av. Gas Card Reader to be billed to county.
    - Johnson Co. Airport phone line to be billed to county.

Culliton moved, second by Bacon to submit $72,150 as our final budget. Motion carried.

Airport Report:

* Mgr. McWhorter introduced Joe Feiler Recreation Aviation Foundation (The RAF org). RAF is a national volunteer organization looking to create “back country” airstrips. They’re contacting/visiting airports across the country with the goal to work in partnership to create space of overnight aviation travelers. The RAF will assist (layout, labor and financial if needed) in creating the overnight spaces.

Discussions to continue.

Operations:

* Rotary - 14
* Fixed Wing - 180
* Jets - 18

Fuel Sales (gallons)

* Self-Serve – 2,488
* SST Transactions - 0
* Jet A - 2,912

With no further business to come before the board a motion was made by Culliton, second by Martin to adjourn the meeting. Motion carried. Meeting was adjourned at 10:54 am.

Next regular meeting will be May 17, 2021

Respectively submitted,

Mike Bacon, Secretary