Johnson County Airport Board

Minutes

**July 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 Jim Purdy. Also present was Bruce McWhorter Airport Manager, Leah Whitfield (via phone), Sean Christensen, Aviation Planning Group, Tim Wick, Morrison Maierle and Mark Hines and Ken Nichols (via phone) ,DOWL. The Board meeting was recorded by Airport Manager Bruce McWhorter.

Jim Purdy moved, second by Jim Martin to approve the minutes of June 21, 2021 meeting as presented. Motion carried*.*

Bills were presented as follows:

* Johnson County Aviation Mgt. $2,600.00
* Stanley Sanitation (now billed monthly rather than quarterly) $50.00

Jim Martin moved, second by Clint Culliton to pay invoices. Motion carried.

Old Business:

* DOWL
	+ Mark Hines discussed the discrepancies in the invoicing and lack of responsiveness on DOWL’s part in getting the construction projects closed out with WYDOT and the FAA. Board members were provided copies of the SRE, Seal Coat and Slope Repair project invoices and RFR summary updates provide by DOWL. There was lengthy discussion as to the issues with the close out of the projects and the process which consultants used to accomplish the same.
	+ Mark Hines contacted Ken Nichols via telephone to get his assistance with a resolution to the issues at hand. Ken Nichols indicated that by end of business this date, he would provide a detailed project accounting in balance sheet format to explain the billings and discrepancies with the Supplemental Agreement No. 1. Again lengthy discussion ensued concerning the timeliness of the agreement.
	+ Ken Nichols indicated that the check in the amount of $12,207.50 that DOWL sent to the County as a result of engineering errors in calculation of aggregate quantities on the AIP Project No. 3-56-0003-020-2020 (Slide Repair/Turn Around) was indeed owed to the County on the project. The final payment to the County from the FAA will be reduced by this amount Since DOWL sent the check with Johnson County as the payee. This check is submitted to cover the disallowed cost resulting from DOWL’s errors.
	+ Ken Nichols indicated that he, at the Board’s request, would send a detailed explanation of all RFRs and cost associated with the projects this date.
* Aviation Planning Group
	+ Leah Whitfield discussed the close out of the outstanding projects and indicated that the consultant was owed money on two outstanding invoices. Gerald Fink indicated the Board was holding the outstanding invoices to DOWL in the amount of $1,143.00 AND $1,600.00 totaling $2,743.00. Discussion ensued and the Board determined that these bills were previously authorized to be paid at such time as DOWL had satisfactorily completed the project closeout. As mentioned above, if DOWL provides the information as requested concerning the project closeout accounting these monies can be released.

Clint Culliton moved and Jim Martin seconded to direct Gerald Fink to execute the Supplemental Agreement No. 1 when this “explanation” was received by the Board. Motion carried.

* Av-Gas Card Reader
	+ Updated Card Reader status
		- Bruce McWhorter presented an updated installed quote from fuel dispenser supplier.QTpod will give us $2500 trade-in for our current system, this netted the Board a lower cost. The system will be installed by a third party installer and will be installed in about three/four weeks.
		- The check for the installation has been executed and will be paid from last year’s budget when the system is installed
* Parking Lot Plans
	+ On hold until consultant is selected.

New Business

* Leah Whitfield offered to assist the Board with updating the WACIP. Questions were brought about potential conflicts of interest if Aviation Planning Group accomplished this task since this task will probably be in the Request for Qualification from consultants in the upcoming consultant selection work scope section. Jim Martin will confer with Melissa Palka P.E. WYDOT about potential conflicts of interest.
* Gerald Fink discussed the next grant as part of the ARGP program. This grant is in the amount of $32,000.00 and will be used to offset the cost of the airport manager’s contract fees. It was noted that if the airport decides to not accept the grant sufficient justification must be provided. Consensus by the Board is to accept the grant in the amount of $32,000.00. Motion to direct the Chairman to execute the ARGP grant was made by Jim Martin and seconded by Clint Culliton. Motion Passed.

Airport Report:

* Manager Bruce McWhorter indicated the operators of the incident crews/equipment during the recent fires questioned if the airport needed to access a flow fee on fuel they dispensed from their own trucks/sources. Discussion ensued and the board decided not to access sprayers for hoppers or crop dusters any fees. There was discussion concerning accessing the fire fighter crews a fee but no action was taken.

Operations:

* Rotary - 24
* Fixed Wing - 206
* Jets - 30

Fuel Sales (gallons)

* Self-Serve – 2,360
* SST Transactions- 66
* Jet A - 3,413

With no further business to come before the board a motion was made by Clint Culliton, second by Jim Martin to adjourn the meeting. Motion carried. Meeting was adjourned at 10:15 am.

Next regular meeting will be August 16, 2021

Respectively submitted by Jim Martin for Mike Bacon, Secretary