

Johnson County Airport Board  
Meeting Minutes

**April 18, 2022**

**Roll Call:** The meeting was called to order by Chairman Jim Martin at 8:40 a.m. Board members present were Jim Martin, Mike Bacon, Gerald Fink, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager), Bob Perry (County Commissioner), and Morrison-Maierle representatives Eric Elder, Jarad Koltiska, and Tim Wick. The meeting was recorded by Bruce McWhorter.

**Approval of Agenda:** Jim Martin requested that the airport's current budget status be added to this month's meeting agenda (and all future monthly meetings). Mike Bacon moved and Pete Schumacher seconded a motion to approve the agenda as amended. Motion approved.

**Approval of Meeting Minutes:** Pete Schumacher moved and Gerald Fink seconded a motion to approve the Jan 17, 2022 meeting minutes. Motion approved. Mike Bacon moved and Gerald Fink seconded a motion to approve the Feb 21, 2022 meeting minutes. Motion approved. Gerald Fink moved and Mike Bacon seconded a motion to approve the March 21, 2022 meeting minutes. Motion approved.

**Correspondence:** None.

**Personnel:** No change.

**Financial:**

Current Budget Status: Gerald Fink presented an overview of the airport's financial status and mentioned that a surplus existed in the Aviation Management account because Covid Relief money was being used to cover this expense. This surplus could possibly be used to cover future improvements that cannot be funded through the Infrastructure Grants. He was uncertain of the exact amount of surplus available but would provide more detail at the May meeting. This topic was further discussed under New Business. See below.

Gerald also expressed concern that even though a hanger rent increase had been approved by the County Commissioners effective January 1, 2022, this increased revenue cannot be collected because the current lease agreements (including contact information) have been misplaced at the County Commissioners Office. This issue was previously discussed at the January meeting. Until current lease holders can be identified and informed of the rate increase, this increased revenue cannot be collected. Bob Perry agreed to address this issue with the County Commissioners.

**Bills:**

* Johnson County Aviation Mgt	\$2600.00
* Visionary Communications (Av-Gas internet card reader)	107.65
* Car Quest (hydraulic fluid for snowplow)	148.38

Pete Schumacher moved and Mike Bacon seconded a motion to approve payment of listed bills. Motion approved.

### **Old Business:**

\*Parking Lot Update: Jarad Koltiska explained that the Parking Lot Reconstruction Plan is proceeding nicely; the 60% Plan has been approved, and the 90% Plan will be submitted to Paulette (FAA) within the next week or two. He explained revisions to parking lot lighting that resulted from Board input at the March meeting. The updated proposal includes 7 new lights on 6 new steel poles, which will be secured in 2-foot diameter concrete bases with corrugated wrappers.

\*Restroom, Leach Field/Sewer line Proposal: Jarad also explained that the preliminary estimate to run a sewer line from the old hanger to a proposed city-services line just off airport property behind the north hangers is \$30,000; whereas the estimate for a new leach field to service the old hanger is \$10,000. In light of these cost differences, and realizing that the city-services line is still in the speculative stage with an unknown completion date, the board agreed that a new leach field would be the best option at this time.

Jarad went on to explain that in earlier discussions with Paulette (FAA), he was informed that the FAA would very likely approve a new leach field as part of the Parking Lot Reconstruction Plan, but the proposed restroom near the avgas facility would need to be purchased through a different funding source, such as the Infrastructure/FAA Authorization Grant (see below).

### **New Business:**

\*WYO Aeronautics Commission Tour, May 18 at 1:00: All present agreed that this will be a great opportunity to showcase the vitality of Johnson County Airport, including recently completed or pending improvements, and exposure to the wide range of aviation activities that occur here.

Jim Martin volunteered to lead the airport tour, get the word out to hanger occupants, and email the County Commissioners. Morrison-Maierle agreed to outline impending construction projects with engineer flags to highlight these improvements, and Bruce McWhorter agreed to lead a general cleanup of the FBO and associated airport facilities. All were encouraged to have their private aircraft "out and about" on tour day and to invite other local aviators to do likewise.

\*2022-2023 Budget Preparations: Jim Martin lead a discussion of the proposed Annual Airport Budget which is due to the County Commissioners by May 1<sup>st</sup>. Jim's initial stab at the budget included an increase of 5% on nearly every line in last year's budget to account for anticipated inflation and escalating fuel prices. Further adjustments were made based on Board input. Pete Schumacher moved and Mike Bacon seconded a motion to approve the proposed 2022-2023 Airport Budget. Motion approved.

\*Suggestions for Bipartisan Infrastructure/FAA Authorization (\$159/000 per year): Jim Martin suggested that the Runway End Identifier Light System (REILS) on RWY 31 be replaced by a modern LED system, such as that offered by Flight Light Inc. This system would draw less

power than the current system, have a longer life expectancy, and be more visible to the pilots of inbound aircraft. Estimated cost (including installation) is \$20,000. Tim Wicks suggested that the FAA would likely approve these new REILS due to the safety enhancement they provide.

Jarad Koltiska stated that in conversation with Paulette (FAA), the proposed restroom near the Avgas Self Service Facility cannot be included in the Parking Lot Reconstruction Grant; but it could possibly be approved under the Infrastructure/FAA Authorization Grant. If unable to be funded under the Infrastructure Grant, these proposals could possibly be funded with the existing Aviation Management surplus (depending on the amount of funds available). The Board agreed to continue discussion on these proposals at the May meeting.

Jarad also mentioned that Paulette (FAA) insisted that a new DUNS Number was needed to apply for the Bipartisan Infrastructure/FAA Authorization Grant and that a short timeline existed to provide this information. Jim Martin explained that previous grant applications have used a DUNS Number assigned to the Johnson County Commissioners and that separate numbers are not assigned to specific county activities. Jarad will ask Paulette if an exception to FAA policy can be made in light of Johnson County's protocol.

\*Airport Board of Directors Duties: Gerald Fink offered a proposed list of changes to the Airport Board Bylaws regarding assigned duties. The group decided, however, that individual members should review the current list of assigned duties before continuing this discussion. Pete Schumacher moved and Gerald Fink seconded a motion to table this discussion until the May meeting. Motion Approved.

### **Airport Manager Report:**

\*Comments/Concerns: Bruce McWhorter suggested that the Board consider ways to incentivize construction of private hangers along the new taxiway southeast of the FBO. Current Johnson County Airport construction rules require hanger rent payments to start as soon as a designated lot is reserved, which could be two to three years before hanger construction is completed (and maybe longer in light of current labor and material shortages). This is cost prohibitive to potential buyers who are often turned away by the high expense of hanger construction.

Jim Martin suggested that the county might be responsive to modifying these rules if it encourages airport development. In addition, because open hanger space is severely limited, the Board might also consider funding additional low-cost "box hangers" through available FAA grants. This topic will be further discussed at future meetings.

Bruce also informed the Board that wholesale avgas prices have risen to \$5.09 per gallon, and that further increases are anticipated. This will require an increase to the airport's current \$5.25 per gallon retail charge when a new load of fuel is needed. No immediate action is required.

### **\*Operations**

-Rotary	<u>16</u>
-Fixed Wing	<u>192</u>
-Jets	<u>10</u>

\*Fuel Sales

-Self-Serve (gallons)	<u>1894</u>
--Transactions	<u>64</u>
-Jet A (gallons)	<u>777</u>

**Action items:**

Gerald Fink will validate the available Airport Management surplus.

Bob Perry will pursue resolution of the missing hanger lease agreements.

Jarad Koltiska will discuss need for a new DUN Number with Paulette (FAA).

All members will prepare for the WYO Aeronautics Commission Tour.

**Next Meeting:** May 16, 2022, at 8:30

**Adjournment:** Meeting was adjourned at 10:30 a.m.

SIGNED

Pete Schumacher, Secretary