

Johnson County Airport Board
Meeting Minutes
June 20, 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), Morrison-Maierle representatives, Jarad Koltiska, and Tim Wick; plus Shane Romey (Pride of the West employee) and Richard Frankovic (realtor representing Highland Aviation). The meeting was recorded by Bruce McWhorter.

Approval of Agenda: Mike Bacon moved and Gerald Fink seconded a motion to approve today’s meeting agenda. Motion approved.

Approval of Meeting Minutes: Gerald Fink moved and Mike Bacon seconded a motion to approve the May 16, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: Jim Martin presented a letter from the Wyoming Aeronautics Commission thanking Bruce, the Airport Board, and Morrison-Maierle for the hospitality provided them during their visit last month. A big thanks to all who participated!

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented an overview of the airport’s end-of-May budget status with approximately \$45,000 remaining for this fiscal year. Approximately \$15,000 of this is designated for Grant Match, but without a project requiring matching funds, this portion of the budget cannot be expended. This leaves the airport with approximately \$30,000 of expendable revenue for this fiscal year which ends June 30, 2022.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>	*Floor-D – FBO flooring	<u>\$6634.07</u>
*Atter’s Furniture – couch	<u>\$1450.00</u>	*BCC – printer	<u>\$604.20</u>
*Romain Construction – concrete repair	<u>\$3,064</u>	*Honnen Equip – plow edge kit	<u>\$3413.85</u>

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

Old Business:

*Parking Lot Update: Jarad Koltiska and Tim Wick reported that all required documents have been prepared, submitted, and approved and that LJS Concrete & Excavating of Big Horn, Wyoming has been awarded the contract with construction beginning mid-August 2022 (pending negotiations may accelerate this start date). One remaining step is for the Airport Board to approve finalization of this contract. Gerald Fink moved and Pete Schumacher seconded a motion to approve contractor selection. Motion approved.

*Leach Field Estimate/Update: Tim Wick explained that the proposed leach field for the old hanger has been fully vetted by the FAA in the New Parking Lot Project. The only design change is adding an additional leg to the leach field to be located 12 feet from the first leg to ensure the field remains functional in event of partial blockage. The Airport Board must initiate a Septic System Permit application with Johnson County Small Waste Management which includes a \$200 application fee. Mike Bacon moved and Pete Schumacher seconded a motion to submit application. (Jim Martin offered to initiate application.) Motion approved.

*Box hanger spacing to meet fire codes: Jarad Koltiska stated that more research was required on this topic and that he would provide follow-up information at the August meeting. Tabled.

*Hanger Lease Agreements and Term Extensions: Several hanger occupants have requested changes to their Johnson County Airport lease contracts (extensions and/or ownership changes). Several members suggested that lease changes be effective on the date of purchase (private hangers) or the date of assignment (county owned hangers) and that rental rates be calculated at the most current county designated rate (January 2022). Questions arose regarding how this policy would apply to an occupant requesting a term of 30 years whose rental contract was initiated several years ago at a lower rate---would a retroactive fee be assessed to cover the difference in rental rates, or should a new contract be initiated with a new effective date and the updated rate. Jim Martin moved and Pete Schumacher seconded a motion to table this discussion to gain further information from occupants seeking these changes. Motion approved.

New Business:

*Sale of Hanger #1 to KLV Investments: Richard Frankovic (Buffalo realtor) informed the Board that KLV Investments/Kyle Deaton has made an offer to purchase Private Hanger #1 and requested the Board approve transfer of the Hanger #1 lease agreement to the prospective buyer who will be relocating a portion of his aircraft fleet to Buffalo. Jim Martin moved and Pete Schumacher seconded a motion to approve Highland Aviation request. Motion approved.

*WCIP Update: Jarad Koltiska suggested that the Wyoming Capital Improvement Plan be updated to include all proposed and potential airport projects. Tim Wick offered to provide a listing of proposed projects from other Wyoming airports as a guide. Tabled for future discussion.

Airport Manager Report:

*Comments/Concerns: Bruce McWhorter recommended that a new grass mower be purchased to relieve wear and tear on the Bobcat that is currently being used to mow around the runway lights. He submitted several proposals from local equipment dealers and suggested that the John Deere Z7994R from C&B Equipment, Sheridan WY at \$15,250 appeared to be the best choice. The board agreed with Bruce's recommendation and suggested that this purchase be included in the end-of-year budget closeout. Gerald Fink agreed to coordinate with Vicki E

at the Commissioners Office on this additional budget item with an understanding that payment of all billing expenses would be withheld until equipment/improvement projects are delivered/finished and that several likely would not happen until next fiscal year. Gerald Fink moved and Mike Bacon seconded a motion to add the new grass mower to the approved list of June bills. Motion approved.

*Bruce also informed the board that due to escalating fuel prices, some aircraft operators are bringing their own bulk fuel to the airport to refuel, which diminishes airport operating revenue. He suggested these operators be charged a 20-cent/gallon Flow Fee (10 cents to the FBO/10 cents to the county) to supplement lost revenue. Mike Bacon moved and Pete Schumacher seconded a motion to approve Bruce's recommendation. Motion Approved.

*Operations

-Rotary	<u>24</u>
-Fixed Wing	<u>192</u>
-Jets	<u>18</u>

*Fuel Sales

-Self-Serve (gallons)	<u>1900</u>
--Transactions	<u>64</u>
-Jet A (gallons)	<u>3600</u>

Action items:

- *Jarad will research box hanger spacing and fire code restrictions
- *Jim Martin will submit Johnson County Waste Management leach field application

Next Meeting: July 18, 2022, at 8:30

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

SIGNED

Pete Schumacher, Secretary