

Johnson County Airport Board
Meeting Minutes
July 18, 2022

Roll Call: The meeting was called to order by Chairman Jim Martin at 8:30 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), Jackie and James Iberlin (private hanger owners), and John DeMatleis (visitor). The meeting was recorded by Bruce McWhorter.

Approval of Agenda: Mike Bacon moved and Pete Schumacher seconded a motion to approve today's meeting agenda. Motion approved.

Approval of Meeting Minutes: Mike Bacon moved and Pete Schumacher seconded a motion to approve the June 20, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: Jim Martin presented the following documents:

- *Assignment of Land Lease Agreement between Highland Aviation and KLV Investments, LLC.
- *WYDOT Aeronautics approval of State Grant-in-Aid for New Parking Lot Project
- *FAA Concurrence in Award to LJS Concrete and Excavating, Inc. for New Parking Lot Project
- *Johnson County Planning Dept Permit to Construct Small Wastewater Treatment Facility

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented an overview of the airport's end-of-June budget status with approximately \$15,000 remaining for fiscal year 2022. The County Commissioners have not yet approved the airport budget for fiscal year 2023 which began July 1, 2022 but approval is expected this week.

Bills:

- | | | | |
|--|------------------|-----------------------------|--------------------|
| *Johnson County Aviation Mgt | <u>\$2600.00</u> | *AVGAS-City Service Valcon | <u>\$55,179.36</u> |
| *Swede's Fire Ext Service | <u>\$546.00</u> | *Parking Lot engineering-MM | <u>\$32,897.00</u> |
| *Casper Tribune-SOCE Notice-Parking Lot Contractor Selection | | | <u>\$1031.92</u> |

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

Old Business:

*Private Hanger Lease Extension: Jackie and James Iberlin requested that the lease on the hanger they purchased two years ago be extended to a 30-year term backdated to the original purchase date, with lot rental continuing at their current rate. James will search for his documentation of this purchase to validate date of sale and provide this information to Jim Martin. Pete Schumacher moved and Mike Bacon seconded a motion to approve as requested. Motion Approved.

*Private Hanger Sales and Lease Extensions: Prompted by the Iberlin's request, the Board continued a discussion of the protocol for lease assumption, new lease, and rental rates. The Board agreed that if a private hanger is sold and the new owner wishes to assume the previous owner's lease contract, the new owner's lease will be backdated to the original owner's purchase date and rent will continue at the previous owner's rate. If on the other hand, the new owner wants a new lease contract, the Board may approve up to a 30-year lease at a rate determined by the Board. Pete Schumacher moved and Mike Bacon seconded a motion to approve this protocol. Motion approved.

*Box hanger spacing to meet fire codes: Jarad Koltiska and Tim Wick provided an overview of State Fire Codes (minimum spacing between hangers, required fire walls, etc) but emphasized that fire codes are negotiable and that fire marshals can deviate from code requirements based on hanger design, planned utilization, and a wide range of other variables; and numerous deviations have been approved throughout Wyoming. Because neither Buffalo or Johnson County have fire marshals, approval of hanger design, layout, and fire protection would fall to the Wyoming State Fire Marshal (Jeff Shane). The initial step in the process would be for the Airport Board to propose an initial design and then forward it to the State Fire Marshal for evaluation. Topic closed.

*WCIP Update: Jarad Koltiska and Tim Wick provided an updated list of projects to be included in Johnson County Airport's Wyoming Capital Improvement Plan. The updated plan will be distributed to board members for discussion at the August monthly meeting. Tabled for further discussion.

*Parking Lot Update: Final documents for the new parking lot project have been approved at both the FAA and Wyoming DOT levels and are awaiting final approval by the Johnson County Attorney. The deadline for this approval is August 5, 2022. Jarad Koltiska will contact Paulette at the FAA to verify contract was forwarded via BlackCat and Jim Martin will remind the County Attorney of this impending deadline. Gerald Fink moved and Mike Bacon seconded a motion authorizing Chairman Jim Martin to sign all subsequent documents related to the New Parking Lot Project. Motion approved.

New Business

*Request for Statement of Qualifications-Engineering Consulting Firm: Jim Martin presented a notice to be placed in the Casper Tribune soliciting Statements of Qualifications (SOCE) from engineering firms interested in providing oversight of construction projects at Johnson County Airport (those specified on the updated WCIP). The Airport Board will review and score submittals to identify the most qualified applicant.

Airport Manager Report:

*Comments/Concerns: Bulk AVGAS prices have dropped slightly and Self-Serve is now \$6.75.

*Operations

-Rotary	<u>36</u>
-Fixed Wing	<u>176</u>
-Jets	<u>28</u>

*Fuel Sales

-Self-Serve (gallons)	<u>2054</u>
--Transactions	<u>56</u>
-Jet A (gallons)	<u>2477</u>

Action items:

*Jarad will contact FAA (Paulette) to verify distribution of Parking Lot approval via Black Cat.

*Jim Martin will remind the County Attorney of Parking Lot Final Authorization deadline.

Next Meeting: August 15, 2022, at 8:30

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

SIGNED

Pete Schumacher, Secretary