

Johnson County Airport Board
Meeting Minutes
January 16, 2017

The regular meeting off the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. Board members present were Chairman Gerald Fink, Randy Dyess, Kirk Kavanagh and Jim Purdy. Also present were Johnson County Commissioner Bob Perry, Jill Rosselott, Jim Martin and Ben Weaver (CPG), Cody Wyatt (WWC Engr.) and Airport Manager Bruce McWhorter. Also present was Barney Long.

Randy Dyess moved, seconded by Kavanagh to approve the December 19, 2016 minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$2,300.00
WWC Engr. (Wildlife Fence)	\$1,841.40
C&K Equipment – Bobcat repair	886.00

Dyess moved, seconded by Kavanagh to approve all bills plus all regular monthly bills. Motion approved.

Old Business

Shawn Thorson, DOWL presented an update on the status of the Master Plan project. The project is nearly complete and awaiting reviews and approval from FAA.

Cody Wyatt, WWC provided an update on the Wildlife Fencing project. WWC has received approval from FAA/WYDOT to retrofit the existing chain link fence with barb wire at the top to meet the eight foot height requirement. The bid documents will ask for this to be presented as an option. It was also pointed out that WYDOT has identified some additional funds available for the fence project in the amount of \$46,400 and has amended the grant to include the additional funds bringing the total current grant to \$219,775. The County's share of the increase will be \$5,156 for a total of \$24,420 bringing the funds available for this phase of the Wildlife Fence project to \$244,195.

New Business

Electric Controls Building Damage: While Ray Garland was plowing snow he backed into the building causing some damage. His insurance will cover the repairs however contractor Randy Dyess has not been able to find compatible materials to repair the building. Options for repair offered from the board included contacting FAA to try to find the source of the original materials as FAA was responsible for the original construction. Another option is to construct a new building over the top of the existing building and leave all of the electrical components attached as is. Dyess will check into these options.

FAA Risk Management Questionnaire: Fink reported that he had completed the Risk Management Questionnaire that was requested by FAA. The County has established policy to cover all aspects of the questionnaire.

Optional 1% Sales Tax Projects: The County is currently accepting applications for projects to be funded from the Optional 1% Sales Tax. The Board suggested that the airport could use a heavy loader to facilitate snow removal, particularly in the apron area and around the hangars where snow needs to be moved some distance to be stockpiled. Purdy will put together an application to seek funding for a used front end loader.

Board Re-organization: Nominations for officers of the board were made as follows:

- Chairman – Gerald Fink
- Vice Chairman: Jim Purdy
- Secretary – Keith Neustel
- Treasurer – Kirk Kavanagh

Kavanagh moved, seconded by Dyess that a unanimous ballot be cast for these nominees. Motion carried.

Airport Managers Report

Bruce McWhorter asked about placing snow fence in the area behind the private hangars and SRE building to try to keep snow from drifting onto to apron area. Following some discussion it was decided that placing steel post in the field area northwest of the SRE building could not be allowed due to the risk of aircraft potentially being on that area.

Airport Report

Operations:

Rotary	10
Fixed Wing	130
Jets	8

Fuel Sales:

Self Service	1,322 gallons
SS Transactions	80
Jet Fuel	463 gallons

Motion made by Randy Dyess, seconded by Keith Neustel to adjourn. Motion approved and the meeting adjourned at 9:10 a.m.

Respectfully submitted,

Gerald Fink, Acting Secretary

Johnson County Airport Board
Meeting Minutes
February 20, 2017

The regular meeting off the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on February 20, 2017. Board members present were Chairman Gerald Fink, Randy Dyess, Jim Purdy, Kirk Kavanagh. Keith Neustel was excused. Also present were Johnson County Commissioner Bob Perry, Jill Rosselott, Jim Martin and Ben Weaver (CPG), Cody Wyatt (WWC Engr.) and Airport Manager Bruce McWhorter.

Randy Dyess moved, seconded by Kavanagh to approve the January 16, 2017 minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$2,300.00
WWC Engr. (Wildlife Fence)	\$13,474.95
Verplanke Drilling – Well abandonment	1,725.00
Brake Supply-hydr. Rams for Snow plow	1,162.50
Johnson Co Aviation Mgt.	394.51
(Locks, \$241.45; hydraulic parts, \$153.06)	

Kavanagh moved, seconded by Jim Purdy to approve all bills plus all regular monthly bills. Motion approved.

Old Business

Cody Wyatt provided an update on the Wildlife Fencing project. WWC Engineering finishing the preliminary design, waiting on U.S.Fish & Wildlife Service to respond on wildlife impacts so that the CATEX (Categorical Exclusion) can be obtained. Hope to be able to go to bid in March, 2017.

Changes in the fence alignment has caused the need for an archeological survey at an estimated increase in design cost of \$2,500. Work Order #8 Amendment #1 to cover this change was presented. Moved by Dyess, seconded by Purdy to approve the amendment.

New Business

DOWL Engineering has suggested that the board approve the Master Plan, however after a question was raised about the Airport Layout Plan not showing the additional apron area along the new taxiway that needs to be completed if hangars are to be built on the south side of the taxiway, the board chose to delay approval until this question is answered.

Discussion was held regarding the relocation of the temporary fence across the taxiway in order to allow access to the Villages new hangar. Board members went out to the

site and agreed on a location for the fence that will suffice until the new wildlife fence is constructed later this year. Commissioner Perry will check to see if Road and Bridge folks can do the relocation. If not, a fencing contractor will be contacted.

Air Carrier Survey – the board has received a survey request from the Wyoming Dept. of Revenue. It was determined that the survey does not apply to the Johnson County Airport due to the type of flights that frequent the facility.

A concern was expressed about the future of the county owned property that is outside the airport boundary. The board will ask the county commissioners if a deed restriction of some type can be placed on the property so that future commissions cannot decide to sell or otherwise dispose of the property without consideration of the needs of the airport at that time.

The new wildlife fence alignment will take in a small acreage of the county owned land. WWC will contact FAA to determine if the acquisition of the land can be considered an in-kind contribution to offset part of the county's obligation to the wildlife fence grant.

Airport Managers Report

Bruce McWhorter reported the Avgas probe has been replaced however it requires a computer software upgrade in order to function properly. A vendor will install the software next week.

Airport Report

Operations:

Rotary	8
Fixed Wing	200
Jets	8

Fuel Sales:

Self Service	2,587 gallons
SS Transactions	120
Jet Fuel	340 gallons

No further business to be brought before the board, the meeting adjourned at 10:05 a.m.

Respectfully submitted,

Gerald Fink, Acting Secretary

Johnson County Airport Board

Special Meeting

March 8, 2017

A special meeting of the Airport Board was called for the purpose of addressing some questions regarding design on the Wildlife Fence and to hold an executive session to address a personnel issue.

The meeting was called to order by Chairman Gerald Fink at 8:30 a.m. Present were Fink, Randy Dyess, Kirk Kavanagh, Jim Purdy, Commissioner Bob Perry, Cody Wyatt, WWC Engineering and Jim Martin (CBG Engineering).

- Use of land acquisition value as cost share offset- the process through FAA cannot be completed in a time frame to accommodate the Wildlife Fence project. May be able to use land acquisition for future projects.
- Bid will include new chain link fence in the FBO area with an alternate bid for using existing fence with height extensions if needed to stay in budget
- Existing electric gates are acceptable at the current height and will not be replaced
- Other Gates – All gates will be two-12 foot panels placed so that they overlap with a cross bar fastener and chain locks. Walk through gates in FBO area will be equipped with key-pad locks

Temporary fence relocation – Kavanagh moved, Purdy seconded to accept a proposal by Powder River Fencing to relocate the fence at a cost not to exceed \$3,150. Motion Carried

At 9:30 a.m. Kavanagh moved to go into executive session for a personnel issue. Purdy seconded the motion. Carried. Fink, Kavanagh, Purdy, Dyess and Commissioner Perry were in attendance.

At 10:30 a.m. the board went back into regular session.

Dyess moved, seconded by Kavanagh to adjourn at 10:40

Respectfully submitted,

Gerald Fink

Acting Secretary

Johnson County Airport Board

Minutes

March 20, 2017

The regular meeting of the Johnson County Airport Board was called to order by Chairman Fink at 8:30 a.m. at the airport. Board Members present were Gerald Fink, Randy Dyess. Kirk Kavanagh joined the meeting by telephone. Keith Neustel and Jim Purdy were excused. Also present were Airport Manager Bruce McWhorter, Cody Wyatt, WWC Engineering, Jim Martin and Ben Weaver, CPG Engineering and Commissioner Robert Perry.

Kavanagh moved to approve the minutes of the February 20, 2017 regular meeting and also the March 8, 2017 Special Meeting. Dyess seconded, motion carried.

Dyess moved, seconded by Kavanagh to approve payment of the following bills:

- Johnson County Aviation Mgt. \$2,300.00
- WWC Eng. – Wildlife Fence \$12,561.40
- The Office – Office supplies 61.23
- Big Horn Coop – fuel 140.01
- Gerald Fink – ALP shipping expense 29.21
- Eaton Sales & Service – Fuel Tank probe 4,194.50

The motion carried.

Old Business:

Cody Wyatt, WWC reported that the wildlife fence design is nearly complete and ready to submit to FAA and Wyoming Aeronautics. Expects it will take 2-3 weeks for review before we will be ready to call for bids.

Audit Report: Fink reviewed the comments from the county's auditors regarding the audit deficiencies with regard to the board's handling of federal grant documentation for the taxiway project. Steps are being put into place to correct the deficiencies when dealing with future issues.

New Business:

Master Plan – Kavanagh moved to accept the new Airport Master Plan completed in 2017, seconded by Dyess. Motion carried.

The ALP's (Airport Layout Plan) have been signed by County Commission Chairman Novotny and sent off to Wyoming Aeronautics.

2017-2018 Airport Budget preparation: Fink mentioned that it is budget preparation time and the board has one more regular meeting before budget are due in to the County Clerk. Commissioner Perry suggested that the board not overlook requesting Optional 1% Sales Tax revenue to help cover the county's match for the federal grant to build the wildlife fence.

Dyess reported that it has come to his attention that the new door on the FBO Hangar was not installed correctly and the installer is being requested to correct the installation.

Discussion was held regarding the White Hangar. Johnson County Aviation Management (JCAM), the current FBO operator would like to lease the Hangar and sublease to the individuals that are now renting airplane storage space. This would give JCAM the flexibility to use space in the hangar periodically without displacing the occupants. Commissioner Perry stated that the Commissioners have discussed turning that Hangar management over to the airport board. Commissioner Perry will clear this proposal with the commission and respond with a procedure for transferring responsibility for this building. Airport Board can act on this at the next meeting.

Operations:

• Rotary	<u>8</u>
• Fixed Wing	<u>120</u>
• Jets	<u>12</u>
Fuel Sales (gallons)	
• Self- Serve	<u>1,467</u>
• SS Transactions	<u>120</u>
• Jet A	<u>1,160</u>

With no further business to come before the board, the meeting was adjourned at 10:00 a.m.

Respectfully submitted

Gerald Fink, Acting Secretary

Johnson County Airport Board
Meeting Minutes
April 17, 2017

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on April 17, 2017, with all Board members present. Also present were Johnson County Commissioner Bob Perry, Airport Manager Bruce McWhorter, Cody Wyatt (WWC Engr.), Jim Martin and Jill Rossellott (CPG), and Dayton Alsaker (DOWL-HKM).

Kirk Kavanagh moved, seconded by Jim Purdy to approve the March 20, 2017 minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$ 2,300.00
WWC Eng. (Wildlife Fence Project)	\$11,310.40
Powder River Fencing	\$ 3,345.00
Modern Electric	\$ 443.00
Modern Electric	\$ 549.12

Kirk Kavanagh moved, seconded by Keith Neustel to approve all bills plus all regular monthly bills. Motion approved.

Old Business

Dayton Alsaker (DOWL-HKM) presented an update on the Master Plan project. He stated final approval has been received from the FAA and we will receive hard copies of the MP and ALP shortly. He also said DOWL-HKM would be available to complete future DBE and WACIP paper work if so desired by the Airport Board.

Cody Wyatt (WWC) presented an update of the Wildlife Fencing project. The plans are going through a final internal review. The Environmental portion has been completed and has been submitted to the FAA. The project is projected to be bid late May or early June.

Kirk Kavanagh brought up the subject of weed abatement that has been done by the Johnson County Weed and Pest in the past. The Board said to contact the Weed and Pest and have them spray as they have in the past.

New Business

Chairman Gerald Fink presented the proposed 2017-18 Airport Board Budget to be sent to the Johnson County Commissioners. After discussion by the Board, Randy Dyess moved, seconded by Kirk Kavanagh to approve the proposed budget with the addition of \$5000.00 to be added for fence repair and authorization for Chairman Gerald Fink to

approve any minor adjustments prior to submitting to the Johnson County Commissioners.

Bruce McWhorter was instructed to move ahead with obtaining costs for the Jet Fuel Prove for the vacant underground tank and Hangar door installation to be able to have these items completed within this year's budget.

Chairman Gerald Fink reported that a letter was received from the Department of Environmental Quality stating we are no longer on probation in regards to the operation of the underground fuel tanks.

Chairman Gerald Fink also reported that the Airport Consultant agreement will expire at the end of the year and we should start the selection process of retaining an Airport Consultant shortly as this process is time consuming.

Airport Managers Report

Bruce McWhorter reported he is working on the update of the Airport Emergency Management Plan.

Airport Report

Operations:

Rotary	30
Fixed Wing	220
Jets	12

Fuel Sales:

Self Service	2,301 gallons
SS Transactions	118
Jet Fuel	1,916 gallons

Motion made by Jim Purdy, seconded by Keith Neustel to adjourn. Motion approved and the meeting adjourned at 9:45 a.m.

Respectfully submitted,

Keith A. Neustel, Sec.

Johnson County Airport Board
Meeting Minutes
May 15, 2017

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on May 15, 2017 with all Board members present. Also present were Airport Manager Bruce McWhorter, Cody Wyatt (WWC Engr.), Jim Martin and Ben Weaver (CPG), and Marilyn Connelly, Johnson County Emergency Management Coordinator.

Randy Dyess moved, seconded by Kirk Kavanagh to approve the April 17, 2017 minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$ 2,300.00
WWC Eng. (Wildlife Fencing Proj.)	\$22,320.15
DOWL-HKM	\$ 8,349.41
Airport Operators Assoc.	\$ 100.00

Kirk Kavanagh moved, seconded by Keith Neustel to approve all bills plus all regular monthly bills. Motion approved.

Old Business

Cody Wyatt stated the Wildlife Fencing Project has been submitted to the FAA and WAC with comments received from FAA and waiting comments from WAC. Randy Dyess moved, seconded by Keith Neustel to approve Work Directive 8 Amendment 2. Motion approved.

Jet Fuel Probe estimated costs of \$7,363.79 for the vacant underground fuel tank were presented to the Board. Kirk Kavanagh moved, seconded by Randy Dyess, to proceed with the project and the project is to be completed under this year's budget. Motion approved.

The Board discussed hangar door spray foam installation (estimated cost of \$3,500.00) and possible up-lifts to the interior of the lobby and rest rooms such as painting, improved lighting, carpet cleaning, etc.. Randy Dyess moved, seconded by Keith Neustel to move forward with the hangar door spray foam installation and other improvements based on this year's budget. Motion approved.

New Business

Marilyn Connelly, Johnson County Emergency Management Coordinator, asked the Board if they would consider a Mass Casualties Exercise on the Airport property

September 16, 2017. The Board had no problems with the exercise as long as the runway remained open and utilizing a partial NOTAM. Bruce McWhorter will continue working with Marilyn Connelly on reviewing our existing Emergency Management Plan.

Chairman Gerald Fink reported the meeting with the County Commissioners on the Airport 2017-2018 Budget will be on June 12th at 10:00 a.m..

Kirk Kavanagh moved, seconded by Keith Neustel to lease the old White Hangar to Johnson County Aviation Management per lease agreement till December 31, 2017 at \$450.00 per month with Johnson County Aviation Management to pay utilities. Motion approved.

Randy Dyess moved, seconded by Keith Neustel to allow Chairman Gerald Fink to approve leasing of T-Hangars. This will expedite the process which previously was done the by the Johnson County Commissioners. Motion approved.

Randy Dyess reported on the progress of the repair or replacement of the damaged Electric Control Building. After discussion by the Board, he will research further into what can be done. The Board wants to ensure the building will be repaired or replaced correctly and paid for by the Insurance Company.

Bruce McWhorter reported the fence has been repaired after damaged from the recent storms. Also, the Board requested the Weed and Pest spray along the existing fence line and that the electric fence needs to be turned on.

Airport Report

Operations:

Rotary	12
Fixed Wing	154
Jets	14

Fuel Sales:

Self Service	2070 gallons
SS Transactions	102
Jet Fuel	1079 gallons

Motion made by Keith Neustel, seconded by Jim Purdy to adjourn. Motion approved and meeting adjourned at 10:05 a.m..

Respectfully submitted,

Keith A. Neustel, Sec.

Johnson County Airport Board
Meeting Minutes
June 19, 2017

The regular meeting of the Johnson County Airport Board was called to order by Vice-Chairman Jim Purdy at 8:30 a.m. on June 19, 2017. Other Board members present were Randy Dyess and Keith Neustel. Also present were Airport Manager Bruce McWhorter, Cody Wyatt (WWC Engineering) and Jim Martin, Ben Weaver, and Jill Rossellott (CPG).

Randy Dyess moved, seconded by Keith Neustel to approve the May 15, 2017 minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$2,300.00
WWC Eng. (Wildlife Fence Proj.)	\$9,224.90
High Country Insulation	\$2,017.80
Design Painting	\$1,300.00
Bob's Super Clean	\$ 140.00
Big Horn Coop	\$ 100.01

Keith Neustel moved, seconded by Randy Dyess to approve all bills plus all regular monthly bills. Motion approved.

Old Business

Cody Wyatt reported the Wildlife Fence Project Pre-bid meeting will be June 23, 2017 and the bid opening will be June 30, 2017.

New Business

Keith Neustel moved, seconded by Randy Dyess to designate WWC Engineering to prepare the WACIP Update due by the end of July. Motion approved.

Airport traffic at the airport was discussed due to the "Eclipse" that will occur this summer. We will discuss this item at the next meeting.

Randy Dyess moved, seconded by Keith Neustel to authorize Jim Purdy to contact contractors interested in haying the airport property and to select a contractor to proceed with the haying. Motion approved.

Bruce McWhorter reported the Mass Casualties Exercise on the Airport property is on schedule.

Airport Report

Operations:

Rotary	18
Fixed Wing	210
Jets	24

Fuel Sales:

Self Service	2266 gallons
SS Transactions	120
Jet Fuel	3584 gallons

Motion made by Keith Neustel, seconded by Randy Dyess to adjourn. Motion approved and meeting adjourned at 9:10 a.m.

Respectfully submitted,

Keith A. Neustel, Sec.

Johnson County Airport Board
Meeting Minutes
July 17, 2017

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on July 17, 2017 with all board members present. Also present were Johnson County Commissioner Bob Perry, Airport Manager Bruce McWhorter, Cody Wyatt (WWC Engineering), Jim Martin, Ben Weaver, and Jill Rossellott (CPG), and Tim Wick (Morrison Maierle).

Randy Dyess moved, seconded by Jim Purdy to approve the June 19, 2017 minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$2,300.00
WWC Eng. (Wildlife Fencing Proj.)	\$7,095.18
Jo. Co. Weed & Pest	\$ 242.66

Randy Dyess moved, seconded by Kirk Kavanagh to approve all bills plus all regular monthly bills. Motion approved.

Old Business

Jim Purdy reported due to equipment breakdowns and scheduling the haying at the airport has not been completed.

Cody Wyatt presented the bids for the Wildlife Fencing Project. Randy Dyess moved, seconded by Keith Neustel to approve the low bid of \$242,692.00 from Hout Fencing of Wyoming Inc. as recommended by WWC Engineering subject to approval from the FAA. Motion approved. Randy Dyess moved, seconded by Keith Neustel to allow Chairman Gerald Fink to sign the Notice to Proceed upon all necessary approvals received by the appropriate agencies. Motion approved.

Chairman Gerald Fink presented the final 2017-2018 Airport Budget as adopted by the Johnson County Commissioners showing minor cuts from the proposed budget.

Jim Purdy reported he is still trying to work with Kirk Kavanagh to allow the use of American Express for fuel purchases.

New Business

No update information received on possible airport traffic increase due to the upcoming Eclipse in August.

Donald McManis has approached the Board on the possibility of construction of T-Hangars to lease. Nothing official has been received but any proposed construction would need to adhere to any existing lease agreement requirements pertaining to architectural standards before any consideration would be undertaken by the Board.

Jim Purdy moved, seconded by Keith Neustel to allow Chairman Gerald Fink to be the representative for the Airport Board in dealing with the Insurance Company for the repair of the Radio Building. Motion approved.

Airport Report

The Department of Environmental Quality inspection of the fuel tanks was completed with no problems. They suggested an audio alarm but this item is not required.

One T-Hangar lease is pending.

Operations:

Rotary	14
Fixed Wing	310
Jets	38

Fuel Sales:

Self Service	3576 gallons
SS Transactions	182
Jet Fuel	6337 gallons

Motion made by Keith Neustel, seconded by Randy Dyess to adjourn. Motion approved and the meeting adjourned at 9:30 a.m.

Respectfully submitted,

Keith A. Neustel, Sec.

Johnson County Airport Board
Meeting Minutes
August 14, 2017

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on August 14, 2017. Other Board members present were Randy Dyess, Jim Purdy, and Keith Neustel. Also present were Johnson County Commissioner Bob Perry, Cody Wyatt (WWC Engineering) and Jim Martin, Ben Weaver, and Jill Rossellott (CPG).

Randy Dyess moved, seconded by Jim Purdy to approve the July 17, 2017 minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$2,300.00
WWC Eng. (Wildlife Fencing Proj)	\$1,988.33
WWC Eng. (WACIP)	\$ 381.50

Randy Dyess moved, seconded by Keith Neustel to approve all bills plus all regular monthly bills. Motion approved.

Old Business

Cody Wyatt stated the Commissioners had signed the Grant Application for the Fencing Project and Chairman Fink signed the Contractors Agreement.

Discussion was held on the "Slide Repairs" about the possibility of moving this item to next year on the WACIP. The Board decided to leave it till 2019.

New Business

Nothing has been received concerning the upcoming Eclipse and possible increase in Airport Traffic.

Airport Report

Operations:

Rotary	10
Fixed Wing	380
Jets	44

Fuel Sales:

Self Service	4296 gallons
SS Transactions	252
Jet A	4530 gallons

Motion made by Keith Neustel, seconded by Randy Dyess to adjourn. Motion approved and the meeting adjourned at 8:55 a.m.

Respectfully submitted,

Keith A. Neustel, Sec.

Johnson County Airport Board

Meeting Minutes

September 18, 2017

The regular meeting of the Johnson County Airport Board was called to order by Chairman Fink at 8:30 a.m. at the airport lounge. Present were Gerald Fink, Randy Dyess, Kirk Kavanagh, County Commissioner Bob Perry, Cody Wyatt, WWC Engineering and Airport Manager, Bruce McWhorter. Also present were Jill Rosselott, Jim Martin and Ben Weaver of CBG Engineering. Jim Purdy joined the meeting by telephone. Keith Neustel was excused.

Dyess moved, seconded by Kavanagh to approve the minutes of the August 14, 2017 meeting. Motion carried

The following Bills were presented for payment:

- Johnson County Aviation Mgt. \$2,300.00
- Swede's Fire Ext. Service \$418.20
- WWC Eng. – Wildlife Fence \$5,688.36
- WWC Eng. – WACIP Prep \$2,953.90
- Hout Fencing of Wyoming \$60,481.54

Dyess moved to approve the bills as presented, seconded by Kavanagh. Motion carried.

Fuel Account: It was noted that the Self-Service Fuel account had a balance of \$29,254.34 on 9/10/2017

Old Business:

Cody Wyatt, WWC gave a report on the progress of the Wildlife Fence project. Order to Proceed was signed on August 8, 2017 and the contractor started work on September 1, 2017. Re-alignment of the fence near the SRE building to avoid utility lines was discussed. It was the consensus of board to let the contractor deal with the issue when he get to that point.

A mock mass casualty exercise under the direction of Marilyn Connolly, Emergency Management Coordinator was held at the Airport on September 16, 2017. Bruce reported that the exercise went well. Many of the first responders involved in the exercise had not previously been on the airport.

New Business:

Consultant Selection Process: Fink mentioned that we need to get started on this process. He will start getting the Request for Statement of Qualifications put together.

A quote for the annual service to the back-up generator was received from TW Enterprises in the amount of \$712.78. It is believed that this company is doing the

service for all county/city owned generators. Dyess moved, seconded by Kavanagh to accept the quote and have TW Enterprises provide the service. Motion carried

Other Airport Concerns:

- There have been issues with the Jet Fuel truck (one occasion). May have been an air lock someplace. Question raised as to whether the truck needs a check-up by someone who knows fuel pumps, filters, etc. Bruce will look for someone
- Some of the overhead heaters in the FBO Hangar are not working. Need attention before winter. Bruce was authorized to have them checked.

Operations

- Rotary 40
- Fixed Wing 360
- Jets 34

Fuel Sales (gallons)

- Self- Serve 4,266
- SS Transactions 240
- Jet A 5,892

With no further business to come before the Board, the meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Gerald E Fink, Acting Secretary

Johnson County Airport Board
Meeting Minutes
October 16, 2017

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on October 16, 2017. Other Board members present were Randy Dyess, Jim Purdy, and Keith Neustel. Also present were Johnson County Commissioner Bob Perry, Airport Manager Bruce McWhorter, Cody Wyatt (WWC Engineering), and Jim Martin and Ben Weaver (CPG).

Randy Dyess moved, seconded by Jim Purdy to approve the September 18, 2017 minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt. (Monthly Contract)	\$ 2,300.00
Johnson County Aviation Mgt. (Parts & Maint.)	\$ 569.49
WWC Engr. (Wildlife Fencing Project)	\$ 6,349.90
Swede's Fire Extinguisher Service	\$ 361.00
Hout Fencing	\$93,591.26

Randy Dyess moved, seconded by Keith Neustel to approve all bills plus all regular monthly bills. Motion approved.

Old Business

Cody Wyatt reported on the Wildlife Fencing project. Safety complaints received have been addressed.

New Business

Chairman Gerald Fink reported on the timetable for the Airport Engineering Consultant selection for a 5 year period. Advertisement will commence and a Statement of Qualification from prospective firms must be received by November 13, 2017.

Mr. and Mrs. Donald McMannis addressed the Board in regard to leasing the "Old White Hangar" which is presently leased by Johnson County Aviation Mgt. They would like to lease the hangar and establish a business utilizing the hangar. Since the hangar is presently leased, the Board will review the lease and address this issue at a later meeting as the present lease has a renewal clause and Johnson County Aviation Mgt. has indicated they would like to renew their lease.

Airport Report

Bruce McWhorter reported he has been contacted concerning moving two aircraft presently outside the Airport Property to inside the Airport Property before the new fencing is completed. After discussion by the Board, Randy Dyess moved, seconded by Keith Neustel to allow the two aircraft to be moved to within the Airport Property, to be coordinated with the Fencing Contractor and their schedule, and the Owners shall enter into a lease with monthly charges of \$50.00 per aircraft for the first year and \$300 per aircraft for the second year with the aircraft to be removed after two (2) years or the Ownership shall revert to Johnson County. Motion approved.

A letter was received from the Wyoming Airport Operators Association concerning hosting of their annual meeting. The letter will be given to the Economic Development Board.

Discussion by the Board ensued concerning the stabilization of the slide area repairs in connection with the fencing project. Commissioner Perry will check into the County doing work to fill in the slide and correcting the drainage pattern.

Operations:

Rotary	16
Fixed Wing	150
Jets	36

Fuel Sales:

Self Service	1567 gallons
SS Transactions	180
Jet A	4830

Motion made by Keith Neustel, seconded by Randy Dyess to adjourn. Motion approved and the meeting adjourned at 9:40 a.m.

Respectfully submitted,

Keith Neustel, Sec.

Johnson County Airport Board
Meeting Minutes
November 20, 2017

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on November 20, 2017. Other Board members present were Randy Dyess and Kirk Kavanagh. Also present were Johnson County Commissioner Bob Perry, Airport Manager Bruce McWhorter, Cody Wyatt (WWC Engineering), and Jill Rosselott, Jim Martin and Ben Weaver (CPG), Dayton Alsaker and Mike Beckhoff, DOWL; Tim Wick and Mr Koltiska, Morrison-Maierle; Donald and Mrs. McMannis .

Randy Dyess moved, seconded by Fink to approve the October 16, 2017 minutes. Motion approved.

The following bills were presented:

• Johnson County Aviation Mgt.	\$2,300.00
• WWC Eng. – Wildlife Fence	\$6,346.90
• Eaton Sales & Service	1,044.50
• TS Mechanical – hangar heaters	435.00
• Current Electric, LLC- Tower light	1,687.33
• Current Electric, LLC – REIL repair	2,763.60
• Johnson County – property tax	856.81
• TWEnterprises-Generator Service	898.33
• Johnson Co Aviation Mgt.	633.62
• Hout Fencing of Wyo	58,755.60
• Casper Star Tribune – RFQ adv.	222.28

Randy Dyess moved, seconded by Kavanagh to approve all bills plus all regular monthly bills but holding the Current Electric check in the amount of \$2,763.60 pending the outcome of negotiations with Hout Fencing and WWC regarding who is responsible for this cost. Motion approved.

It was noted that as of the date of this meeting the Balance in the Airport Fuel Account is \$3,774.49. A fuel purchase has been made in the last few days.

Old Business

Cody Wyatt reported on the Wildlife Fencing project. Substantial completion was signed off on November 13, 2017; Contractor needs to finish installing tie wires in some locations, complete seeding; some minor clean up yet to be done. Two change orders have been submitted, one for the six foot walk-through gate next to the FBO building and one for removal of some old barb wire fence and came inside the perimeter when new fence was installed. Fence looks good.

Mr. and Mrs. Donald McMannis met with the Board in regard to leasing hangar space to set up and aircraft maintenance business. It was determined that the Airport Board does not have any building space available at the present time. McMannis asked if he were to purchase an existing hangar, would he be allowed to operate an aircraft maintenance business. The Board will provide a copy of the land lease agreement in force for the hangars to be reviewed to see if anything in the lease would affect a

business operation. A new lease agreement for the business entity may need to be reviewed by the county attorney.

Chairman Gerald Fink reported on the timetable for the Airport Engineering Consultant selection for a 5 year period. FAA required the previous solicitation to be withdrawn due to some unacceptable wording and re-issued in a revised form. The solicitation for Statement of Qualifications (SOQ) will be published on 10, 17 and 24 with SOQ's due on December 1, 2017.

Commissioner Perry will keep in contact with the Road and Bridge Department regarding helping with the slide area erosion. They will work on it when time allows.

New Business

County Audit: Several questions have been raised by the auditors for the County regarding the Self-Serve Fuel sales. Discussion centered around the financial structure for this system and how it is a closed system with all sales money going electronically into the account and fuel inventory purchases being debited out of the account. There are no checks for the account and no funds can be withdrawn under the current structure. It was determined that some reports that can be generated by the Self-Service system might be used to answer the questions from the auditors.

Airport Report

It was noted that the Johnson County Aviation employees have some work to help stabilize the 'slide area' along the runway.

Due to some questions raised concerning fire code regulation it was noted that the Board needs to look into adopting a specific fire code before any new hangars are proposed in the vicinity of the Villages hangar.

The lease agreement for the "Old White Hangar" building will be up for renewal at the end of the year. Kavanagh moved, seconded by Dyess to renew the lease for Johnson County Aviation for this facility for a period of one year beginning January 1, 2018. Motion carried.

Operations:

Rotary	10
Fixed Wing	170
Jets	28

Fuel Sales:

Self Service	2,499 gallons
SS Transactions	110
Jet A	3,384 gallons

There being no further business to come before the board, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Gerald E Fink, Acting Secretary