

**Johnson County Airport Board
Special Meeting Minutes**

January 9, 2018

A special meeting of the Johnson County Airport Board was called to order by Chairman Fink at 1:30 p.m. at the Commissioners Conference Room in the Old Courthouse. The purpose of the meeting was to interview two firm that are in consideration for the Airports Engineering Consultant. Present were Jim Purdy, Kirk Kavanagh, Randy Dyess and Gerald Fink.

Kavanagh moved, seconded by Dyess to go into an executive session for the interviews with DOWL Engineers and Morrison-Maierle at 1:35 p.m.

The Board reconvened to the special meeting at 3:40 p.m. After discussing the characteristics and relative merits of the two firms and their ability to provide services to the airport each board member completed a Decision Matrix, scoring the two firms. Purdy moved, seconded by Kavanagh to select DOWL engineers to provide engineering services to the airport for the next five year period.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Gerald E Fink, acting Secretary

Johnson County Airport Board
Meeting Minutes
February 19, 2018

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on February 19, 2018. Other Board members present were Randy Dyess, Clint Culliton and Jim Purdy. Also present were Airport Manager Bruce McWhorter, Randy Dyess moved, seconded by Purdy to approve the January 15, 2018 regular meeting minutes. The following bills were presented:

- Johnson County Aviation Mgt. \$2,300.00
- Hout Fencing of Wyoming-Retainage \$24,630.95
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Dyess moved, seconded by Purdy to approve all bills plus all regular monthly bills. Motion approved.

Fuel Account:

The board reviewed the bank statement for the Fuel Account and noted a balance as of the February 10, 2018 statement date of \$21,755.36.

Old Business

Cody Wyatt , WWC was not in attendance but provided a written progress report:

- Draft completion report and record drawings have been submitted to FAA, WYDOT and the Airport Board.
- WWC recommended the release of retainage on February 13, 2018 in the amount of \$24,630.95 as they have supplied all of the close out materials.
- The ALP review is ongoing with assistance from DOWL. Will be submitted to the Board, FAA and WYDOT when completed.
- The DOWL Professional Services Agreement has been reviewed by Deputy County Attorney, Barry Crago and DOWL has made the requested edits to the agreement. Dyess moved, seconded by Purdy to approve the agreement and authorize the chairman to sign the same. Some discussion was held regarding DOWL's policy with regard to per diem charges when staff comes in from locations other than Sheridan. Motion carried.
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New Business:

- Board Re-organization:
 - The following slate of nominees for offices was presented
 - Chairman, Gerald Fink
 - Vice Chairman, Jim Purdy
 - Treasurer, Clint Culliton
 - Secretary, Keith Neustal/ Clint Culliton as backup
 - Dyess moved, seconded by Purdy to cast a unanimous ballot for this slate of nominees. Motion carried.

Airport Report

McWhorter reported that the T-Hangar units are all occupied at this time. The exhaust system on the snow plow truck has rusted out. An exhaust pipe without a muffler has been fashioned and is working at the present time. Board is ok with that.

Purdy mentioned that there are some kind of hard rubber cutting edges for snow plows that might work on the snow plows. Bruce will look into them.

Operations:

Rotary	28
Fixed Wing	170
Jets	12

Fuel Sales:

Self Service	2,087 gallons
SS Transactions	110
Jet A	481 gallons, 102 gallons of which went into the Snow plow truck and the Bobcat, 539 gallons of Jet A have been used in Airport equipment in the past year.

There being no further business to come before the board, the meeting was adjourned at 9:20 a.m.

Next regular meeting will be on March 19, 2018.

Respectfully submitted,

Gerald E Fink, Acting Secretary

March 19,2018

Due to a lack of a quorum, no meeting was held on this date.

For the record the following information was make available by Airport Manager, Bruce McWhorter:

No official meeting today but wanted to send these out:

Jet cycles	10
Rotor cycles	18
Fixed cycles	140

Fuel

Jet a 337 gallons of which 46 went into snow equipment. Current inventory 5200

100LL 1208 current total inventory 5983 of which 5872 is avgas and 111 is water (1.6inches)

Gerald E Fink

Chairman

Johnson County Airport Board

Minutes April 16, 2018

The regular meeting of the Johnson County Airport Board was called to order by Chairman Fink at 8:30 a.m. on Monday, April 16, 2018. Board members present were Jim Purdy, Randy Dyess, and Gerald Fink. Others present were Commissioner Bob Perry, Leah Henderson, Dayton Alsaker and Dwight Stuller, with DOWL, the airport's engineering consultant, Jim Martin and Bruce McWhorter.

Bills:

The following bills were presented for payment:

- Johnson County Aviation Mgt. \$2,300.00
- Stanley Sanitation-Trash Pickup 405.00
 - 8-1-2017-3-1-2018
- Gerald Fink – Postage reimb. 11.90

Dyess moved that these bills be approved along with the regular utility bills. Purdy seconded. Motion carried.

In response to discussion as to who should be the signors on the Airport Service Station (Fuel) account at First Northern Bank, Dyess moved, seconded by Purdy that all five board members, Randy Dyess, Gerald Fink, Jim Purdy, Clint Culliton and Keith Neustel sign on the account and be allowed access. Further moved to activate electronic monitoring of the account by the board. Motion carried.

As of 4/10/2018 the balance in the Fuel account was \$20,285.98. Previous balance was \$12,224.11. \$8,275.40 was added from fuel sales. \$213.53 was debited from the account by Heartland Payment Systems for processing fees.

Old Business:

The Wildlife Fence project is complete and FAA has approved the submission of the final Request for Reimbursement from the grant.

New Business:

Airport consultants from DOWL, Leah Henderson, Dayton Alsaker and Dwight Stuller were present to discuss snow removal equipment and help analyze what type of equipment would best suit the needs of the airport. The board has two years of airport entitlement funds available in the amount of \$300,000 plus matching amounts from WYDOT of \$18,000 and Johnson County Funds in the amount of \$13,000 to be budgeted for 2018-19. Equipment discussed included a front end loader, 3 ½ yard capacity with a snow bucket and a push blade plus possibly a new plow for the current plow truck. The consultants will seek more information and cost estimates for this equipment.

Crack Seal – Engineers from WYDOT were on the airport recently and agreed that cracks in the apron and taxiway pavement needed to be re-sealed even though this was done two years ago. WYDOT will share in this cost.

Chip sealing the parking area, which would be totally county expense is out of the question this year. Some funds will be sought to do some patching of pot holes.

2018-2019 Airport Budget:

The proposed budget request for 2018-19 was reviewed and suggestions for grant match, capital improvements and repair and maintenance were considered. Agreed that there would be no need for capital improvement money. Leah, DOWL, will get some cost figures for the apron/taxiway/runway crack seal that needs to be done this year. WYDOT will help with the cost in the amount of 80% of the cost. Funds will be added to repair and maintenance for patching the parking lot. Dyess move seconded by Purdy to adopt these numbers and authorize the chairman to make adjustments based on the number Leah gets for the crack seal project. Motion carried.

Airport Managers Report:

Citi Services, the fuel supplier has suggested that the airport adopt Phillips 66 branding at the airport. While this will require some additional paper work for the manager, it will provide a priority status to the airport for fuel availability and provide \$50 million liability coverage in the event of a fuel related issue. No action taken at this time.

An issue regarding snow plowing on the airport was discussed. Suggestion that the board needs to adopt a specific snow removal policy to include but not limited to (1) distance away from hangars to plow specified at 5 feet +/- 2 feet, (2) if hangar snow is shoveled out to the plow zone before plowing begins, airport will remove the snow when they are plowing, (3) hangar owners responsibility to have vehicles moved from in front of the hangars when plowing is needed. A map of the plow route could be developed.

Obstruction Survey: Airport has received a notice from FAA that based on the 2012 survey and recent fence construction some concern regarding obstruction notification were noted. Consultants will help follow up on this issue.

Operations

- Rotary _24
 - Fixed Wing _180
 - Jets _14
- Fuel Sales (gallons)
- Self- Serve 1,976
 - SS Transactions 126
 - Jet A 1,315, 98 gallons of which went into snow plow equipment

Summary of Actions

Next Meeting Date: May 21, 2018

Meeting adjourned at 10:03 a.m.

Respectfully submitted,

Gerald Fink, acting secretary

Johnson County Airport Board
Meeting Minutes
May 21, 2018

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on May 21, 2018. Other Board members present were Randy Dyess and Keith Neustel. Also present were Johnson County Commissioner Bob Perry, Airport Manager Bruce McWhorter and Jim Martin and Jill Rosselott (CPG).

Randy Dyess moved, seconded by Gerald Fink to approve the April and February meeting minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt. (Monthly Contract)	\$2,300.00
Reimburse JCAM (Crazy Woman Graphics)	68.24
C Bar K Petroleum Services (Pump Jet Fuel Tank)	1,420.00

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

Randy Dyess reported the FNB balance of the Av gas fuel account as of today was \$43,354.00.

Old Business

Chairman Fink stated the Budget presentation to the County Commissioners is scheduled for June 13, 2018 at 11:00 a.m.

The "Crack Seal" project for the airport is now scheduled for 2019-2020 budget year.

New Business

Jill Rosselott approached the Board of a dust control problem in front of the Villages Building. She estimated it would cost approximately \$3,000.00 for approximately 4400 square yards which did not include site preparation. Discussion on what solution would work for the future followed. No decision was made without more data as this could be a reoccurring problem.

A problem of unnecessary traffic inside the fence was brought to the attention of the Board. Keith Neustel moved, seconded by Randy Dyess to return to only using pass cards to gain entrance inside the fence. Motion approved.

A "Branding Proposal" by Conoco-Phillips as a Fuel Supplier was then discussed by the Board. Randy Dyess moved, seconded by Keith Neustel to accept the proposal subject to research and approval by Chairman Fink. Motion approved.

Operations:

Rotary	8
Fixed Wing	260
Jets	20

Fuel Sales:

Self Service	2569 gallons
SS Transactions	178
Jet A	2509 gallons

Motion made by Keith Neustel, seconded by Randy Dyess to adjourn. Motion approved and the meeting adjourned at 9:49 a.m.

Respectfully submitted,

Keith Neustel, Sec.

Johnson County Airport Board
Meeting Minutes
June 18, 2018

The regular meeting of the Johnson County Airport Board was called to order by acting Chairman Randy Dyess at 8:40 a.m. on June 18, 2018. Other Board members present were Keith Neustel and Clint Culliton. Also present were Airport Manager Bruce McWhorter, County Commissioner Bob Perry, and Jim Martin and Jill Rosselott (CPG).

Keith Neustel moved, seconded by Randy Dyess to approve the May 21, 2018 meeting minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$2,300.00
Johnson County Weed & Pest	244.68
Powder River Heating & AC	607.56
Reimburse JCAM (Signs)	114.45

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

Old Business

County Commissioner Bob Perry reported the budget cuts ended up at \$15,000 for Repair and Maint., \$500.00 for Travel Expense, \$3,000 for fencing, and \$1,000 for taxes.

Keith Neustel moved, seconded by Clint Culliton to authorize Chairman Gerald Fink to sign an agreement with Wagner Ranch Service for dust control at the Villages Building for \$4,721.00 with monies to be used out of this years budget and the remaining out of next years budget. Motion approved.

New Business

Keith Neustel moved, seconded by Clint Culliton to approve the transfer of 2018 Entitlement funds to the Wheatland Airport. They will pay back the funds in the 2019 budget year. Motion approved.

Airport Report

Airport Manager Bruce McWhorter reported the phone line downed by lightening will be fixed today.

Operations:

Rotary	28
Fixed Wing	240
Jet	24

Fuel Sales:

Self Service	2723 gallons
SS Transactions	78
Jet A	7011 gallons

Motion made by Keith Neustel, seconded by Clint Culliton to adjourn. Motion approved and the meeting adjourned at 9:15 a.m.

Respectfully submitted,

Keith Neustel, Sec.

Johnson County Airport Board
Meeting Minutes
August 20, 2018

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on August 20, 2018. Other Board members present were Keith Neustel and Randy Dyess. Also present were Johnson County Commissioner Bob Perry and Airport Manager Bruce McWhorter.

Prior to addressing agenda items, Johnson County Commissioner Bob Perry approached the Board with concerns on the way the Board handled fuel sales. His concerns were related to who handled ordering fuel, who set the price, should the Airport Manager be the one who does the ordering and pricing, are the prices set to make a profit, and other related items. Board member Randy Dyess explained the process that is being used and that the process was recommended by past County Commissioners.

Randy Dyess moved, seconded by Keith Neustel to approve the July 16, 2018 meeting minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$2,300.00
Mikey's Locksmith (T-Hangar Lock)	99.95
Gated Solutions (Card Reader Cards)	411.33
Johnson County Aviation Mgt. (Comp. Repair Reimb.)	78.75

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

Randy Dyess reported the FNB Fuel Account Balance is \$12,870.79.

Old Business

Thee Fuel Supplier "Branding Proposal" is moving forward to get in place.

New Business

WACIP Update has been completed and submitted.

WAOA meeting will be in Rock Springs September 12-14.

Leah Anderson (DOWL-HKM) via phone reported the T-Cup project on the North End could be completed and be 100% funded by the FAA. Motion by Randy Dyess, seconded by Keith Neustel to proceed with the project.

Operations:

Rotary	30
Fixed Wing	310
Jet	24

Fuel Sales:

Self Service	4241 gallons
SS Transactions	230
Jet A	4074 gallons

Motion made by Keith Neustel, seconded by Randy Dyess to adjourn. Motion approved and meeting adjourned at 9:34 a.m.

Respectfully submitted,

Keith Neustel, Sec..

Johnson County Airport Board
Meeting Minutes
September 17, 2018

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on September 17, 2018. Other Board members present were Randy Dyess, Jim Purdy and Clint Culliton. Also present were Johnson County Commissioner Bob Perry and Airport Manager Bruce McWhorter.

Randy Dyess moved, seconded by Fink to approve the August 20, 2018 meeting minutes. Motion approved.

The following bills were presented:

Johnson County Aviation Mgt.	\$2,300.00
Gated Solutions –Security Gate Transformer	576.80
Syn-Tech Systems- Computer consultation	78.30
Johnson County Treasurer	1035.12
The Office – Supplies	61.47

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

Randy Dyess reported the FNB Fuel Account Balance is \$36,962

Old Business

Thee Fuel Supplier “Branding Proposal” is moving forward to get in place. Waiting for the final inspection

New Business

Leah Henderson, DOWL, has advised that if Johnson County Airport were to receive the Supplemental FAA grant for the Tea-Cup project the airport would have to commit the entitlement funds currently scheduled for Snow Removal Equipment and postpone the SRE purchase into future fiscal years. Dyess moved, seconded by Purdy to commit the entitlement funds. Motion Carried

Operations:

Rotary	14
Fixed Wing	186
Jet	12

Fuel Sales:

Self Service	1903 gallons
SS Transactions	124
Jet A	3,770 gallons

No further business to come before the board, the meeting was adjourned at 9:45 a.m.
Respectfully submitted,



Gerald Fink, Acting Secretary

Johnson County Airport Board

Minutes

October 15, 2018

A regular meeting of the Johnson County Airport Board was scheduled for October 15, 2018 however in the absence of a quorum no official meeting was held. Present were Randy Dyess, Gerald Fink, Bruce McWhorter, airport manager and Commissioner Robert Perry.

For informational purposes the following item were noted:

- Generator has been serviced as per annual contract and the engine heater repaired
- Fuel tank annual inspection has been completed per DEQ
- Airport Operations:
 - Rotary – 8
 - Fixed Wing- 130
 - Jets – 18
 - Fuel Sales
 - Self Serve Av Gas – 114
 - Jet A – 3400

Submitted by

Gerald Fink, Chairman

Next meeting: November 19, 2018

Johnson County Airport Board
Meeting Minutes
November 19, 2018

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. on November 19, 2018. Other Board members present were Keith Neustel, Randy Dyess, and Jim Purdy. Also present was Airport Manager Bruce McWhorter.

The following bills were presented:

Johnson County Aviation Mgt.	\$2,300.00
Chesbro Electric (Hangar Lights)	558.58
Eaton Sales	232.25
Eaton Sales	212.25

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

Randy Dyess reported the FNB balance of the Av gas Fuel account as of today was \$19,256.86.

Old Business

Chairman Fink reported the Fuel Supplier "Branding Proposal was still pending and no report from DOWL on the status of the FAA Supplemental Funding.

New Business

There was no New Business.

Airport Report

Airport Manager Bruce McWhorter will check on future purchasing of hangar lights and have installation completed by either private or county.

Discussion on the parking lot condition and snow removal ensued. The condition will be looked at next spring to see if anything needs to be done.

Operations:

Rotary	10
Fixed Wing	170
Jets	18

Fuel Sales:

Self Service	2096 gallons
SS Transactions	114
Jet A	4685 gallons

Motion made by Randy Dyess, seconded by Keith Neustel to adjourn. Motion approved and the meeting adjourned at 8:40 a. m.

Respectfully submitted,

Keith A. Neustel, Sec.

Johnson County Airport Board

Minutes

December 17, 2018

The regular meeting of the Johnson County Airport Board was held on December 17, 2018 at the County Commissioner Chambers. Chairman Gerald Fink called the meeting to order at 8:31 a.m. Present were Fink, Jim Purdy and Randy Dyess. Absent were Clint Culliton and Keith Neustel. Others present were Commissioner Robert Perry, Commissioner Linda Greenough, County Clerk Vicki Edleman, Deputy County Attorney Barry Crago, Jim Martin and Dayton Alsaker, DOWL, airport consultant.

Dyess moved to accept the November 19, 2018 meeting minutes. Purdy seconded the motion and the motion carried.

Bills presented for payment were as follows:

- | | |
|---|----------|
| • Johnson County Aviation Mgt. – Monthly contract | 2,300.00 |
| • Wyoming DEQ – Annual Fuel Tank Registrations | 600.00 |
| • Dave Loden Roofing – repair hail damage | 85.00 |

Dyess moved, seconded by Purdy to approve these bills. Motion carried. It was noted that a bill from Coda Glass for hail damage is pending.

The balance in the Airport Fuel Account at First Northern Bank is currently \$39,080.87.

Old Business:

- Dayton Alsaker, DOWL Engineering, reported that Mike Beckhoff has transferred out of the area and that Leah Henderson will be our project manager and she will begin the process of application for grant funds for the Snow Removal Equipment. Dyess brought up the question that we are of the belief that the airport had given up our entitlement funds for the SRE in favor of an FAA grant to fully fund the T-Cup Turnaround on the runway. Alsaker will follow up on the status of the FAA Grant.

New Business:

Fink presented an agreement from WYDOT Aeronautics for the taxiway/runway crack sealing that will be done in 2019. Johnson County Airport will be responsible for 20% of the cost of the project, approximately \$9,984.86. Dyess moved, seconded by Purdy to authorize the Chairman to sign the agreement with WYDOT. Motion carried. Crack sealing is a routine project facilitated by WYDOT.

Airport Manager's Report:

- Airport Manager, Bruce McWhorter commented on the condition of the parking area at the airport and submitted a DVD of photos of the deterioration that is occurring.
- The south security gate has not been working properly. Needs some attention.

Operations:

- Rotary 14
- Fixed Wing 144
- Jets 16

Fuel Sales (gallons)

- Self- Serve 1,803
- SS Transactions 94
- Jet A 1,561
-

Other Business:

- Commissioner Robert Perry raised some questions regarding fuel sales at the airport. The Commissioners were provided with reports showing the purchase costs of fuel and a summary of inventories, etc.
- The airport purchases the Jet A fuel and provides it to Johnson County Aviation Management at cost to be resold. Johnson County Aviation Management pumps the fuel for Jet customers and provides other services as needed. The Commissioners feel that the Airport Board should be getting some of the mark-up on the Jet A fuel sales to help offset costs of providing and maintaining the equipment for delivering the fuel. Following a lengthy discussion of fuel sales, services provided at the airport and expectations of the county commissioners, Purdy moved to re-visit the Airport Manager contract and update the terms to fit the present day status at the airport. Dyess seconded the motion. Motion Carried.

With no further business for the board Dyess moved, seconded by Purdy to adjourn the meeting. Meeting adjourned at 10:01 a.m.

Summary of Actions

Next Meeting Date: January 21, 2019

Respectfully submitted,

Gerald E Fink
Acting Secretary