

Johnson County Airport Board

Minutes

January 21, 2019

The regular meeting of the Johnson County Airport Board was held on January 21, 2019 at the Airport. Chairman Gerald Fink called the meeting to order at 8:31 a.m. Present were Fink, Jim Purdy, Clint Culliton, Mike Bacon and Randy Dyess. Barry Crago, Deputy County Attorney was also in attendance.

Purdy moved, seconded by Dyess to accept the December 17, 2018 meeting minutes. Motion carried.

Bills presented for payment were as follows:

- | | |
|---|----------|
| • Johnson County Aviation Mgt. – Monthly contract | 2,300.00 |
| • Stanley Sanitation – Garbage Pickup- 4 months | 180.00 |

Dyess moved, seconded by Purdy to approve these bills. Motion carried.

The balance in the Airport Fuel Account at First Northern Bank as of January 10, 2019 is \$35,282.32.

Re-Organization of the Board:

- Dyess moved, seconded by Purdy that the current Chairman Gerald Fink, Vice Chairman, Jim Purdy and Treasurer, Clint Culliton be nominated and that nominations cease and a unanimous ballot be cast for these individuals. Motion carried
- Dyess moved, seconded by Purdy that Mike Bacon be nominated for Secretary. There being no other nominations, a unanimous ballot was cast for Bacon as Secretary

Old Business:

- SRE Equipment: Fink reported on a telephone conference with Leah Henderson, DOWL, Airport Consultant and other FAA and WYDOT Aeronautics people regarding the status of the acquisition of Snow Removal Equipment (SRE) utilizing the two years of FAA entitlement funds available to Johnson County Airport. The proposed equipment to be purchased was reviewed and will include a front end loader with a 20 foot blade and a high speed snow plow to be fitted to the truck that the airport currently has. (three pieces of equipment). DOWL will prepare the specifications for the equipment and the preliminary application documents.
- County Audit- Fink reported that several documents related to fuel sales have been provided to the auditors

New Business:

- Airport Manager's Contract: - Having been established that the Manager's contract needs to be reviewed and updated due to the changing nature of the manager's duties the

board discussed at some length the various items that need to be addressed and the changes in management function that have occurred over the past three years. A work session to address the needed changes has been set for January 29, 2019 at 9:00 a.m. at the Airport.

- 1% Fund Application: It was noted that County 1% applications are now being solicited and are due by February 1, 2019. There were no projects identified that would be projects at this time.

Airport Manager's Report:

- Manager reported that the PAPI's and the Runway Identification lights have been functioning erratically. Bruce will contact the electrical contractor who installed the PAPI's to check out the system. A NOTAM will be issued to advise aircraft.

Operations:

- Rotary 8
- Fixed Wing 174
- Jets 14

Fuel Sales (gallons)

- Self-Serve 2,040
- SS Transactions
- Jet A 1,438
-

With no further business for the board Dyess moved, seconded by Purdy to adjourn the meeting. Meeting adjourned at 10:20 a.m.

Summary of Actions

Next Meeting Date: February 18, 2019 at 9:00 a.m.

Respectfully submitted,

Gerald E Fink
Acting Secretary

Johnson County Airport Board

Work Session Minutes

January 29, 2019

Chairman Gerald Fink called working session to order at 9:05 am. Present Fink, Jim Purdy, Clint Culliton, Randy Dyess and Mike Bacon. Additionally, Bruce McWhorter, Airport Manager, Barry Cargo, Deputy County Attorney and Commissioner Robert Perry and (2) guest were in attendance, Jim Martin and Shane Ramey.

The purpose of the Work Session is to review the Airport Manager's Contract to bring it into line with the present day operations.

Chairman Fink led the group through the current contract;

- 1) **Definitions:** NO changes
- 2) **Term of Contract:** NO changes
- 3) **Amount of Payment:**
 - A. Add \$300 per month to monthly compensation for 1/6th of contractor's power bill and telephone bill.
 - B. Additional compensation discussion to be continued.
- 4) **Contractor Services and Duties:**
 - A-G. NO changes
 - H. Remove
 - I. NO changes
 - J. NO changes
 - K. NO changes
 - L. NO changes
 - M. In first sentence strike "the Avgas and". Second sentence strike "all fuels" add in its place "Jet A fuel".
 - N. Remove "of the time spent on contractual duties and"
- 5) **Priority of Contractor's Services:**
 - A. NO changes
 - B. Barry to re-write
- 6) **County's Duties:**
 - A. NO changes
 - B. NO changes

- C. NO changes
- D. Remove
- E. Second sentence, remove "financial disaster" and replace with "lack of funding".
- F. and G. Strike

- 7) **Waiver:** NO changes
- 8) **Modification:** NO changes
- 9) **Choice of Law:** NO changes
- 10) **Force Majeure:** NO changes
- 11) **Assignment:** NO changes
- 12) **Venue:** NO changes
- 13) **Attorney Fees and Cost:** NO changes
- 14) **Sovereign Immunity:** NO changes
- 15) **Severance:** NO changes
- 16) **Indemnification:** NO changes

17) **Liability Insurance:**

- A. Much discussion ensued with reference to liability coverage for the contractor and county when contractor is operating the counties equipment. Bruce is to contact his insurance carrier and Barry will contact the counties insurance carrier for clarification. Discussion to continue.

18) **Independent Contractor:** NO changes

19) **Entirety of Agreement:** NO changes

Jet A Fuel Sales

A lot of discussion centered on how Jet Fuel sales are being handled. Currently contractor receives gross revenue from sales as part of his compensation, county receives no revenue. The contractor incurs numerous expenses with handling/dispensing and managing jet aircraft and these expenses are deducted from gross sale income.

The county would like some income to offset their annual expense and to help replace capital equipment in the future - \$0.16 per gallon was suggested.

Discussion will continue after the liability insurance question is understood by both parties.

Meeting adjourned at 11:10am.

Respectfully submitted,

Mike Bacon,

Secretary

Johnson County Airport Board

Minutes

February 18, 2019

The regular meeting of the Johnson Co. Airport Board was held Feb. 18, 2019 at the airport. Chairman Gerald Fink called the meeting to order at 9:01 a.m. Present were Fink, Jim Purdy, Clint Culliton, Randy Dyess and Mike Bacon. Bruce McWhorter, Airport Mgr., Deputy County Attorney Barry Cargo. Guest, Shane Ramey.

Dyess moved, seconded by Bacon to accept the January 21 meeting minutes. Motion carried.

Bills presented for payment were as follows;

- Bruce McWhorter submitted a receipt for "light bulbs" needed for the PAPI and Runway Identification lights - \$258.72.
- Modern Electric Casper, for repair/maintenance on the PAPI and Runway Identification lights - \$891.80.
- Johnson Co. Aviation Mgt. – monthly contract \$2,300.00

Dyess moved, seconded by Purdy to approve payment. Motion carried.

The balance in the Airport Fuel Account at First Northern Bank as of February 15, 2019 is \$24,282.39.

Old Business

- DBE: Gerald had a brief discussion with DOWL reference equipment purchase.
- Airport Manager's Contract:
Bruce confirmed his insurance does have liability coverage on all equipment he operates on airport property. Barry received confirmation from the county clerk that the county has casualty/collision coverage on all equipment – no liability coverage. Barry will try to have "draft" copy of a new agreement by early next week.

New Business

- Hanger #3 sold – new owner Wayne Nutsch will assume land lease. Bacon moved, seconded by Dyess to approve the **transfer of the land lease from T Cross T Ranch to Wayne Nutsch**. Motion carried.

Operations:

- Rotary 30
- Fixed Wing 120
- Jets 10

Fuel Sales (gallons)

- Self-Serve 1381
- SS Transactions
- Jet A 1160 (1020 Jet – 140 Equipment)

With no further business for the board Dyess moved, seconded by Purdy to adjourn the meeting at 9:25 a.m.

Next meeting date: March 18, 2019 at 9 a.m.

Respectfully submitted,

Mike Bacon

Secretary

Johnson County Airport Board
March 18, 2019
Minutes

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 9:00 a.m. at the airport FBO. Present were Fink, Randy Dyess and board member Mike Bacon joined the meeting by telephone. Also in attendance were County Commissioner Robert Perry, Airport Manager Bruce McWhorter, Deputy County Attorney Barry Crago Don McMannis and Shawn Ramey.

Dyess move seconded by Bacon to approve the minutes of the February 18, 2019 meeting as presented. Motion carried.

Bills:

- Johnson County Aviation Mgt, contract \$2,300.00

Dyess moved, seconded by Bacon to approve the payment including other regular utility bills. Motion carried.

- Airport Fuel account:
- Donald McMannis: Mr. McMannis had sent a letter to the board regarding hangar space for housing an airplane maintenance business. Mr. McMannis was present to discuss the question further. The Board advised McMannis that the Airport did not have any buildings available but that there was at least one hangar on the airport for sale as well as building sites to accommodate a private hangar.

Old Business:

- The board has received a 'fee schedule proposal' from DOWL for the Snow Removal Equipment acquisition and the scope of work. The fee schedule seemed high for the scope of the project and Dyess moved that the board request a third party fee review. Bacon seconded the motion. Motion carried. It was also noted that the Scope of Project include a regular bucket for the front end loader in addition to the snow blade.

New Business:

- Commissioner Perry explained a request from the Johnson County Weed and Pest Department to approval to make plans for the construction of a building on property located outside the airport proper, i.e. across the road near the water tank or related area.

Airport Report:

- The airport manager mentioned that there has been interest in construction of another private hangar. This gives rise to the question of the implications of the fire code on hangar placements. It was decided that the Airport Board needs to pass a resolution to

adopt the 2018 International Building Code as it relates to the placement of hangars buildings.

- A problem with freeze-up of the sewer from the Villages Hangar was determined to have been caused by water being run in the line during the cold weather. The airport will pay the cost of opening the line.
- New block heater has been installed in the Jet Fuel Truck

Operations

- Rotary 18
- Fixed Wing 126
- Jets 14

Fuel Sales (gallons)

- Self- Serve 1810
- SS Transactions 42
- Jet A 3531
-

Summary of Actions

Next Meeting Date: April 15, 2019

Johnson County Airport Board
Minutes
April 15, 2019

The regular meeting of the Johnson County Airport Board was called to order April 15, 2019 at the airport. Chairman Gerald Fink called the meeting to order at 9:25 a.m. Present were Fink, Jim Purdy, Randy Dyess and Mike Bacon. Also in attendance were Airport Mgr. Bruce McWhorter, Deputy County Attorney Barry Cargo, Shane Ramey and Jim Martin.

Dyess moved, seconded by Bacon to approve the March 18th, 2019 minutes as presented. Motion carried.

Bills:

- Scantling Plumbing (clogged drain) \$150.00 – Invoice was sent to JC Aviation/JCA paid invoice. Dyes moved, Purdy second to reimburse JC Aviation. Motion carried
- Johnson Co. Aviation Mgt. – monthly contract \$2,300.00 Dyess moved, second by Purdy to approve payment. Motion carried

- . Airport Fuel Account balance at First Northern Bank as of April 15, 2019 is \$20,805.46.

Old Business:

- DBE plan: DOWL still working on plan.
- SRE Acquisition Update: Gerald to communicate with Wyoming Aviation Aeronautics Division contacts to seek input on DOWL proposal. Dyes moved, Bacon second a motion to proceed with bid review agreement after Gerald discussions. Motion carried.
- Airport Manager's Contract: Barry to have finalized in the next couple of months.

New Business

- Barry reported the county received a letter from Mr. McMannis threatening legal action for failure to provide a hanger for him.
- Budget for 2019-2020, Dyes moved, Purdy second a motion to approve a proposed budget of ~~\$55,650.~~\$85183.00. Motion carried.
- Dyes moved, Purdy second a motion to purchase batteries for the Snow Plow (\$508) and tires for the Bobcat (\$729). Motion carried.

Operations:

- Rotary 18
- Fixed Wing 220
- Jets 14

Fuel Sales (gallons)

- Self-Serve 2,240
- SS Transactions 67
- Jet A 2,722

With no further business for the board Dyess moved, second by Bacon to adjourn the meeting at 10:26 a.m.

Next meeting date: May 20, 2019 at 9 a.m.

Respectfully submitted,

Mike Bacon

Johnson County Airport Board
Meeting Minutes
May 20, 2019

The regular meeting of the Johnson County Airport Board was called to order by Chairman Fink at 9:00 a.m. on Monday, May 20, 2019 at the Airport. Present were board members Gerald Fink, Randy Dyess, Jim Purdy and Clint Culliton. Mike Bacon was excused. Others present were Deputy County Attorney Barry Crago, Jim Martin, Airport Manager Bruce McWhorter and Shawn Ramey.

Dyess moved, seconded by Purdy to approve the minutes of the April 15, 2019 meeting as presented. Motion carried.

Bills: The following bills were presented for payment:

| | |
|--|------------|
| Johnson County Aviation Management | \$2,300.00 |
| Mountain Auto Supply – Batteries for Snow Plow | 474.03 |
| Nite Owl Garage – Tires for Bob Cat | 690.36 |
| Stanley Sanitation – Garbage pickup -2 months | 180.00 |
| Johnson County Aviation Management – light tubes | 119.00 |
| Gerald Fink – Mileage reimbursement – WACIP trng | 77.00 |

Dyess moved, seconded by Purdy to approve payment of these bill including the regular utility bills. Motion carried.

The treasurer, Culliton reported that the fuel account bank balance as of today is \$21,119.19. The bank statements and credit card transaction reports were made available for review by the board.

Old Business:

- DBE plan update has been submitted to FAA
- SRE Acquisition: Leah Henderson, DOWL, reported via email that securing the grant was in process. She will be sending the task order and will begin to prepare the specifications.
- Airport Manager Contract: Deputy County Attorney Barry Crago reviewed the changes to the contract draft that had been discussed at the previous meeting. Following some discussion on the changes and the amount of the fuel flowage charge, Dyess moved, seconded by Purdy to approve the contract. Motion carried.
- FBO Hangar lighting upgrade and the Security Gate repair that were tabled last month were brought up for discussion. Following a lengthy discussion of these items and a review of the budget balances Dyess moved, seconded by Purdy to accept the proposals of Chesbro Electric to do the lights at a cost of \$6,260 and Gated Solutions, Inc to upgrade the gate at a cost of \$6,799. Motion carried

New Business:

- SSPC-Spill Prevention, Control and Countermeasure for Av Gas System – EPA requires that the airport have a SSPC Plan in place for the Av Gas fuel station. Needs to be done by an engineer. DOWL will prepare a cost estimate for this project. Board members will check to see if Road and Bridge or any other county of city entity has such a plan that the airport could tie into. Needs to be done by August 7, 2019.

Operations

- Rotary 8
- Fixed Wing 190
- Jets 30

Fuel Sales (gallons)

- Self-Serve 2,642
- SS Transactions 63
- Jet A 2,619
-

Next Meeting Date: June 17, 2019

Respectfully submitted,

Gerald E Fink
Acting Secretary

Johnson County Airport Board
Meeting Minutes
June 17, 2019

The regular meeting of the Johnson County Airport Board was called to order by Chairman Fink at 8:35 a.m. on Monday, June 17, 2019 at the Airport. Present were board members Gerald Fink, Clint Culliton and Mike Bacon. Others present were Commissioner Bob Perry, Jim Martin, Airport Manager Bruce McWhorter and Mark Hines P.E. from DOWL

Culliton moved, seconded by Fink to approve the minutes of the May20, 2019 meeting as presented. Motion carried.

Bills: The following bills were presented for payment:

| | |
|---|------------|
| Johnson County Aviation Management | \$2,300.00 |
| Hard Drive Const. – additional cost to fill 1,322 ft. of cracks in front of hangers | |
| \$1,124.55 | |

Bacon moved, second by Culliton to approve payment of these bill including the regular utility bills. Motion carried.

The treasurer, Culliton reported that the fuel account bank balance as of today is \$45,492.19.

Old Business:

- Conference call with DOWL, Leah Henderson and M Hines (present) reference DBE plan update (3.8% is our goal for 2019/2020) -- -Snow Removal Equipment specs. FAA had additional questions, DOWL responded and resubmitted "scope of work changes".

And

- Update - SSPC-Spill Prevention, Control and Countermeasure for Av Gas System – EPA requires that the airport have a SSPC Plan in place for the Av Gas fuel station. Needs to be done by an engineer. DOWL cost proposal is \$6000.

Bacon moved, second by Culliton to proceed with DOWL proposal. Motion carried.

- FBO Hanger Light Upgrade – to be installed this week.
- Security Gate Repair – to be completed week of June 24th.
- Airport Manager Contract – Chairman Fink to sign and have notarized this week.
- Chesbro Electric requested a voucher for \$4400 up front to purchase lights for hanger. Chairman Fink handled last week, allowing the project to continue on schedule.

New Business:

- Airport Industry Professionals Data Base – after discussion, Board agreed to pass.
- Aircraft Tracking/Hosting Equipment – after discussion Board agreed to decline. Bruce to follow up with company.
- City of Buffalo contacted private hanger owners making them aware of a proposal to charge a minimum monthly fee of \$50.00 for water usage. Hanger owner Jim Martin strongly disagrees with the proposal and ask the board to follow up with the City. It is the Airport Board's understanding that the issue of metering water to the hangars was discussed when the water tank and the new water supply line was installed and in exchange for the land for the City of Buffalo's water individual meters and/or fees on the hangars would not be required. Comm. Perry to discuss further with the City.
- Slide Erosion on East side of runway 31 is getting worse. Erosion has encroached upon the new fence. Mark Hines from DOWL, along with Manager McWhorter and available board members visited the area.

Operations

- Manager McWhorter asked for clarification as to how the Jet Fuel flowage fee would be handled. It was confirmed by the board that as per agreement during the manager contract negotiations, a special account earmarked as the "Airport Fuel Account" for the Airport will be set up with the County Clerk and Manager McWhorter's check (Johnson County Aviation Management, Inc.) will be payable to that account.

- Rotary 20
 - Fixed Wing 190
 - Jets 28
- Fuel Sales (gallons)
- Self-Serve 2,222
 - SS Transactions 63
 - Jet A 5,039
 -

Next Meeting Date: July 15, 2019

Respectfully submitted,

Michael Bacon
Secretary

**Johnson County Airport Board
Minutes
July 15, 2019**

The regular meeting of the Johnson County Airport Board was called to order at 8:30 a.m. at the Airport on July 15, 2019. Present were Chairman Gerald Fink, Randy Dyess and Mike Bacon joined the meeting via telephone. Also present were Airport Manager Bruce McWhorter, Justin Heid, DOWL, Jim Martin and Shane Ramey.

Minutes of the June 17, 2019 meeting were presented. Bacon moved, seconded by Dyess to approve the minutes as presented. Motion carried.

Bills:

- Johnson County Aviation Mgt. \$2,300.00
- DOWL for SPCC plan 1,020.00
- Swede's Fire Extinguisher Ser. 257.25
- Johnson Co Aviation Mgt.
 - Reimb. For mower blades 196.00

Dyess moved, seconded by Bacon to approve the bills including all regular utility bills. Motion carried.

Old Business:

- The FY2019-20 budget proposal as tentatively approved by the county commissioners was reviewed.
- Justin Heid, DOWL was present at the meeting and discussed the following:
 - DBE- the plan has been completed and is under final review at the federal level
 - SRE (snow removal equipment) bids will be opened at the courthouse on July 25, 2019 at 3:00 p.m. in conjunction with the WACIP/Wyoming Aeronautics teleconference.
 - SPCC Plan- DOWL has begun work on the plan and will have the draft ready shortly and the board will be able to submit the plan to DEQ prior to the August 7, 2019 date.
 - Application has been made to Wyoming Aeronautics for a \$35,000 grant to address the geotech study of the slope failure near the runway.

New Business:

- WACIP Update – A teleconference with WYDOT/Wyoming Aeronautics is scheduled for July 25, 2019 at 3:00 p.m. to discuss airport needs in preparation for the WACIP update. DOWL will join the conference in order to assist with the updated WACIP.
- John Moreland is proposing to build a hangar on the airport and has propose some questions and were addressed as follows:
 - Request to begin lease term upon completion of the hangar. Airport Board will require a lease to be in place before construction begins due to security concerns

with contractor being in and out of the airport and to limit liability issues to the airport

- Request to waive the two hour firewall requirement. The firewall requirement is a fire marshal issue and is necessary to minimize the spacing between hangars.
 - The draft lease specifies either sliding or bi-fold doors. The lease will be modified to provide for solid hydraulic operated door also.
- WYDOT personnel were on the airport recently for a routine inspection and found everything satisfactory. They did however make note of a couple of runway lights needing realignment.

Operations:

- Rotary 36
- Fixed Wing 320
- Jets 30

Fuel Sales (gallons)

- Self- Serve 2,894
- SS Transactions

- Jet A 7,680

With no further business to come before the board the meeting was adjourned at 9:19 a.m.

Next regular meeting will be August 17, 2019

Respectfully submitted,

Gerald Fink, Acting secretary

Johnson County Airport Board
Minutes
August 19, 2019

The regular meeting of the Johnson County Airport Board was called to order at 8:35 a.m. at the Airport on August 19, 2019. Present were Chairman Gerald Fink, Jim Purdy, Clint Culliton and Mike Bacon. Also present were Airport Manager Bruce McWhorter and Commissioner Bob Perry.

Minutes of the July 15, 2019 meeting were presented. Bacon moved, seconded by Purdy to approve the minutes as presented. Motion carried.

Bills:

- Johnson County Aviation Mgt. \$2,600.00
- DOWL for SPCC plan 1,500.00
 - Bruce to contact DOWL to discuss parameters for Fuel Truck Storage
- Gated Solutions (control board/wire harness) \$489.89
- Car Quest (Filters/seals for Bobcat) \$169.17

Culliton moved, seconded by Bacon to approve the bills including all regular utility bills. Motion carried.

FNB Fuel Account Balance:

- \$55,459.79

Old Business:

- DOWL – Task Order #2-SRE Professional Services Agreement (Geotech project) – proceeding. Projected cost \$35,000 - (\$28,000 grant from WYDOT Aeronautics- \$7,000 from Johnson County Airport)
 - WYDOT Aeronautics \$28,000 *Grant in Aid Agreement* for the GEOTECH study for slope failure near the runway.
 - Culliton moved, seconded by Purdy authorizing Chairman Fink to sign the agreement. Motion carried.
 - SRE Update
 - Re-bid opening is August 22, 2019 in the Commissioner’s office.
 - WACIP – Update
 - Improved Apron Lighting – is it really needed? Bruce to follow-up with DOWL
 - Fuel System Upgrades –after discussion it was suggested we move this project from 2025 to 2022
 - Moreland Hanger – discussions continue
-
- New Business: Nothing reported

Operations:

- Rotary 40
 - Fixed Wing 600
 - Jets 36
- Fuel Sales (gallons)
- Self- Serve 6,609
 - SS Transactions 191
 - Jet A 6,239

With no further business to come before the board the meeting was adjourned at 10:05 a.m.

Next regular meeting will be September 16, 2019 (8:30 am)

Respectfully submitted,

Michael Bacon, Secretary

Johnson County Airport Board
Minutes
September 16, 2019

The regular meeting of the Johnson County Airport Board was called to order at 8:30 a.m. at the Airport on September 16, 2019. Present were Chairman Gerald Fink, Randy Dyess (via phone) and Mike Bacon. Also present were Airport Manager Bruce McWhorter, Bryce Knapp Honnen Equipment and Jim Martin.

Minutes of the August 19, 2019 meeting were presented. Bacon moved, seconded by Fink to approve the minutes as presented. Motion carried.

Bills:

- Johnson County Aviation Mgt. \$2,600.00
- Gerald Fink – mailing FAA loan doc. \$30.84
- DOWL for SRE engineering – per agreement \$32,000.00
- Johnson Co Aviation Mgt.
 - Reimburse for sink/vanity replacement \$177.02
- JCA property tax payment \$1,106.37
 - \$136.50 T hangers – \$969.87 FBO building/hanger

*FNB Fuel Account Balance as of 9-13-19 \$17,348.77

Bacon moved, seconded by Dyess to approve the bills including all regular utility bills. Motion carried.

Old Business:

- SRE (re-bid) Update
 - Honnen Equipment was successful bidder. Three month lead time after receipt of P.O. DOWL to provide the final agreement with Honnen Equip. to the board next week.
 - Dyess moved, seconded by Bacon to authorize Chairman Fink to review and approve final document. Motion carried.
- Leah Whitfield, DOWL called in to the meeting to discussed the following:
 - Geotech study – DOWL and Driller visited the sight last week to survey and review drilling locations, the goal is to do the drilling late October or early November.
 - WYDOT is concerned about the “line of sight” issues and the potential for additional slope failing in the area of the “taxi way turn around” project. They would like additional surveying and at least (3) additional holes drilled in this area.
 - DOWL recommends having the driller do this work when they perform the Geotech drilling. The additional cost of \$1600 needs to be paid by JCA

initially – this expense will be added to the Geotech grant and reimbursed this fiscal year.

- Dyess moved, Bacon seconded to proceed with drilling the additional (3) holes. Motion carried.
- DOWL’s goal is for the Geotech project to go out for bid in March and have bid opening first of April 2020.
- WACIP update – the FAA will not fund removal of fuel tanks. WYDOT will only consider funding ground preparation.
 - The FAA has no interest in including 77’ runway extension with the “taxiway turn around project”.
- SRE equipment advertising – initial bid and the re-bid.
 - DOWL’s requesting reimbursement of \$2,369.84. This amount will be added to our grant. JCA will be responsible of the 4% match.
 - Bacon moved, Dyess seconded payment of the above. Motion carried.

New Business:

- John Moreland is concerned with the taxiway width that’s in front of the proposed hanger location. DOWL to review possible avenues for funding assistance.

Operations:

| | |
|----------------------|-------|
| • Rotary | 18 |
| • Fixed Wing | 310 |
| • Jets | 14 |
| Fuel Sales (gallons) | |
| • Self- Serve | 4,077 |
| • SS Transactions | <hr/> |
| • Jet A | 2,347 |

With no further business to come before the board the meeting was adjourned at 9:15 a.m.

Next regular meeting will be October 21, 2019

Respectfully submitted,

Michael Bacon, Secretary

**Johnson County Airport Board
Minutes
October 21, 2019**

The regular meeting of the Johnson County Airport Board was called to order at 8:30 a.m. at the Airport on October 21, 2019. Present were Chairman Gerald Fink, Randy Dyess and Mike Bacon. Also present were Airport Manager Bruce McWhorter, Commissioner Bob Perry, Leah Whitfield and Ken Nichols from DOWL.

Minutes of the September 16, 2019 meeting were presented. Bacon moved, seconded by Dyess to approve the minutes as presented. Motion carried.

Bills:

- Johnson County Aviation Mgt. \$2,600.00
- Stanley Sanitation (for the months of June, July, August and September) \$180.000

Dyess moved, seconded by Bacon to approve to pay the bills including all regular utility bills. Motion carried.

*FNB Fuel Account Balance as of 10-17-19 \$49,955.00

Old Business:

- SRE Update
 - All Funding is in place
 - Loan agreement is signed
 - Purchase Order is signed
 - The Loader is arrive within the next 60 days and the Plow attachment for the truck within the next 90-120 days.

- Leah Whitfield, DOWL provided updates on the following:
 - Geotech Study – expect results in the next 2-4 weeks. DOWL will meet with FAA to discuss both the “turn around” and “Geotech” projects”. We have \$1.312M in budget for “turn around project” concerned this amount won’t fund both projects. Left over money from SRE will help to offset some of the Geotech costs. DOWL will update the board when all cost are finalized.
 - DOWL to survey runway today for “line of sight” discussion. This needs to be completed before proceeding with “turn around project”.
 - FAA & Wydot scored the “line of sight” project high (91) – so it appears if the north end of runway needs raised they will fund. Design would take place in 2023 – construction in 2024.
 - Parking Lot update – DOWL estimated a cost of \$216,000 for this project. If the project can be “piggy backed” with the county’s project in 2020 FAA & Wydot are in favor of moving forward (80/20 split on cost).

- Pavement maintenance (seal coat) is slated for 2020. Budgeted cost is \$200,000, this will be a 90/10 cost split. Additional details should be available late this year or early next year

New Business:

- Brief discussion on enlarging taxi way area on the North East side of airport. DOWL's had some discussion with FAA, however more information is needed (how many new hangers, types of planes etc.) before any kind of discussion can be made.

Airport Report

- Comments/concerns from Manager
 - T-Hangar status – hangar are at full capacity for the most part. Currently one open – however there is a person interested in renting.
 - Currents T-hanger rates range from \$250 to \$315 depending on size.
 - County Road and Bridge to deliver and set a 300 gal diesel tank by the SRE building

Operations:

| | |
|----------------------|-------|
| ● Rotary | 8 |
| ● Fixed Wing | 280 |
| ● Jets | 32 |
| Fuel Sales (gallons) | |
| ● Self- Serve | 3,427 |
| ● SS Transactions | <hr/> |
| ● Jet A | 7,075 |

With no further business to come before the board, a motion was made to adjourn by Dyess, seconded by Bacon, motion carried. Meeting was adjourned at 9:15 a.m.

Next regular meeting will be November 18, 2019

Respectfully submitted,

Michael Bacon, Secretary

**Johnson County Airport Board
Minutes
November 18, 2019**

The regular meeting of the Johnson County Airport Board was called to order at 8:30 a.m. at the Airport on November 18, 2019. Present were Chairman Gerald Fink, Jim Purdy and Mike Bacon. Also present was Airport Manager Bruce McWhorter.

Minutes of the October 21, 2019 meeting were presented. Fink moved, seconded by Bacon to approve the minutes as presented. Motion carried.

Bills:

- | | |
|---|------------|
| • Johnson County Aviation Mgt. | \$2,600.00 |
| • Generator Service Contract – TWE | \$714.29 |
| • DOWL – Bid advertising | \$2,369.84 |
| • Johnson County Aviation Mgt. (Spill kit reimbursement) | \$935.38 |
| • Eaton Sales – Fuel tank inspection | \$677.50 |

Purdy moved, seconded by Bacon to approve to pay the bills including all regular utility bills. Motion carried.

Review Av Gas Fuel Account and Account Balance:

- FNB Fuel Account Balance – no report

Old Business:

- SRE Update
 - Received reimbursement from FAA of \$34,369.84 – for DOWL’s work
 - Parking Lot – Gerald to follow up with DOWL

New Business:

- Board Vacancy – December 31, 2019
 - Gerald’s term is up

Airport Report

- Comments/concerns from Manager
 - Snow plow only has hand held radio, it isn’t very well and isn’t effective (difficult hearing traffic while clearing runway).
 - Proposed installing ICOM IC 220M Radio with MB-53 for mobile mount. Cost \$1,449.00. This is the same unit that will be installed in our new Loader.

Purdy moved, seconded by Bacon to approve the purchase and installation of the radio. Motion carried.

Operations:

- Rotary 6
- Fixed Wing 140
- Jets 8

Fuel Sales (gallons)

- Self-Serve 2,017
- SS Transactions 47
- Jet A 1961

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

Next regular meeting will be December 16, 2019

Respectfully submitted,

Michael Bacon, Secretary

**Johnson County Airport Board
Minutes
December 16, 2019**

The regular meeting of the Johnson County Airport Board was called to order at 8:30 a.m. at the Airport on December 16, 2019. Present were Chairman Gerald Fink, Jim Purdy, Clint Culliton Randy Dyess (via phone) and Mike Bacon. Also present was Commissioner Bob Parry and Airport Manager Bruce McWhorter.

Minutes of the November 18, 2019 meeting were presented. Purdy moved, seconded by Bacon to approve the minutes as presented. Motion carried.

Bills:

- Johnson County Aviation Mgt. \$2,600.00
- WDOT 2019 Crack Seal \$9,882.19
 - DOWL – GeoTech study (partial bill) \$486.81
 - Total invoiced to date for this study is \$35,000.00. We don't have to pay this invoice until we receive funding from WYDOT

Purdy moved, seconded by Culliton to approve to pay the bills including all regular utility bills. Motion carried.

Review Av Gas Fuel Account and Account Balance:

- FNB Fuel Account Balance – \$28,135.52 as of December 16, 2019

Old Business:

- SRE Update – snow plow to be delivered early February 2020
 - DOWL via phone provided the following updates on Slope Failure and T-Cup projects.
 - GeoTech report – now complete
 - Slope Failure/T-Cup (taxiway turn around) – scope of work is 95% completed as has been submitted to FAA and WYDOT for review.
 - When “Scope of Work” and Engineering Cost is finalized DOWL will go out for Independent Fee Evaluation (requirement by FAA/WYDOT). Firms should have background with slope failures.
 - Projects will go out for bid in March – project(s) award in April.
 - Project estimate is \$1,300,000.00 – local/county portion will be \$51,111.00

New Business:

- Runway decommission/VOR – DOWL to prepare a letter for us to respond to the FAA in support of keeping the VOR approach.
- Mr. Culliton would like the Airport Manager to provide a monthly report with a summary of how many hours are spent Managing/Maintaining the airport. The manager is to develop the report.
 - A motion was made by Culliton, seconded by Purdy to create the monthly report. Need for the report to be reviewed in (3) months. Motion carried 4 to 1 with Dyess voting NO

Airport Report

- Comments/concerns from Manager
 - Nothing at this time.

Operations:

- Rotary 30
 - Fixed Wing 170
 - Jets 4
- Fuel Sales (gallons)
- Self- Serve 1,828
 - SS Transactions 49
 - Jet A 87

With no further business to come before the board a motion was made by Culliton and seconded by Purdy to adjourn the meeting. Motion carried, meeting was adjourned at 9:39 a.m.

Next regular meeting will be January 20, 2020

Respectfully submitted,

Michael Bacon, Secretary