

Johnson County Airport Board
Meeting Minutes

November 21, 2022

Roll Call: The meeting was called to order by Chairman Jim Martin at 8:30 a.m. Board members present were Jim Martin, Mike Bacon, Gerald Fink, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager), and Morrison-Maierle representatives Jarad Koltiska, Tim Wick, and Edison Elder. The meeting was recorded by Bruce McWhorter.

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

Approval of Meeting Minutes: Gerald Fink moved and Mike Bacon seconded a motion to approve the October 17, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: None

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink discussed the FY 2022/23 Airport Budget available as of October 31, 2022 with most budget line items at or close to 100% remaining.

Bills:

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|-------------------------------|------------------|---|-----------------|
| *Johnson County Aviation Mgt | <u>\$2600.00</u> | *Bruce – Walk behind snow blower | <u>\$949.99</u> |
| *Visionary – Fuel Card Reader | <u>\$110.35</u> | *Stanley Sanitation (garb. p/u Aug, Sep, Oct) | <u>\$150.00</u> |
| *Bighorn Coop - diesel fuel | <u>\$2784.50</u> | | |

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

Old Business:

Construction projects:

*New Parking Lot – Jarad Koltiska informed the board that the contractor intends to complete the project by the end of the week (Nov 26, 2022) with overall cost estimated to be approximately \$60,000 below the bidded estimate. RFR #4 was also presented to the board. Mike Bacon moved and Pete Schumacher seconded a motion to approve payment of RFR #4. Motion approved.

*Gerald Fink met with the County Clerk to address refinements to the new contractor voucher system and was informed that none are necessary at this time---the current system is meeting all expectations.

*Engineering Consulting Firm Selection – A working meeting was conducted on November 16, 2022 to evaluate consulting firm SOCE's in accordance with FAA requirements. Two firms submitted SOCE's: Armstrong Construction and Morrison Maierle. At today's Board meeting it was announced that Morrison Maierle had earned the highest overall score. (Evaluation records are maintained on file by the Airport Board.) Pete Schumacher moved and Mike Bacon seconded a motion to award Morrison Maierle the contract to be Johnson County Airport's engineering consultant for the newly approved WACIP projects. Motion Approved.

*Morrison Maierle (M/M) contract update – Because M/M is currently contracted with Johnson County as consultant for previously approved WACP projects, Jim Martin suggested that their Scope of Work be amended to include new projects approved on the recent WACIP update. Jim would then sign this amendment to signify Board acceptance. Pete Schumacher moved and Mike Bacon seconded a motion to amend Morrison Maierle's Scope of Work as suggested. Motion approved.

*Application for Johnson County's 1% Money – Jim Martin met with Jody at the County Commission Office to discuss the application process and was informed that the 1% Application would become available in January and submissions are normally reviewed by the Commission in February. Due to the short timeline once the application becomes available, the Board agreed to have all projects for which money might be requested finalized at the December Board Meeting. First priority will be a request for \$50,000 as partial county match for the 2027-2028 Runway Rehabilitation Project (as discussed at the October meeting). Other projects might also be identified and Tim Wicks offered to provide an overview of possible options at the December meeting. Topic tabled until next meeting.

New Business

*Future of FBO Airport Board Office and Board Meeting location – The Airport Board Office is slowly taking shape as outdated records and miscellaneous "detritus" is relocated and/or discarded. It was suggested that another filing cabinet and a bookshelf would help arrange and preserve existing records. The office could also serve as a "spill-over" lounge for transient pilots and other visitors who sometimes burst into the midst of airport meetings being conducted in the regular lounge area. An immediate fix for this issue is to conduct Airport Board meetings at the Commission Aux Meeting Room at the Court House. Mike Bacon moved and Pete Schumacher seconded a motion to conduct Airport Board Meetings at the Court House beginning with the January 2023 meeting. Motion approved.

Airport Manager Report:

*Comments/Concerns: Bulk AVGAS is currently \$2.00 cheaper than last month and a partial load was delivered last week. This cheaper fuel will help offset the high cost that was paid two months ago and no major change to the current Self-Serve price is anticipated.

*Bruce asked if snowmobilers should once again be allowed to purchase airport avgas. Their purchases help bolster the normal decline of aircraft activity that occurs during the winter months and adds to overall county revenue. Pete Schumacher moved and Mike Bacon seconded a motion to allow snowmobilers to purchase avgas at Johnson County Airport. Motion approved.

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*Operations: Rotary - 4 *Fuel Sales: Self Serve (gal) 708
 Fixed Wing - 70 (Transactions) 23
 Jets - 30 Jet A (gal) 3279

Action items:

- *Jarad will provide an updated Scope of Work
- *Tim will provide a list of potential projects for County's 1% Money

Next Meeting: December 19, 2022 at 8:30

Adjournment: Meeting was adjourned at 9:45 a.m.

SIGNED

Pete Schumacher, Secretary