

Johnson County Airport Board  
Meeting Minutes

**December 19, 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:** Mike Bacon moved and Gerald Fink seconded a motion to approve the November 21, 2022 Airport Board Meeting Minutes. Motion approved.

**Correspondence:** Jim Martin explained the FAA Airport Risk Assessment that was emailed to board members last week. It is a prerequisite for new FAA grant funding and has been submitted and approved by the FAA.

**Personnel:** No change.

**Financial:**

Current Budget Status: Gerald Fink discussed the FY 2022/23 Airport Budget available as of November 30, 2022. Most line items are 70 to 100% remaining even though the fiscal year is 41% over. The allotted budget for Travel Expenses and Operational Gas and Oil have been exceeded, but sufficient surplus exists in other line items to cover these expenditures.

**Bills:**

*Johnson County Aviation Mgt	<u>\$2600.00</u>
*Visionary Broadband	<u>\$110.35</u> (Avgas credit card reader)
*QT POD	<u>\$945.00</u> (Avgas support agreement)
*Casper Star Tribune	<u>\$208.16</u> (Notice of Engineering Consulting Firm solicitation)
*LIS Construction	<u>\$3184.25</u> (New Parking Lot, curb stop repair)

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 project completion and final cleanup was delayed by the severe winter weather experienced the last few weeks. The good news is that the project is on-track to finish approximately \$54,000 (10%) under bid and has been receiving high marks for its overall appearance and customer satisfaction.

RFR #5 was also presented to the board which included a Contract Amendment awarding \$13,000 of JCS Construction's payment to Morrison Maierle for their extended consultant work on this project. Mike Bacon moved and Pete Schumacher seconded a motion to approve both RFR #5 and the Contract Amendment.

Motion approved.

\*Jim Martin advised the Board that he has received several additional forms from the FAA related to grant coordination. Pete Schumacher moved and Gerald Fink seconded a motion authorizing Jim Martin to sign and return said forms. Motion approved.

\*Morrison Maierle (M/M) Scope of Work Amendment – In response to Board discussion at the November meeting, Jarad presented the M/M Scope of Work Amendment that includes responsibility for new airport projects included in the recent WACIP update. Jim Martin will sign this amendment signifying board approval.

\*Application for Johnson County's 1% Money – Tim Wicks provided a breakdown of the Apron and Runway Rehab Projects slated for 2024, 2027, and 2028. These projects will require \$300,456 in Johnson County matching funds (and likely more due to escalating construction costs).

As discussed at the November meeting, the Airport Board's first priority for 2023 1% Money is \$50,000 for the Runway Rehabilitation Project slated to begin in 2027. A similar request will be made in the subsequent four years to accumulate the \$271,111 in county match for this project. Five million dollars in FAA funding is in jeopardy if matching funds are not available.

The \$29,345 match for Apron Rehab and the \$13,333 match for the 2027 Runway Rehab are second and third priority options for the 1% Money. Appropriate requests will be submitted once the applications become available in January 2023.

### **New Business**

\*As a continuation of efforts to enhance the Airport Board Office, Bruce offered to provide an additional filing cabinet for board records. Mike offered to inventory existing records and discard redundant/unnecessary items. Mike Bacon moved and Gerald Fink seconded a motion authorizing up to \$500 for an office shelving unit. Pete will lead the search for an appropriate unit and coordinate with the County Clerk for a sales tax exception. Motion Approved.

\*Transfer of airport landline charges. Bruce currently pays for the airport landline serving the airport which handles local calls-only. The board agreed that this should be an Airport Board expense. Mike Bacon moved and Pete Schumacher seconded a motion changing responsibility for landline charges from Bruce to the Airport Board. Motion approved.

### **Airport Manager Report:**

\*Comments/Concerns: Bruce suggested that the board consider purchase of a fiber-edged snowblade for the Bobcat to prevent scarring the new parking lot pavement and striping. Fiber-edged blades cost approximately \$3750. Jarad informed the board that the new parking lot contract includes resealing and repainting every three years and that metal-edged blades generally do minimal damage during the interim. As a result, the board decided to table purchase of a fiber-edged blade at this time.

*Operations:	Rotary -	<u>8</u>	*Fuel Sales: Self Serve (gal)	<u>498</u>
	Fixed Wing -	<u>58</u>	(Transactions)	<u>19</u>
	Jets -	<u>8</u>	Jet A (gal)	<u>2424</u>

**Action items:**

Jim will visit with Jody regarding necessary coordination for changing the Airport Board's monthly meeting location to the Court House.

**Next Meeting:** January 16, 2023, 8:30 in the Aux Commissioners Meeting Room, Court House

**Adjournment:** Meeting was adjourned at 10:00 a.m.

SIGNED

Pete Schumacher, Secretary