Johnson County Airport Board
 Meeting Minutes

 **January 16, 2023**

**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, Jackie Iberlin, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager), and Morrison-Maierle representatives Jarad Koltiska and Edison Elder. The meeting was recorded by Bruce McWhorter.

**Approval of Agenda**: Mike Bacon moved and Jackie Iberlin seconded a motion to approve today’s meeting agenda. Motion approved.

**Approval of Meeting Minutes**: Mike Bacon moved and Pete Schumacher seconded a motion to approve the December 19, 2022 Airport Board Meeting Minutes. Motion approved.

**Correspondence**: Today’s meeting and February’s board meeting both fall on federal holidays and the Johnson County Court House is closed both dates. Board meetings will therefore be conducted at the airport in January and February.

 **Personnel**: No change.

**Financial**:
 Current Budget Status: Gerald Fink was unable to obtain the December Budget Remaining Summary due to elected leadership changes at the Court House (effective January 1, 2023) and the indoctrination sessions that are being conducted. As presented at the November and December Board Meetings, however, the Airport Budget remains strong with no areas of major concern.
**Bills:**
\*Johnson County Aviation Mgt $2600.00
\*Visionary Broadband $113.25 (Avgas credit card reader)
\*Honnen Equipment $531.69 (tractor wiper repair)
\*Gated Solutions $117.16 (entrance gate sensor repair)
\*Pete Schumacher $265.01 (airport office bookshelf)
\*Johnson County Treasurer $184.24 (additional property tax)
\*Stanley Sanitation $150.00 (garbage pick-up)

Jackie volunteered to seek explanation of the additional property tax from the County Auditor.
Mike Bacon moved and Pete Schumacher seconded a motion to approve payment of listed bills. Motion approved.

 **Old Business:**Construction projects: **\***New Parking Lot **–** Jarad Koltiska informed the board that payment of RFR #5 has been approved, but that the check will be held until all contractor actions are completed.
He also presented RFR #6 to the board which is the final payment ($16,149.40) to Morrison-Maierle for their oversite of the parking lot project. He will load it to BlackCat once approved by the Board. Pete Schumacher moved and Mike Bacon seconded a motion to approve RFR#6. Motion approved.

 Note: Jarad also mentioned several miscellaneous documents requiring board coordination, but as approved at the December meeting, Jim Martin has been authorized by the board to sign these documents.

 \*Application for Johnson County’s 1% Money – Jim Martin informed the board that the county’s 1% Application has been received, but due to escalating construction expenses, he is concerned that the projected cost of the Runway Rehabilitation Project slated for 2027 and 2028 might actually cost $12 million (rather than the $8 million originally projected). This means that Johnson County’s match would almost double (from $300,000 to approximately $500,000). As a result, the Board’s plan to request $50,000 in 1% Money for the next five years will not accumulate the projected county match. Jarad added that the FAA typically does not increase their allocated discretionary amount in response to inflation and suggested that the board plan for what is currently allocated In BlackCat. Jim suggested that some form of document (such as a Memorandum of Understanding) be created so that as commissioners and board members change over the next five years, some record exists specifying what this 1% money is intended for. Jim will confer with Bob Perry regarding these concerns.

 \*Upgrade of Airport Board Office. Pete informed the board that a new bookshelf has been procured from Home Depot and that Bruce McWhorter has donated a metal filing cabinet. Both are now in place in the office. Pete will procure necessary file folders and Mike Bacon will start the initial process of organizing historical files and documents.

 \*Transfer of Airport Phone Account to Airport Board - Bruce informed the board that he has coordinated with the phone company to transfer the account and that Jim Martin simply needs to sign the change application. Jim agreed to sign the change document.

 \*Rate Increase on Hanger Leases – This topic was addressed at length at previous board meetings (see April 2022 Airport Board Meeting Minutes). Jim Martin announced that he has accumulated names and addresses of current lease holders and that action may now be taken to inform lease holders of the impending rate increase. The board expressed uncertainty regarding what the rate increase should be (5% as approved by the county or 3% as permitted by the lease contracts) and also the effective date/s of the rate increase (per individual lease dates or the same date for all). Jim Martin agreed to discuss these points with the County Auditor.
**New Business** \*PV-2 storage agreements:Gerald informed the board that the County Auditor has contacted him seeking information on the two PV-2 military surplus aircraft stored on airport property. Gerald explained the history of these aircraft to the Board dating back 18-20 years ago when he was a county commissioner. The aircraft are currently stored in accordance with letters of agreement between the airport and two separate owners which stipulate storage fees to be paid to the county (although these fees are often in arears). Gerald and Jim agreed to explain details of this situation to the County Auditor and Jim will contact PV-2 owners.
  **Airport Manager Report**:

 \*Comments/Concerns: None.
 \*Operations: Rotary - 30 \*Fuel Sales: Self Serve (gal) 1767
 Fixed Wing - 48 (Transactions) 45
 Jets - 6 Jet A (gal) 1071

**Action items**:
 - Jim will sign phone transfer document
 - Jim and Gerald will talk with Taylor (Auditor’s Office clerk) regarding the PV-2’s
 - Jim will contact PV-2 owners
 - Jackie will seek clarification on property tax increase
 - Jarad will upload RFR #6 to BlackCat
 - Jim will discuss the escalating cost of the Runway Rehab Project and MOU with Bob Perry
 - Pete and Mike will continue with the organization of the airport office

 **Next Meeting**: 8:30 February 20, 2023, at the airport

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

 SIGNED
Pete Schumacher, Secretary