

Johnson County Airport Board
Meeting Minutes
February 20, 2023

Roll Call: The meeting was called to order by Chairman Jim Martin at 8:30 a.m. Board members present were Jim Martin, Gerald Fink, Jackie Iberlin, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager), Commissioner Bob Perry, and Morrison-Maierle representative Edison Elder. Jarad Koltiska participated by phone. The meeting was recorded by Bruce McWhorter.

Approval of Agenda: Jackie Iberlin moved and Gerald Fink seconded a motion to approve today's meeting agenda. Motion approved.

Approval of Meeting Minutes: Gerald Fink moved and Pete Schumacher seconded a motion to approve the January 16, 2023 Airport Board Meeting Minutes. Motion approved.

Correspondence: Jim Martin presented the Johnson County Airport January 31, 2023 bank statement showing a balance in the AVGAS fuel account of \$56,016.93.

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented the Airport Budget Balance as of 01/31/2023 showing \$76,782.15 remaining of \$118,592.00 allocated. This means that 64.7% of the budget remains with only five months remaining in the fiscal year.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>
*Visionary Broadband	<u>\$113.25</u> (Avgas credit card reader)
*Eaton Sales and Service	<u>\$2192.75</u> (AVGAS fuel tank test and inspection)

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

Old Business:

Action item response: Jackie Iberlin reported on her meeting with the County Assessor seeking explanation of the second property tax assessment recently received by the Airport Board. She was informed that the board has been receiving assessments on both land and property (buildings, hangers, etc) in a single notification since 2012, but the county is now sending a separate notification for land and another for property. This explains the board's confusion.

Construction projects:

*New Parking Lot – Jarad Koltiska informed the board that the parking lot is essentially completed except for several unfinished tasks (like the main ramp entrance gate) that are awaiting parts and sub-contractor actions. Payment of RFR #5 has been approved, but the check is being held by the County Clerk until all contractor actions are completed.

Action item response: RFR #6 (final payment to Morrison-Maierle for their oversight of the parking lot project - \$16,149.40) has been uploaded to BlackCat and is currently under FAA review.

*Application for Johnson County's 1% Money – Action item response: Jim Martin reported to the board that county guidance on 1% money emphatically states that allocated dollars cannot be carried forward into the next fiscal year as a means to accumulate future grant-match obligations. Bob Perry interjected that this is not enforced for large dollar operations (like the airport) but is intended to motivate smaller county entities to spend the 1% money they have been allocated. He recommended that the board apply for a single request of \$75,000 this year to be earmarked as grant match on future airport projects with no mention of any specific project (in case the FAA or WY Dept of Transportation retract their support of a specific project ---like the Runway Rehabilitation project slated to begin in 2024).

Action item: Jim will complete the 1% Money Application as described above and Bob will address the option of an MOU with the commissioners as a means to document the intent of the airport's 1% Money.

*Upgrade of Airport Board Office. Action item response. Office clean-up is progressing nicely: furniture has been rearranged to make a more relaxing environment for visitors, additional filing cabinets and shelves have been added for storage, and Mike and Gerald have been discarding un-needed materials while creating working files for the board. At the moment, it appears there might even be an overage of storage space. Bruce interjected, however, that board materials still exist in other areas of the FBO and once consolidated into the board office, the excess of storage space might go away. The board agreed that "Only time will tell!"

*Transfer of Airport Phone Account to Airport Board – Jim reported that he has not received the Account Change Document for his signature---Bruce will resend. Action item.

*Rate Increase on Hanger Leases – Action item response: Jim met with the County Clerk and they concluded that a 3% hangar rent increase would be applied to all leases beginning fiscal year 2023 (July 1) with an additional 2% added in fiscal year 2024. This would resolve the disparity between what the county had approved (5%) and what the hanger lease documents specified (no more than 3% per year). Action item: Jim will notify lease holders of the impending rate increases. The Clerk's Office will invoice lease holders at these new rates. Jim was unsure if the rate increase should apply to T-hanger rentals because they were not specifically mentioned in previous board discussions on this topic. Board consensus was that rate increases should be consistent across the board. Pete Schumacher moved and Gerald Fink

seconded a motion to apply the new rates to all hangers on the airport. Motion approved.

*PV-2 storage agreements: Action item response: Jim and Gerald have explained the PV-2 storage situation with the County Clerk. Action item: Jim will draft notification letters to the two aircraft owners (one in Oregon, one in Mississippi) notifying them of the increased scrutiny by Johnson County regarding property stored at the airport. The County Clerk will subsequently invoice both owners requesting storage payments (including delinquent charges).

New Business

*Bank account signatures – The County requires that a Signature Card be maintained at the bank for any board member with access to AVGAS Bank Statements. Pete Schumacher moved and Jackie Iberlin seconded a motion to limit the signature card to three board members (President - Jim Martin, Vice President - Mike Bacon, and Treasurer - Gerald Fink) and that out-dated/retired Board Members be deleted from the Signature Card. Motion approved.

*Board Meeting location – Board members agreed that it is more convenient to meet at the airport rather than the Court House (especially during the winter months). So instead of meeting at the Court House in March, April, and May as originally planned, these monthly meetings will be conducted at the airport.

Airport Manager Report:

*Comments/Concerns: None.

*Operations: Rotary -	<u>28</u>	*Fuel Sales: Self Serve (gal)	<u>1830</u>
Fixed Wing -	<u>60</u>	(Transactions)	<u>48</u>
Jets -	<u>8</u>	Jet A (gal)	<u>617</u>

Action items:

- Jim will sign phone transfer document
- Jim will contact PV-2 owners
- Jim will submit 1% Money Application
- Bob will propose MOU to commissioners
- Jim will update signature card at bank; Mike and Gerald will also sign

Next Meeting: 8:30 Mar 20, 2023, at the airport

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

SIGNED

Pete Schumacher, Secretary

