Johnson County Airport Board
 Meeting Minutes

 **March 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, Pete Schumacher, and Mike Bacon (by phone); also present were Bruce McWhorter (Airport Manager), and Morrison-Maierle representatives Edison Elder and Jarad Koltiska. 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**: Gerald Fink moved and Pete Schumacher seconded a motion to approve the February 20, 2023 Airport Board Meeting Minutes. Motion approved.

**Correspondence**: Jim Martin reported that the February 28, 2023 bank statement showed a balance in the AVGAS fuel account of $69,954.94.

 **Personnel**: No change.

**Financial**:
**Current Budget Status**: Gerald Fink presented the Airport Budget Balance as of 02/28/2023 showing $67,696.96 remaining of $118,592.00 allocated; which is 57% (more than half) of the budget remaining with only four months remaining in this fiscal year.
**Bills:**
\*Johnson County Aviation Mgt $2600.00
\*Visionary Broadband $113.25 (Avgas credit card reader)
\*Century Link $74.11 (Airport telephone landline)
 Gerald Fink 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 the parking lot project is done: the final RFD has been approved and submitted (including repair of the damaged curbstop). No further action required.
\*Application for Johnson County’s 1% Money – Action item response: Jim Martin has submitted the airport’s 1% Application requesting $75,000 in FY 2023-2024). Action item: If the requested money is approved, Jim will address the option of an MOU with the commissioners as a means to document the intent of this 1% Money.

\*Transfer of Airport Phone Account to Airport Board – Action item response: Completed

\*Rate Increase on Hanger Leases – Action item response: Jim has provided the County Clerk with notification letters addressed to each of the box hanger leasees regarding the impending lease rate increase. The Clerk’s Office will send these notification letters along with an invoice at these new rates effective July 1, 2023. The County Clerk has also been informed that these new lease rates should also be applied to monthly T-hanger rentals (as voted on and approved at the February 2023 Airport Board Meeting). Action item: Jackie Iberlin volunteered to get names and contact information for each T-hanger leasee so that the Airport Board has a complete listing of hanger occupants in case emergency notification is necessary.
\*PV-2 storage agreements:Action item response: Jim drafted notification letters to the two aircraft owners (one in Oregon, one in Mississippi) notifying them of increased scrutiny by Johnson County regarding property stored at the airport. These letters were provided to the County Clerk, however he was uncertain whether the County Clerk had sent the letters and invoiced the owners requesting storage payments (including delinquent charges). Action item: Jim will follow-up with further inquiry.

Update bank account signatures: Action item response: Still pending Action item.

**New Business**

\*New Project - Replace Runway End Identifier Lights (REILS) on Runway 31. In response to previous board discussions, Jarad Koltiska provided an overview of the REIL Replacement Project: (All costs are estimates): Total Cost - $85,000, Morrison-Maierle Enginering charge - $25,840, Wyoming DOT contribution - $76,500, Johnson County match (10%) - $8,500.
Due to timelines required for public notice of construction opportunities, bid review and contractor selection, this project would likely begin no earlier than September 2023 and would require runway closure for approximately three days. Aircraft requiring runway access during this closure could coordinate arrival times with the airport. A motion to approve this project and allow Jim Martin to sign all associated documents was made by Pete Schumacher and seconded by Gerald Fink. Motion approved.

\*REIL Predesign Meeting – At conclusion of the regular meeting, a video conference was conducted with Wyoming DOT (Melissa) to address Phase I aspects of the REIL project (Preliminary Design, Responsibilities, etc) as outlined in the attached Scope of Work document.
Most of the details had been previously discussed by the board earlier in the meeting.
Action item: Due to the expected timeline, the board should anticipate a review of contractor bids at the May meeting.

\*2023-2024 Budget Preparation – Jim Martin presented a proposed budget using the line item format of the 2022-2023 budget as a basis. Many line items remained unchanged, some increased slightly because of deficits this year, and some were reduced due to existing surplus. The result was an overall budget of $115,820 (approximately $3000 less than last year). Gerald conducted a similar estimate with nearly matching results. During the discussion that followed, several additional expenditures were identified (project grant match, unforeseen equipment upgrades, etc) that could raise the proposed budget an additional $30-40 thousand.
Action item: Members will refine potential grant matches, equipment upgrades, and other expenses for final budget preparation scheduled for the April meeting.
  **Airport Manager Report**:
\*Comments/Concerns: Bruce McWhorter suggested that a box blade be purchased for the Bobcat to enhance snow clearance in confined areas (like the front parking lot). He presented an estimate from the local Bobcat dealer for an 8-foot box blade at $3570. Mike Bacon moved and Pete Schumacher seconded a motion to approve box blade purchase. Motion approved.

Bruce also suggested that the board consider Infrared Heaters for the hanger area of the cinder block building that Bruce rents from Johnson County. A contractor is scheduled later this week to evaluate the installation and provide a cost estimate. Action item: The board agreed to consider his request once the cost estimate is completed.

FBO Upgrades:
Action item. Bruce will pursue estimates to replace flooring in the two FBO offices.
Action item. Jackie Iberlin will get estimates on fixture upgrades for the FBO bathrooms.
Jim Martin suggested that the office computer needs upgrading as the current one is frustratingly slow. Mike Bacon moved and Pete Schumacher seconded a motion authorizing up to $1500 to either upgrade or replace the present computer. Motion approved**.**Action item: Jim agreed to do the legwork.

 \*Operations: Rotary - 10 \*Fuel Sales: Self Serve (gal) 1268
 Fixed Wing - 42 (Transactions) 21
 Jets - 0 Jet A (gal) 0
**Action items**:
 \* Jim – address 1% MOU with Commissioners
 \* Jackie – obtain T-hanger leasee names and contact information
 \* Jim – follow-up with County Clerk regarding notification to PV-2 owners
 \* Jim, Mike, and Gerald – sign bank signature card
 \* Pete – include review of REIL bids in May meeting agenda
 \* Board, Bruce, and Morrison-Maierle – refine equipment upgrades and grant obligations
 \* Bruce – Cost estimates for infrared heaters and office flooring upgrades
 \* Jackie – obtain estimate to replace bathroom fixtures
 \* Jim – pursue upgrade or replacement of office computer
 \* All – Live fast, laugh hard, have fun!
 **Next Meeting**: 8:30 April 17, 2023, **at the airport**

**Adjournment**: Meeting was adjourned at 11:15 a.m.

 SIGNED

Pete Schumacher, Secretary