

Johnson County Airport Board  
Meeting Minutes

**April 17, 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), Commissioner Bob Perry and County Admin Assistant Jody Telkamp, plus Morrison-Maierle representatives Tim Wick and Jarad Koltiska. The meeting was recorded by Bruce McWhorter.

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

**Approval of Meeting Minutes:** Gerald Fink moved and Jackie Iberlin seconded a motion to approve the March 20, 2023 Airport Board Meeting Minutes. Motion approved.

**Correspondence:**

Jim Martin presented the Johnson County Airport March 31, 2023 bank statement showing a balance in the AVGAS fuel account of \$64,280.20.

Jim also reminded attendees of the April 2 update to the 2023-2024 Airport Budget Request that he had forwarded via email. This update will be reviewed later in the meeting.

Jim also informed attendees that he had provided corrected Hanger Lease Notification letters to the County Clerk for distribution specifying Jun 30 as the end of the fiscal year, not July 1. Thankyou Jody for noticing this discrepancy.

**Personnel:** No change.

**Financial:**

Current Budget Status: Gerald Fink presented the Airport Budget Balance as of Mar 31, 2023 showing \$63,787.71 remaining of \$118,592.00 allocated. Thus 53.8% of the budget remains with only three months remaining in the fiscal year.

Gerald also discussed Line 2 – DUES, \$100 with 100% remaining, which is allocated to cover registration fees for board members attending WY DOT sponsored conferences. This past year Bruce McWhorter attended the Wyoming Airports Coalition conference in Pinedale as a representative of Johnson County Airport; but not being a designated board member, Bruce paid his own registration fee. Pete Schumacher moved and Jackie Iberlin seconded a motion specifying that these registration fees be paid by the Airport Board regardless of who the airport representative is. Motion approved.

**Bills:**

*Johnson County Aviation Mgt	<u>\$2600.00</u>
*Visionary Broadband	<u>\$113.25</u> (Avgas credit card reader)
*Century Link	<u>\$67.45</u> (Telephone)

- \* Stanley Sanitation                                 \$150.00 (Garbage pick-up)
- \*Johnson County Aviation Mgt                 \$621.00 (WY Dept Environ. Quality – AVGAS tank license)
- \*Gated Solutions                                     \$1773.00 (Repair of automatic gate next to FBO)

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

**Old Business:**

Construction projects:

\*New REIL System – RWY 31: Jarad Koltiska reported that WT DOT had approved the 50% Progress Report and the 95% Report was submitted yesterday. His goal is to have the bid notice posted this week, bid review and selection ready by the May board meeting, and a signed contract by June 30 (end of this fiscal year). Despite this accelerated effort, the board was concerned that Johnson County match payment would likely not occur until fiscal year 2023-2024 and therefore this match should be added to next year’s Airport Budget Request.

Other

\*Application for Johnson County’s 1% Money – Bob Perry announced that the commissioners were meeting tomorrow to allocate these funds and that an update would be provided at the May Airport Meeting. Action item (Jim and Bob Perry)

\*Rate Increase on Hanger Leases – Action item response: Jackie obtained a list of T-Hanger lessees, which along with the Box Hanger contacts that Jim has obtained, will be used for airport emergency notification. Some contacts are missing phone numbers. Gerald then reported that Barry Crago (Deputy County Attorney) has completed new lease contracts for T-hanger lessees specifying the updated lease rate. A discussion then followed regarding who should be responsible for notifying lessees, enforcing payment deadlines, and ultimately barring access to the hangers when a lessee is in arrears. It was suggested that Jody Telkamp could monitor this situation and be a conduit to the Airport Board when problems arise. Pete Schumacher moved and Jackie Iberlin seconded a motion specifying that the County Clerk’s Office, as holders of the lease contracts, recipient of lease payments, and monitor of payment deadlines, should be responsible for all other aspects of the hanger lease program.

There was reservation expressed by some members that approving this motion would significantly increase Jody’s workload and undercut her primary responsibility which is to serve the County Commissioners. Motion failed.

Mike Bacon then offered to meet with Jody and Bob Perry to discuss a potential division of responsibilities regarding hanger lease management. Action item.

\*PV-2 storage agreements: Action item response: Jim was unsure if the County Clerk had sent notification letters to the PV-2 owners. Jody offered to follow-up on this with the County Clerk. Action item.

\*Updating bank account signatures: Action item response: Meeting Minutes authorizing new signatures have been delivered to the bank; two members have already signed, and Mike Bacon will sign when he returns from Arizona around May 1<sup>st</sup>. Action item.

\*Airport Budget Request 2023-2024: Jim discussed his April 2<sup>nd</sup> update to the budget request. As noted earlier, the amount requested for GRANT MATCH will be increased to cover the RWY 31 REIL Project. The commissioners will inform the board once a date has been determined to discuss the airport's budget request. Jim and Gerald plan to attend this meeting. Action item.

### **New Business**

\*Infrared Heaters for cinder block hanger: Action item response: Bruce obtained an estimate of \$20,640 from Great Divide to install these heaters. Board members and Bruce felt this cost was too high for the value it would provide. Jim and Bruce speculated that suitable heaters could be purchased by the Airport Board, installed by Bruce (assisted by board members), with final certification by licensed contractors at a significantly lower cost. Pete Schumacher moved and Jackie Iberlin seconded a motion authorizing Bruce to obtain estimates on Infrared Heaters and associated costs for a DIY project. Motion approved. Action item: Bruce

\*New office flooring: Action item response: Bruce obtained an estimate of \$3,185.27 from Floor'D to install vinyl flooring in the FBO offices (to match what was previously installed in FBO common areas). The color code for the previously installed vinyl has been discontinued and a lively discussion followed regarding new color choices. Pete Schumacher moved and Gerald Fink seconded a motion to accept the Floor'D estimate (with a 10% overrun margin) with color determination delayed for further discussion. Motion approved.

\*Obtain estimate to replace bathroom fixtures: Action item response: Jackie obtained cost estimates for new vanities, faucets, sinks and toilets from Home Depot; and although she was satisfied with the quality of most items, she felt that a cabinet contractor should be consulted for the vanities. Several local contacts were provided. Gerald Fink moved and Mike Bacon seconded a motion authorizing up to \$10,000 to upgrade the two bathrooms. Motion approved. Action item: Jackie will consult local vanity contractors while other board members begin toilet installation and general clean up as necessary.

\*Pursue upgrade/replacement of office computer: No action so far. Action item: Jim

\*Board approval of hanger lease extensions: At the July 2022 Airport Board Meeting, 30-year lease term limits were approved for several hanger owners who had specifically requested this limit. The board's intent at the July meeting was that this term limit be offered to all hanger lease holders. Mike Bacon moved and Jackie seconded a motion clarifying that 30-year term limits (with 30-year extension options) are available to all lease holders. Motion approved. Action item: Jim will inform lease holders and specify a June 30, 2023 request deadline.

**Airport Manager Report:**

\*Comments/Concerns: Still waiting for invoice on new Bobcat accessories.

*Operations:	Rotary -	<u>22</u>	*Fuel Sales: Self Serve (gal)	<u>1728</u>
	Fixed Wing -	<u>94</u>	(Transactions)	<u>48</u>
	Jets -	<u>6</u>	Jet A (gal)	<u>240</u>

**Action items:**

- \*Jim/Bob – report on Commissioner’s decision regarding 1% Money Request
- \*Mike – Coordinate with Jody and Bob regarding workshare agreement
- \*Jody – determine if notices and invoices have been sent to PV-2 owners
- \*Mike – sign bank signature card
- \*Bruce – obtain estimate for DIY infrared heaters
- \*Jackie – obtain private contractor bids for bathroom vanities
- \*Jim – pursue upgrade/replacement of office computer
- \*Jim – letter to lease holders regarding term extensions
- \*Bruce – request separate invoices from Gated Solutions for recent repairs to automatic gates

**Next Meeting:** 8:30 May 15, 2023, at the airport

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

**SIGNED**

Pete Schumacher, Secretary