

Johnson County Airport Board
Meeting Minutes

May 15, 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; also present were Bruce McWhorter (Airport Manager) and Commissioner Bob Perry, plus Morrison-Maierle representative 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 Gerald Fink seconded a motion to approve the April 2023 Airport Board Meeting Minutes. Motion approved.

Correspondence:

*Johnson County Airport's April 30, 2023 bank statement shows a balance in the AVGAS fuel account of \$70,387.70. Bob Perry suggested that fuel account status also reflect Fuel in Tank and Monthly Sales. Action item.

*Johnson County Commissioners letter dated April 19, 2023 approving distribution of the Airport Board's requested Optional 1% Sales Tax Monies

*Notice of Award letter from the Airport Board dated May 15, 2023 to Scott Brothers, Inc notifying them of their selection as contractor for the RWY 31 REIL project

*Award Concurrence letter from the Wyoming Department of Transportation dated 5/15/2023 signifying approval of Scott Brothers selection.

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented the Airport Budget Balance as of April 30, 2023 showing \$57,818,22 remaining of \$118,592.00 allocated. With only one month remaining in the fiscal year, and after payment of all approved bills, the airport is forecast to end the fiscal year with a budget surplus of approximately \$20,000.

Bills:

*Johnson County Aviation Mgt \$2600.00

*Visionary Broadband \$113.25 (Avgas credit card reader)

*Century Link \$67.12 (Telephone)

*Pete Schumacher \$402.40 (2 new Home Depot toilets for FBO)

*C&K Equipment \$2343.98 (Bobcat snowblower repair)

*RFR #1 – REIL Project \$13,429.76 (M-M invoice for preliminary REIL management)

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

Old Business:

Construction projects:

*New REIL System – RWY 31: Edison Elder discussed award of this contract to Scott Brothers, Inc with construction likely to begin this fall. During the review of RFR #1, Jim noted that the newspaper announcement of this project cost \$561.75 and asked if in the future these announcements could be delivered through the Johnson County website instead to save money. Edison will ask M-M if this is plausible. Action item.

Other

*Application for Johnson County's 1% Money – The airport's request for \$75,000 in 1% Money has been approved. Bob Perry informed the board that an additional \$11,000 remains from FY2021 and that both amounts are earmarked for future airport match projects. He suggested that these monies be included in the airport's annual budget so future commissioners are aware of its purpose and he will discuss this option with Barry Crago. Action item.

*Hanger Lease Management: Action item response: Mike met with Jody and learned that she has been assigned responsibility for hanger lease management effective July 1, 2023. She mentioned that several replies have been received regarding the new lease rates but lessors had not provided the required insurance documents. Further follow-up is required. Action item.

*PV-2 storage agreements: Action item response: Jody is currently immersed in county budget responsibilities but will follow-up on this topic soon. Action item.

*Complete Bank Signature Card. Action item response: Mike is back from Arizona and has signed the card. Now only Gerald's signature is required. Action item.

*Airport Budget Request 2023-2024: Action item response: Budget Request has been submitted and the commissioners will inform the board once a date has been determined to discuss the airport's request. Jim and Gerald plan to attend this meeting. Action item.

*Obtain estimate for DIY Infrared Heaters for block hanger: Action item response: Bruce obtained an estimate of \$19,000 for a DIY system which the board considered too expensive for value received. No further action.

*Obtain contractor bids for bathroom vanities: Action item (Jackie). No action.

*Upgrade/Replace office computer: Action item (Jim). No action.

*Inform hanger lease holders of term extension deadline: Action item (Jim). No action.

*Request separate automatic gate invoices from Gated Solutions: Action item (Bruce).

Completed.

New Business

None

Airport Manager Report:

*Comments/Concerns: Bruce obtained C&K Equipment invoices on Bobcat accessories which has been included in this month's bill summary.

C&B Operations has completed all invoiced mower repairs and the county may now release the previously approved payment.

*Operations: Rotary -	<u>4</u>	*Fuel Sales: Self Serve (gal)	<u>721</u>
Fixed Wing -	<u>74</u>	(Transactions)	<u>24</u>
Jets -	<u>10</u>	Jet A (gal)	<u>430</u>

Action items:

*Gerald/Bruce – Provide Bank Balance, Fuel in Tank, and Monthly Sales when reporting Fuel Account Status

*Edison/Jarad – Determine if future construction contracts can be announced on Johnson County website instead of newspaper

*Bob – Confer with Barry Crago regarding inclusion of airport's 1% Money in Annual Budget Request

*Jody – Determine if hanger lease holders have been informed of rent increases and are providing necessary insurance documents

*Jody – Insure notices and invoices have been sent to PV-2 owners

*Gerald – Sign bank signature card

*Jim/Gerald – Meet with County Commissioners to discuss 2023/24 Budget Request

*Jackie – Obtain private contractor bids for bathroom vanities

*Jim – Pursue upgrade/replacement of office computer

*Jim – Send letter to hanger lease holders regarding term extensions

Next Meeting: 8:30 June 19, 2023, at the airport

Adjournment: Meeting was adjourned at 9:30 a.m.

SIGNED

Pete Schumacher, Secretary