

Johnson County Airport Board
Meeting Minutes

June 19, 2023

Roll Call: The meeting was called to order by Vice Chairman Mike Bacon at 8:30 a.m. Board members present were Mike Bacon, Gerald Fink, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager), Commissioner Bob Perry, plus Morrison-Maierle representatives Jarad Koltiska and Edison Elder. The meeting was recorded by Bruce McWhorter.

Approval of Agenda: Pete Schumacher 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 May 2023 Airport Board Meeting Minutes. Motion approved.

Correspondence: None

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented the Airport Budget Balance as of May 31, 2023 showing \$51,267.87 remaining of \$118,592.00 allocated. Despite the fiscal year ending this month, and in consideration of outstanding bills yet to be paid, the Airport Board expects to finish FY2022/2023 with a budget surplus.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>
*Visionary Broadband	<u>\$113.25</u> (Avgas credit card reader)
*Century Link	<u>\$67.12</u> (Telephone)
*Mike Bacon	<u>\$35.70</u> (Office electronic surge protector)
*Floor-D	<u>\$3125.87</u> (Office flooring)
*Scott Brothers Electric	<u>\$175.00</u> (Diagnose and install PAPI light bulb)
*Johnson County Aviation Mgt	<u>\$204.50</u> (PAPI light bulb)
*Johnson County Aviation Mgt	<u>\$258.69</u> (Repair Security Gate card readers)
*Cowboy State Plumbing	<u>\$1585.00</u> (New FBO water heater)
*Chesbro Electric	<u>\$5170.00</u> (LED lights for T-hangers)
*C&B Equipment	<u>\$3500.00</u> (Snow removal box plow)

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

Old Business:

Construction projects:

*New REIL System – RWY 31: Jarad informed the board that the FAA requires ACH payment for the REIL flight check (approximately \$12,000) before the flight is accomplished. Bob Perry will discuss with the County Clerk the option of using money from the AVGAS bank account to make this payment. Action item: (Bob)

Jarad also presented RFR #2 for this project which will be entered on BlackCat today. Jim Martin has board approval to authorize RFR payment. Actual construction on this project is forecast to begin early spring 2024.

*Capital Improvement Plan – Semi-annual update is required soon and Jarad requested that a review be added to the July Meeting Agenda. Action item: (Pete)

Other

*Can construction bid solicitations be announced on the county website to save newspaper printing charges? Action item response: Jarad – State and federal law requires that government funded construction opportunities be printed in a newspaper with state-wide circulation. The county website does not meet this requirement. Topic closed

*Can 1% Money be included in the Airport Board's Annual Budget to ensure commissioners are aware that this money is earmarked for future cost-share construction projects. Action item response: Bob Perry – The board's annual budget meeting with the commissioners is an opportunity to emphasize the intent of this money. In addition, a note could be added to the Annual Budget Request to ensure a paper trail for future commissioners. Topic closed

*Hanger Lease Management: Action item response: Jody has received responses from all hanger lease holders regarding the impending rate increase including required documentation. Four lease holders did not include insurance verification and she will follow-up with these individuals. Action item: (Jody)

*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: (Jody)

*Complete Bank Signature Card. Action item response: Done. Topic closed

*Airport Budget Request 2023-2024: Action item response: Budget meeting with commissioners is scheduled for June 29 at 11:00. Action item: (Airport Board)

*Obtain contractor bids for bathroom vanities: Action item (Jackie) Open.

*Upgrade/Replace office computer: Action item (Mike) A faulty office surge protector was causing the computer to lose power and shutdown for extended periods, which then necessitated a slow/lengthy startup as updates were loaded. A new surge protector has been

installed, and by leaving the computer ON, its response time will greatly improve. Topic closed.

*Inform hanger lease holders of term extension deadline: Action item (Jim) Open.

New Business

LED Lighting for T-Hangers – Bruce explained that the current lights are old technology, require extensive maintenance, and often require 3-5 minutes to illuminate. An updated LED system would be more responsive and less expensive to operate. Chesbro Electric provided a bid of \$5,170 to install LED lights in the T-Hangers. Pete moved and Gerald seconded a motion to approve the T-Hanger LED lighting. Motion approved. Action item: (Bruce) – Obtain invoice from Chesbro to validate payment this fiscal year.

Airport Manager Report:

Comments/Concerns:

*Snow removal Box blade previously approved by the board arrived damaged and C&B Equipment has a new one in-transit. Action item: (Bruce) Request an invoice from C&B to validate payment this fiscal year.

*One of the box hangers is being used for storage of air conditioning equipment which is causing significant non-aviation related pick-up and delivery traffic on the taxiway. The lease holder currently is not using the hanger for it’s intended purpose (aircraft storage) which is in violation of the county’s lease contract. Pete moved and Gerald seconded a motion signifying that increased emphasis be taken by the board to uphold lease contract requirements. Motion approved. Action item: (Bruce) Visit with current lease holder to resolve contract deficiencies.

Fuel Account Status:

Bank Balance: \$64,067.34 AVGAS Fuel in Tank: \$6778.00 Monthly Sales: \$12,255.65

Operations:	Rotary	<u>12</u>	Fuel Sales:	Self Serve (gal)	<u>2060</u>
	Fixed Wing	<u>174</u>		(Transactions)	<u>58</u>
	Jets -	<u>14</u>		Jet A (gal)	<u>2335</u>

*Johnson County Airport Activity Summary – In addition to the monthly summary, Bruce also presented a historical summary of airport operating activity for each year back to 2018.

Action items:

- *Bob – Use of AVGAS Bank Account for flight check ACH payment
- *Pete – Include Capital Improvement Plan Review in July Meeting Agenda
- *Jody – Obtain hanger insurance documents from four lease holders
- *Jody – Insure notices and invoices have been sent to PV-2 owners
- *Jim/Gerald – Meet with County Commissioners to discuss 2023/24 Budget Request
- *Jackie – Obtain private contractor bids for bathroom vanities

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

Next Meeting: 8:30 July 17, 2023, at the airport

Adjournment: Meeting was adjourned at 10:30 a.m.

SIGNED

Pete Schumacher, Secretary