

Johnson County Airport Board
Minutes
January 17 .2022

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:30 a.m. Present were Jim Martin and new Board Member Pete Schumacher. Also present were Bruce McWhorter, Airport Manager, Tim Wick and Jarad Koltiska, Morrison Maierle, Barry Crago, Johnson County Attorney Office. The Board meeting was recorded by Airport Manager Bruce McWhorter.

Jim Martin moved, second by Pete Schumacher to approve the minutes of December 20, 2021 meeting as presented. Motion carried.

Bills:

• Johnson County Aviation Mgt.	\$2,600.00
• Visionary Communications (Av-Gas Internet Card Reader)	\$ 104.05
• Stanley Sanitation (3-month charge)	\$ 150.00
• Chesbro Electric (Card Reader Install for 100LL fuel)	\$ 945.00
• Cummins Sales (Airport Generator Service)	\$1,321.98
• WDEQ Fuel Tank Inspection	\$ 600.00

Jim Martin moved, second by Pete Schumacher to pay invoices. Motion carried.

Old Business:

- Agreement with TW agreement on the generator has expired and the load test was discussed. Consensus of the members present was to not renew the agreement with Cummins Sales and investigate a new agreement with TW if legalities can be satisfied. The load test is required by Johnson County Emergency Management. Bruce McWhorter will investigate the cost for TW to do the annual service on the generator.

The Consultant Agreement with Morrison-Maierle was discussed. Mr. Barry Crago indicated that his office had come to an agreement regarding verbiage in the contract (***Master Agreement for Professional Airport Engineering Services Between Owner and Engineer. Section 6 General Provisions, Sub-Section 6.16. Allocation of Risks-Indemnifications, Part C***). Mr. Crago indicated his office and Morrison-Maierle council have discussed at length the clause and added a minor (one sentence addition stating ***"Nothing in paragraph 6.6.16.C shall obligate the owner to indemnify the Engineer for the Engineer's own negligence or fault or to indemnify any other person or entity other than the Engineer"***) revision to the clause. Mr. Crago stated that his office still has reservations and made no recommendations. The Board considered the discussion and the addition to the lease and consensus is that the revision is acceptable. In that a motion to allow the Chairman to sign the Master Agreement with pertinent revisions was made by Clint Culliton and seconded by Jim Purdy at the December 12, 2021 Board meeting no action was required this date.

- Discussion concerning the new aviation gas card reader was entertained and how the monies in the First Northern Bank account was transferred to the Bank of Buffalo account. Clint Culliton and Gerald Fink will sign the documents to transfer the funds from First Northern Bank. All Board members need to stop by the Bank and sign the signature cards.

Jim Martin moved to have the money transferred and to have all Board members (Gerald Fink, Mike Bacon, Pete Shumacher, Jim Martin and Clint Culiton) sign the card and Pete Schumacher seconded. Motion carried.

- Tim Wick discussed the parking lot design schedule and the degree to which the parking lot will be designed. Mr. Wick indicated they will design the parking lot to WYDOT Highway specifications and not FAA specifications. Questions concerning the addition of installing the now defunct sewer line under the parking lot was discussed. Since the sewer line is owner owned it will probably be eligible for FAA funding. Jared Koltiska presented preliminary plans and invited comment from the Board members.
- City Services need paper work submitted with primary contact. Gerald has submitted Bruce McWhorter as the primary contact and himself (Gerald Fink) as the official email contact for the billing. Gerald stated that February 1, 2022 is the date for access to the account by City Services.
- Barry Crago discussed the addition of indemnify clauses to private hangar leased. All private hangar owners will be invited to have this clause/addendum added to their respective lease contracts if they so choose.

New Business:

- Gerald Fink discussed the new radio tower and the height of same. Discussion ensued and since the FCC/FAA had given their authorization and an executed FAA Form 7460 was in hand there is no recourse for the Airport.
- Gerald Fink discussed the selection of new officer positions for the upcoming year. Consensus by those present was to table the selection of officers until all board members could be present.

Airport Report:

- Manager Bruce McWhorter indicated that some hangar renters have questions concerning new rental rates on the County owned hangars. Barry Crago indicated that as soon as all the leases could be found/examined he would send out a letter with the rate increases. No other issues or concerns were presented by the Manager.

Operations:

- Rotary - 14
- Fixed Wing - 160
- Jets - 12

Fuel Sales (gallons)

- Self-Serve – 1583
- SST Transactions- 47
- Jet A - 1508

With no further business to come before the board a motion was made by Jim Martin, second by Pete Schumacher to adjourn the meeting. Motion carried. Meeting was adjourned at 10:29 am.

Next regular meeting will be February 21, 2022

Respectively submitted by Jim Martin for Mike Bacon, Secretary

Johnson County Airport Board
Minutes
February 21, 2022

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:38 a.m. Present were Pete Schumacher, Clint Culliton and Mike Bacon (by phone). Also present were Bruce McWhorter, Airport Manager, Ed Elder, Tim Wick and Jarad Koltiska (by phone), Morrison Maierle. The Board meeting was recorded by Airport Manager Bruce McWhorter.

January minutes were not approved as all members did not receive a copy. January minutes to be discussed and approved at the March meeting.

Bills:

- Johnson County Aviation Mgt. \$2,600.00
- Visionary Communications (Av-Gas Internet Card Reader) \$ 212.70
 - Invoice is for (2) months and includes late chargers.
 - Clint will contact the county to see if we can arrange a direct bill to the Av-Gas account or make other arrangements to avoid late charges in the future.
- Grimms Pump & Industrial Supply \$3,915.27
 - Installed new Av-Gas Card reader equipment
- Moriden Electric \$ 675.00

Clint Culliton moved, second by Pete Schumacher to pay invoices. Motion carried.

Old Business:

- Parking Lot Project, Morrison-Maierle would like to have a design review meeting with the board ahead of the "60 day submittal" to the FAA.
Meeting is scheduled for February 28th, 8:30 am.

New Business:

- Bipartisan Infrastructure Bill – the FAA has informed us that we will receive approximately \$159,000 per year for the next (5) year's as part of the bill. This money can be used just like our "Discretionary Entitlement Money" for airport infrastructure improvement projects.
- Board Reorganization – postponed until next meeting.

Airport Report:

- The new Av-Gas card reader hasn't been printing receipts. Bruce worked on it and believes its now working properly.

Operations:

- Rotary - 24
- Fixed Wing - 210
- Jets - 4

Fuel Sales (gallons)

- Self-Serve – 2106
- SST Transactions- 70
- Jet A - 679

With no further business to come before the board a motion was made by Clint Culliton, second by Pete Schumacher to adjourn the meeting. Motion carried. Meeting was adjourned at 9:02 am.

Next regular meeting will be March 21, 2022

Respectively submitted Mike Bacon, Secretary

Johnson County Airport Board
Minutes
March 21, 2022

The regular meeting of the Johnson County Airport Board was called to order by Chairman Gerald Fink at 8:38 a.m. Present were Pete Schumacher, Jim Martin, and Mike Bacon (by phone). Also present were Bruce McWhorter, Airport Manager, Commissioner Bob Perry, Tim Wick (by phone) and Jarad Koltiska, Morrison Maierle. The Board meeting was recorded by Airport Manager Bruce McWhorter.

February minutes were not available. January, February and March minutes to be discussed and approved at the April meeting.

Bills:

- | | |
|----------------------------------------------------------|------------|
| • Johnson County Aviation Mgt. | \$2,600.00 |
| • Wyoming Aviation Coalition | \$ 100.00 |
| • Visionary Communications (Av-Gas Internet Card Reader) | \$ 108.65 |

Jim Martin moved, second by Pete Schumacher to pay invoices. Motion carried.

Old Business:

- Grant Application, Morrison-Maierle said we should see the B.I.L. money (\$159,000) within a month or so.
- Parking Lot Project, Morrison-Maierle said they received comments back from the FAA and WYDOT on "50% submission". The FAA is questioning the new septic system proposal. The initial feedback is that it is not eligible. Estimated cost for the septic system is approximately \$10,000.

After much discussion it was agreed Morrison-Maierle will continue to discuss options with the FAA. They will investigate additional options, including tapping into the septic system behind the private hangers.

- Current plans call for adding (2-3) additional new lights to the parking and replace old poles.

New Business:

- Bipartisan Infrastructure Bill – the FAA has informed us that we will receive approximately \$159,000 per year for the next (5) year's as part of the bill. This money can be used just like our "Discretionary Entitlement Money" for airport infrastructure.

- Fuel pricing – The board agreed to set the current price at \$5.25.
 - Pete Schumacher moved, Jim Martin second to set price at \$5.25. Motion carried.
- Jim Martin informed the board that members need to stop by the Bank of Buffalo to sign the signature card.
- Dates for Board Meetings – After discussion it was decided to leave meeting date on third Monday.
- Board Reorganization
 - Pete Schumacher moved, second by Mike Bacon to nominate Jim Martin President. Motion carried.
 - Pete Schumacher moved, second by Mike Bacon to nominate Gerald Fink Treasures. Motion carried.
 - Gerald Fink moved, Mike Bacon as Vice Chairman and Pete Schumacher as Secretary. Jim Martin Second. Motion carried.

Airport Report:

Operations:

- Rotary - 32
- Fixed Wing - 166
- Jets - 14

Fuel Sales (gallons)

- Self-Serve – 2329
- SST Transactions- 55
- Jet A - 3769

With no further business to come before the board a motion was made by Jim Martin, second by Pete Schumacher to adjourn the meeting. Motion carried. Meeting was adjourned at 10:42 am.

Next regular meeting will be April 18, 2022

Respectively submitted Mike Bacon, Secretary

Johnson County Airport Board
Meeting Minutes

April 18, 2022

Roll Call: The meeting was called to order by Chairman Jim Martin at 8:40 a.m. Board members present were Jim Martin, Mike Bacon, Gerald Fink, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager), Bob Perry (County Commissioner), and Morrison-Maierle representatives Eric Elder, Jarad Koltiska, and Tim Wick. The meeting was recorded by Bruce McWhorter.

Approval of Agenda: Jim Martin requested that the airport's current budget status be added to this month's meeting agenda (and all future monthly meetings). Mike Bacon moved and Pete Schumacher seconded a motion to approve the agenda as amended. Motion approved.

Approval of Meeting Minutes: Pete Schumacher moved and Gerald Fink seconded a motion to approve the Jan 17, 2022 meeting minutes. Motion approved. Mike Bacon moved and Gerald Fink seconded a motion to approve the Feb 21, 2022 meeting minutes. Motion approved. Gerald Fink moved and Mike Bacon seconded a motion to approve the March 21, 2022 meeting minutes. Motion approved.

Correspondence: None.

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented an overview of the airport's financial status and mentioned that a surplus existed in the Aviation Management account because Covid Relief money was being used to cover this expense. This surplus could possibly be used to cover future improvements that cannot be funded through the Infrastructure Grants. He was uncertain of the exact amount of surplus available but would provide more detail at the May meeting. This topic was further discussed under New Business. See below.

Gerald also expressed concern that even though a hanger rent increase had been approved by the County Commissioners effective January 1, 2022, this increased revenue cannot be collected because the current lease agreements (including contact information) have been misplaced at the County Commissioners Office. This issue was previously discussed at the January meeting. Until current lease holders can be identified and informed of the rate increase, this increased revenue cannot be collected. Bob Perry agreed to address this issue with the County Commissioners.

Bills:

* Johnson County Aviation Mgt	\$2600.00
* Visionary Communications (Av-Gas internet card reader)	107.65
* Car Quest (hydraulic fluid for snowplow)	148.38

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

Old Business:

*Parking Lot Update: Jarad Koltiska explained that the Parking Lot Reconstruction Plan is proceeding nicely; the 60% Plan has been approved, and the 90% Plan will be submitted to Paulette (FAA) within the next week or two. He explained revisions to parking lot lighting that resulted from Board input at the March meeting. The updated proposal includes 7 new lights on 6 new steel poles, which will be secured in 2-foot diameter concrete bases with corrugated wrappers.

*Restroom, Leach Field/Sewer line Proposal: Jarad also explained that the preliminary estimate to run a sewer line from the old hanger to a proposed city-services line just off airport property behind the north hangers is \$30,000; whereas the estimate for a new leach field to service the old hanger is \$10,000. In light of these cost differences, and realizing that the city-services line is still in the speculative stage with an unknown completion date, the board agreed that a new leach field would be the best option at this time.

Jarad went on to explain that in earlier discussions with Paulette (FAA), he was informed that the FAA would very likely approve a new leach field as part of the Parking Lot Reconstruction Plan, but the proposed restroom near the avgas facility would need to be purchased through a different funding source, such as the Infrastructure/FAA Authorization Grant (see below).

New Business:

*WYO Aeronautics Commission Tour, May 18 at 1:00: All present agreed that this will be a great opportunity to showcase the vitality of Johnson County Airport, including recently completed or pending improvements, and exposure to the wide range of aviation activities that occur here.

Jim Martin volunteered to lead the airport tour, get the word out to hanger occupants, and email the County Commissioners. Morrison-Maierle agreed to outline impending construction projects with engineer flags to highlight these improvements, and Bruce McWhorter agreed to lead a general cleanup of the FBO and associated airport facilities. All were encouraged to have their private aircraft "out and about" on tour day and to invite other local aviators to do likewise.

*2022-2023 Budget Preparations: Jim Martin lead a discussion of the proposed Annual Airport Budget which is due to the County Commissioners by May 1st. Jim's initial stab at the budget included an increase of 5% on nearly every line in last year's budget to account for anticipated inflation and escalating fuel prices. Further adjustments were made based on Board input. Pete Schumacher moved and Mike Bacon seconded a motion to approve the proposed 2022-2023 Airport Budget. Motion approved.

*Suggestions for Bipartisan Infrastructure/FAA Authorization (\$159/000 per year): Jim Martin suggested that the Runway End Identifier Light System (REILS) on RWY 31 be replaced by a modern LED system, such as that offered by Flight Light Inc. This system would draw less

power than the current system, have a longer life expectancy, and be more visible to the pilots of inbound aircraft. Estimated cost (including installation) is \$20,000. Tim Wicks suggested that the FAA would likely approve these new REILS due to the safety enhancement they provide.

Jarad Koltiska stated that in conversation with Paulette (FAA), the proposed restroom near the Avgas Self Service Facility cannot be included in the Parking Lot Reconstruction Grant; but it could possibly be approved under the Infrastructure/FAA Authorization Grant. If unable to be funded under the Infrastructure Grant, these proposals could possibly be funded with the existing Aviation Management surplus (depending on the amount of funds available). The Board agreed to continue discussion on these proposals at the May meeting.

Jarad also mentioned that Paulette (FAA) insisted that a new DUNS Number was needed to apply for the Bipartisan Infrastructure/FAA Authorization Grant and that a short timeline existed to provide this information. Jim Martin explained that previous grant applications have used a DUNS Number assigned to the Johnson County Commissioners and that separate numbers are not assigned to specific county activities. Jarad will ask Paulette if an exception to FAA policy can be made in light of Johnson County's protocol.

*Airport Board of Directors Duties: Gerald Fink offered a proposed list of changes to the Airport Board Bylaws regarding assigned duties. The group decided, however, that individual members should review the current list of assigned duties before continuing this discussion. Pete Schumacher moved and Gerald Fink seconded a motion to table this discussion until the May meeting. Motion Approved.

Airport Manager Report:

*Comments/Concerns: Bruce McWhorter suggested that the Board consider ways to incentivize construction of private hangers along the new taxiway southeast of the FBO. Current Johnson County Airport construction rules require hanger rent payments to start as soon as a designated lot is reserved, which could be two to three years before hanger construction is completed (and maybe longer in light of current labor and material shortages). This is cost prohibitive to potential buyers who are often turned away by the high expense of hanger construction.

Jim Martin suggested that the county might be responsive to modifying these rules if it encourages airport development. In addition, because open hanger space is severely limited, the Board might also consider funding additional low-cost "box hangers" through available FAA grants. This topic will be further discussed at future meetings.

Bruce also informed the Board that wholesale avgas prices have risen to \$5.09 per gallon, and that further increases are anticipated. This will require an increase to the airport's current \$5.25 per gallon retail charge when a new load of fuel is needed. No immediate action is required.

***Operations**

-Rotary	<u>16</u>
-Fixed Wing	<u>192</u>
-Jets	<u>10</u>

*Fuel Sales

-Self-Serve (gallons)	<u>1894</u>
--Transactions	<u>64</u>
-Jet A (gallons)	<u>777</u>

Action items:

Gerald Fink will validate the available Airport Management surplus.

Bob Perry will pursue resolution of the missing hanger lease agreements.

Jarad Koltiska will discuss need for a new DUN Number with Paulette (FAA).

All members will prepare for the WYO Aeronautics Commission Tour.

Next Meeting: May 16, 2022, at 8:30

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

SIGNED

Pete Schumacher, Secretary

Johnson County Airport Board
Meeting Minutes
May 16, 2022

Roll Call: The meeting was called to order by Chairman Jim Martin at 8:30 a.m. Board members present were Jim Martin, Mike Bacon, Gerald Fink, Clint Culliton, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager), and Morrison-Maierle representative Jarad Koltiska. The meeting was recorded by Bruce McWhorter.

Approval of Agenda: Mike Bacon moved and Pete Schumacher seconded a motion to approve the May 2022 meeting agenda. Motion approved.

Approval of Meeting Minutes: Gerald Fink moved and Mike Bacon seconded a motion to approve the April 18, 2022 Meeting Minutes. Motion approved.

Correspondence: None.

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented an overview of the airport's current financial status. With only six weeks remaining in this year's budget cycle, all line items are on-track with budget surpluses existing on several line items; the most noteworthy is a \$18,200 surplus in Contract Renewal (Airport Management) because Covid Relief funds have been used to pay this line item. This surplus could possibly be used to cover future improvements that cannot be funded through the Infrastructure Grants.

The status of the missing hanger lease agreements has not been resolved by the County Commissioners which prevents collection of the increased hangar rents approved in January. This also restricts the board's ability to address changes to hanger term limit extensions as requested by several leasees. Pete Schumacher moved and Gerald Fink seconded a motion to table these discussions until the hanger lease contracts are available. Motion approved.

Bills:

* Johnson County Aviation Mgt	\$2600.00
* Great Divide - SRE heater repair	\$1605.51
* Easton Sales – fuel system test	\$237.50
*Stanley Sanitation – garbage pickup Jan/Feb/Mar/Apr	\$200.00
*Jim Martin – bolts for Rwy 13 Hold Short sign repair	\$38.39
*Airport Management - miscellaneous repair items	\$302.36

Mike Bacon moved and Pete Schumacher seconded a motion to pay bills. Motion approved.

Old Business:

*Parking Lot Update: Jarad Koltiska explained that the 90% Parking Lot Reconstruction Plan has been submitted to Paulette (FAA) and includes the proposed leach field (which needs cost update). Paulette is okay using Johnson County's Unique Employer ID instead of a new DUNS number. A pre-bid meeting was conducted with four general contractors and one electronics contractor who showed interest in the project. The proposed restroom and new REIL system cannot be included in the Parking Lot Plan and must be submitted under separate proposals.

*Wyoming Aeronautics Tour, May 18 at 1:00. Jim Martin will meet the visitors and provide a tour of airport facilities. Bruce McWhorter will purchase a new couch for the FBO lounge prior to their visit and be available to answer questions regarding maintenance concerns. Jarad Koltiska will outline boundaries of the new parking lot with engineer flags.

New Business:

*Airport Board of Director Duties: Board Members agreed that current Airport Board Bylaws provide adequate guidance and could be amended in the future if a need arises. Mike Bacon moved and Pete Schumacher seconded a motion to accept current bylaws. Motion approved.

*New Box Hanger Construction: A discussion evolved regarding optimum location, funding source, taxi routing, and value of box hangers versus large privately owned hangers. Jarad Koltiska agreed to check current fire codes to determine minimum spacing between hangers. Tabled for further discussion.

* New printer for Airport Board Office: Mike Bacon moved and Pete Schumacher seconded a motion to purchase a color printer for the Airport Board (up to \$1000). Bruce McWhorter will locate and procure. Motion approved.

Airport Manager Report:

*Comments/Concerns: Bruce McWhorter voiced concern that avgas wholesale prices are currently above \$5.25 per gallon (current retail price) with further increases anticipated. Pete Schumacher moved and Mike Bacon seconded a motion that Jim Martin, Gerald Fink, and Bruce McWhorter be responsible for setting retail prices and that the current price be raised immediately to \$6.00 per gallon. Motion approved.

Bruce suggested that the worn carpet in the FBO lobby be replaced with composite flooring and two bids were presented, one from Floor-D for \$6634.07 and one from Atter's Furniture for \$10086.56. Board approved the Floor-D bid.

***Operations**

-Rotary	<u>8</u>
-Fixed Wing	<u>132</u>
-Jets	<u>14</u>

***Fuel Sales**

-Self Serve (gallons)	<u>1156</u>
-Transactions	<u>44</u>
-Jet A (gallons)	<u>1411</u>

Action items:

Jarad Koltiska will review hanger fire code and update leach field estimate.

Next Meeting: June 20, 2022, at 8:30

Adjournment: Meeting was adjourned at 10:05 a.m.

SIGNED: Pete Schumacher, Secretary

Johnson County Airport Board
Meeting Minutes
June 20, 2022

Roll Call: The meeting was called to order by Chairman Jim Martin at 8:40 a.m. Board members present were Jim Martin, Mike Bacon, Gerald Fink, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager), Morrison-Maierle representatives, Jarad Koltiska, and Tim Wick; plus Shane Romey (Pride of the West employee) and Richard Frankovic (realtor representing Highland Aviation). The meeting was recorded by Bruce McWhorter.

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

Approval of Meeting Minutes: Gerald Fink moved and Mike Bacon seconded a motion to approve the May 16, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: Jim Martin presented a letter from the Wyoming Aeronautics Commission thanking Bruce, the Airport Board, and Morrison-Maierle for the hospitality provided them during their visit last month. A big thanks to all who participated!

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented an overview of the airport's end-of-May budget status with approximately \$45,000 remaining for this fiscal year. Approximately \$15,000 of this is designated for Grant Match, but without a project requiring matching funds, this portion of the budget cannot be expended. This leaves the airport with approximately \$30,000 of expendable revenue for this fiscal year which ends June 30, 2022.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>	*Floor-D – FBO flooring	<u>\$6634.07</u>
*Atter's Furniture – couch	<u>\$1450.00</u>	*BCC – printer	<u>\$604.20</u>
*Romain Construction – concrete repair	<u>\$3,064</u>	*Honnen Equip – plow edge kit	<u>\$3413.85</u>

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

Old Business:

*Parking Lot Update: Jarad Koltiska and Tim Wick reported that all required documents have been prepared, submitted, and approved and that LJS Concrete & Excavating of Big Horn, Wyoming has been awarded the contract with construction beginning mid-August 2022 (pending negotiations may accelerate this start date). One remaining step is for the Airport Board to approve finalization of this contract. Gerald Fink moved and Pete Schumacher seconded a motion to approve contractor selection. Motion approved.

*Leach Field Estimate/Update: Tim Wick explained that the proposed leach field for the old hanger has been fully vetted by the FAA in the New Parking Lot Project. The only design change is adding an additional leg to the leach field to be located 12 feet from the first leg to ensure the field remains functional in event of partial blockage. The Airport Board must initiate a Septic System Permit application with Johnson County Small Waste Management which includes a \$200 application fee. Mike Bacon moved and Pete Schumacher seconded a motion to submit application. (Jim Martin offered to initiate application.) Motion approved.

*Box hanger spacing to meet fire codes: Jarad Koltiska stated that more research was required on this topic and that he would provide follow-up information at the August meeting. Tabled.

*Hanger Lease Agreements and Term Extensions: Several hanger occupants have requested changes to their Johnson County Airport lease contracts (extensions and/or ownership changes). Several members suggested that lease changes be effective on the date of purchase (private hangers) or the date of assignment (county owned hangers) and that rental rates be calculated at the most current county designated rate (January 2022). Questions arose regarding how this policy would apply to an occupant requesting a term of 30 years whose rental contract was initiated several years ago at a lower rate---would a retroactive fee be assessed to cover the difference in rental rates, or should a new contract be initiated with a new effective date and the updated rate. Jim Martin moved and Pete Schumacher seconded a motion to table this discussion to gain further information from occupants seeking these changes. Motion approved.

New Business:

*Sale of Hanger #1 to KLV Investments: Richard Frankovic (Buffalo realtor) informed the Board that KLV Investments/Kyle Deaton has made an offer to purchase Private Hanger #1 and requested the Board approve transfer of the Hanger #1 lease agreement to the prospective buyer who will be relocating a portion of his aircraft fleet to Buffalo. Jim Martin moved and Pete Schumacher seconded a motion to approve Highland Aviation request. Motion approved.

*WCIP Update: Jarad Koltiska suggested that the Wyoming Capital Improvement Plan be updated to include all proposed and potential airport projects. Tim Wick offered to provide a listing of proposed projects from other Wyoming airports as a guide. Tabled for future discussion.

Airport Manager Report:

*Comments/Concerns: Bruce McWhorter recommended that a new grass mower be purchased to relieve wear and tear on the Bobcat that is currently being used to mow around the runway lights. He submitted several proposals from local equipment dealers and suggested that the John Deere Z7994R from C&B Equipment, Sheridan WY at \$15,250 appeared to be the best choice. The board agreed with Bruce's recommendation and suggested that this purchase be included in the end-of-year budget closeout. Gerald Fink agreed to coordinate with Vicki E

at the Commissioners Office on this additional budget item with an understanding that payment of all billing expenses would be withheld until equipment/improvement projects are delivered/finished and that several likely would not happen until next fiscal year. Gerald Fink moved and Mike Bacon seconded a motion to add the new grass mower to the approved list of June bills. Motion approved.

*Bruce also informed the board that due to escalating fuel prices, some aircraft operators are bringing their own bulk fuel to the airport to refuel, which diminishes airport operating revenue. He suggested these operators be charged a 20-cent/gallon Flow Fee (10 cents to the FBO/10 cents to the county) to supplement lost revenue. Mike Bacon moved and Pete Schumacher seconded a motion to approve Bruce's recommendation. Motion Approved.

*Operations

-Rotary	<u>24</u>
-Fixed Wing	<u>192</u>
-Jets	<u>18</u>

*Fuel Sales

-Self-Serve (gallons)	<u>1900</u>
--Transactions	<u>64</u>
-Jet A (gallons)	<u>3600</u>

Action items:

- *Jarad will research box hanger spacing and fire code restrictions
- *Jim Martin will submit Johnson County Waste Management leach field application

Next Meeting: July 18, 2022, at 8:30

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

SIGNED

Pete Schumacher, Secretary

Johnson County Airport Board
Meeting Minutes
July 18, 2022

Roll Call: The meeting was called to order by Chairman Jim Martin at 8:30 a.m. Board members present were Jim Martin, Mike Bacon, Gerald Fink, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager), Morrison-Maierle representatives, Jarad Koltiska, and Tim Wick; plus Shane Romey (Pride of the West employee), Jackie and James Iberlin (private hanger owners), and John DeMatteis (visitor). The meeting was recorded by Bruce McWhorter.

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

Approval of Meeting Minutes: Mike Bacon moved and Pete Schumacher seconded a motion to approve the June 20, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: Jim Martin presented the following documents:

- *Assignment of Land Lease Agreement between Highland Aviation and KLV Investments, LLC.
- *WYDOT Aeronautics approval of State Grant-in-Aid for New Parking Lot Project
- *FAA Concurrence in Award to LJS Concrete and Excavating, Inc. for New Parking Lot Project
- *Johnson County Planning Dept Permit to Construct Small Wastewater Treatment Facility

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented an overview of the airport's end-of-June budget status with approximately \$15,000 remaining for fiscal year 2022. The County Commissioners have not yet approved the airport budget for fiscal year 2023 which began July 1, 2022 but approval is expected this week.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>	*AVGAS-City Service Valcon	<u>\$55,179.36</u>
*Swede's Fire Ext Service	<u>\$546.00</u>	*Parking Lot engineering-MM	<u>\$32,897.00</u>
*Casper Tribune-SOCE Notice-Parking Lot Contractor Selection			<u>\$1031.92</u>

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

Old Business:

*Private Hanger Lease Extension: Jackie and James Iberlin requested that the lease on the hanger they purchased two years ago be extended to a 30-year term backdated to the original purchase date, with lot rental continuing at their current rate. James will search for his documentation of this purchase to validate date of sale and provide this information to Jim Martin. Pete Schumacher moved and Mike Bacon seconded a motion to approve as requested. Motion Approved.

*Private Hanger Sales and Lease Extensions: Prompted by the Iberlin's request, the Board continued a discussion of the protocol for lease assumption, new lease, and rental rates. The Board agreed that if a private hanger is sold and the new owner wishes to assume the previous owner's lease contract, the new owner's lease will be backdated to the original owner's purchase date and rent will continue at the previous owner's rate. If on the other hand, the new owner wants a new lease contract, the Board may approve up to a 30-year lease at a rate determined by the Board. Pete Schumacher moved and Mike Bacon seconded a motion to approve this protocol. Motion approved.

*Box hanger spacing to meet fire codes: Jarad Koltiska and Tim Wick provided an overview of State Fire Codes (minimum spacing between hangers, required fire walls, etc) but emphasized that fire codes are negotiable and that fire marshals can deviate from code requirements based on hanger design, planned utilization, and a wide range of other variables; and numerous deviations have been approved throughout Wyoming. Because neither Buffalo or Johnson County have fire marshals, approval of hanger design, layout, and fire protection would fall to the Wyoming State Fire Marshal (Jeff Shane). The initial step in the process would be for the Airport Board to propose an initial design and then forward it to the State Fire Marshal for evaluation. Topic closed.

*WCIP Update: Jarad Koltiska and Tim Wick provided an updated list of projects to be included in Johnson County Airport's Wyoming Capital Improvement Plan. The updated plan will be distributed to board members for discussion at the August monthly meeting. Tabled for further discussion.

*Parking Lot Update: Final documents for the new parking lot project have been approved at both the FAA and Wyoming DOT levels and are awaiting final approval by the Johnson County Attorney. The deadline for this approval is August 5, 2022. Jarad Koltiska will contact Paulette at the FAA to verify contract was forwarded via BlackCat and Jim Martin will remind the County Attorney of this impending deadline. Gerald Fink moved and Mike Bacon seconded a motion authorizing Chairman Jim Martin to sign all subsequent documents related to the New Parking Lot Project. Motion approved.

New Business

*Request for Statement of Qualifications-Engineering Consulting Firm: Jim Martin presented a notice to be placed in the Casper Tribune soliciting Statements of Qualifications (SOCE) from engineering firms interested in providing oversight of construction projects at Johnson County Airport (those specified on the updated WCIP). The Airport Board will review and score submittals to identify the most qualified applicant.

Airport Manager Report:

*Comments/Concerns: Bulk AVGAS prices have dropped slightly and Self-Serve is now \$6.75.

***Operations**

-Rotary	<u>36</u>
-Fixed Wing	<u>176</u>
-Jets	<u>28</u>

***Fuel Sales**

-Self-Serve (gallons)	<u>2054</u>
--Transactions	<u>56</u>
-Jet A (gallons)	<u>2477</u>

Action items:

*Jarad will contact FAA (Paulette) to verify distribution of Parking Lot approval via Black Cat.

*Jim Martin will remind the County Attorney of Parking Lot Final Authorization deadline.

Next Meeting: August 15, 2022, at 8:30

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

SIGNED

Pete Schumacher, Secretary

Johnson County Airport Board
Meeting Minutes
August 15, 2022

Roll Call: The meeting was called to order by Chairman Jim Martin at 8:30 a.m. Board members present were Jim Martin, Mike Bacon, Gerald Fink, and Pete Schumacher; also present were Austin McWhorter (Asst Airport Manager), Morrison-Maierle representatives, Jarad Koltiska, Tim Wick, and Edison Elder; plus Shane Romey (Pride of the West employee and Don Pearce (prospective new hanger owner). The meeting was recorded by Austin McWhorter.

Approval of Agenda: Mike Bacon moved and Pete Schumacher 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 July 18, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: The following documents were presented:

- *NOTICE TO PROCEED-LJS Concrete and Excavating-parking lot project. Signed Jim Martin
- *STATE OF WYOMING-Airport Allocated WACIP Report
- *Proposed WACIP Summary

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink discussed the FY 2022/23 Airport Budget recently approved by the County Commission with all line items approved as the Airport Board had submitted.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>	*Pete Schumacher-Office Supplies	<u>\$15.23</u>
*Visionary Broadband-	<u>\$312.75</u>	*Stanley Sanitation-Garbage P/U	<u>\$150.00</u>
Fuel card reader Jun/Jul/Aug			

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

Old Business:

*New Parking Lot---Jarad Koltiska informed the Board that a Pre-Construction Meeting would be conducted with LJS Concrete and Excavating today and that construction would begin tomorrow with completion anticipated within 60 days.

New Business

*WACIP Update---A meeting to discuss Johnson County Airport's proposed WACIP Update with Wyoming Department of Transportation and FAA representatives will be conducted in

Sheridan on August 22, 2022 at 9:00. Jim Martin and Morrison-Maierle representatives will attend.

*Engineering Consulting Firm Statements of Qualifications and Experience (SOCE)---Jim Martin informed the Board that several final steps are needed before advertising for a new consulting firm and that he would coordinate with the County Commission and Barry Crago within the next few days.

*Proposed New Hanger---Don Pierce and his son Rick would like to build an 80x100 foot private hanger on one of the available lots at Johnson County Airport. Don provided a brief overview of the design and the Board provided him with a the list of county approved hanger construction standards. Don will relay this information to his son with the intent of continuing this discussion with the Board at a later date.

Airport Manager Report:

*Comments/Concerns: Bruce McWhorter (Airport Manager) was attending State Fair competition with his children and was unavailable to report.

Action items:

*Jim Martin will discuss SOCE solicitation with Vicki at County Commissioners Office and coordinate final approval through Barry Crago.

Next Meeting: September 19, 2022, at 8:30

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

SIGNED

Pete Schumacher, Secretary

Johnson County Airport Board
Meeting Minutes

September 19, 2022

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

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

Approval of Meeting Minutes: Gerald Fink moved and Mike Bacon seconded a motion to approve the August 15, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: None

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink discussed the FY 2022/23 Airport Budget available as of August 31, 2022 with 13 of 19 budget items still at 100% remaining. Due to escalating inflation, however, close attention to future expenditures is necessary.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>	*Gated Solutions – gate springs	<u>\$1,176.50</u>
*Visionary Broadband-		*Property Tax	<u>\$1,176.75</u>
Fuel card reader Sept	<u>\$104.95</u>		

Construction Projects:

*M-M Parking Lot admin (Aug)	<u>\$14,189.57</u>
*M-M Parking Lot lighting – Fire Marshal review	<u>\$438.95</u>
*LIS Concrete & Excavating -	<u>\$60,449.92</u>

RFR #2 TOTAL \$75,072.94

Note: Jim Martin was approved to sign RFR #2 once it appears in BlackCat and Gerald Fink may issue payment once reimbursements are received into account #39 at Johnson County.

Previously approved:

*Honnen Equip – loader edge	<u>\$3,413.85</u>	*Floor-D – FBO flooring	<u>\$6,634.07</u>
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Pete Schumacher moved and Mike Bacon seconded a motion to approve payment of listed bills. Motion approved.

Old Business:

*New Parking Lot – Tim Wick and Jarad Koltiska discussed progress being made on the parking lot and that completion was anticipated within 30 days. Jim Martin suggested that landscaping rock should replace the small section of turf along the front fence and Jarad agreed to coordinate this with contractor. Tim stated that M-M would initiate a voucher system to notify both the Airport Board and County Commission when construction stages are completed on current and future projects to validate Requests for Reimbursement (RFR's).

New Business

*WACIP Update – Jim Martin reported on the meeting he and Morrison-Maierle representatives attended with Wy DOT and FAA representatives in Sheridan on August 22, 2022. Jim was concerned with the FAA's plan to move grant money identified for future projects to cover over-runs on current projects, thus jeopardizing future projects. Because of this, he had been reluctant to submit the advertisement for Engineering Consulting Firm Statements of Qualifications and Experience (SOCE) as had been discussed at the previous meeting. After a lengthy discussion, however, the Board concluded that without the SOCE process, the Board could not apply for future FAA grants and that the advertisement should be submitted as previously proposed. Jim agreed to coordinate submittal immediately.

Airport Manager Report:

*Comments/Concerns: None

*Operations:	Rotary - <u>32</u>	*Fuel Sales: Self Serve (gal) <u>2132</u>
	Fixed Wing - <u>270</u>	(Transactions) <u>89</u>
	Jets - <u>24</u>	Jet A (gal) <u>8652</u>

Action items:

- *Jarad Koltiska will coordinate with LJS to replace fence turf with landscaping rock.
- *M-M will initiate voucher system to validate completion of construction stages.
- *Jim Martin will coordinate SOCE advertisement.

Next Meeting: 8:30 October 17, 2022

Adjournment: Meeting was adjourned at 9:45 a.m.

SIGNED

Pete Schumacher, Secretary

Johnson County Airport Board
Meeting Minutes

October 17, 2022

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

Approval of Agenda: Mike Bacon moved and Pete Schumacher 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 September 19, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: Jim Martin informed the Board that both the FAA and WY DOT had approved specifications included in the proposed Engineering Consulting Firm Statements of Qualifications and Experience (SOCE) and that the notice for solicitation of SOCE's was published in the Casper Star Tribune on October 14 with repeat publications scheduled for October 21 and 28.

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink discussed the FY 2022/23 Airport Budget available as of September 30, 2022 with most budget line items at or close to 100% remaining. Concern was voiced, however, concerning the escalating cost of bulk diesel fuel which will likely exceed airport budget allocations for this item.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>	*Bruce – WY Airport Meeting, Pinedale	<u>\$803.16</u>
*Visionary – Fuel Card Reader	<u>\$104.95</u>	*Johnson Co. Weed and Pest (Jun) -	<u>\$573.24</u>
*Bruce – Aircraft Chocks	<u>\$425.26</u>	*TW Enterprise – generator service	<u>\$845.47</u>

Construction Projects:

*None at this time---approval of RFR #3 pending

*Refund credit-C&K Equipment \$12.62

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

Old Business:

*New Parking Lot – Edison Elder informed the Board that concrete will be laid this morning with asphalt to follow on Tuesday and that the new lighting system has been delivered and was awaiting installation. The contract completion deadline, however, was last Saturday, October 15 (adjusted to include approved extensions due to septic system changes), and that final completion might require another month or two.

The Board expressed concern regarding the contractor's failure to meet this completion deadline and the ensuing disruption to normal airport operations without a useable parking lot. Tim Wick explained two possible penalties that could be imposed, one by the FAA and another by requiring reimbursement to M-M for their extended project oversight. Tim also explained that through negotiations with the contractor, several steps in the construction process were completed at a lower cost than expected, which likely will reduce total cost for the entire project. Pete Schumacher moved and Mike Bacon seconded a motion to delay further penalty discussion contingent upon continued favorable construction progress. Motion approved.

*Edison reported that the Board's request to replace turf along the front fence with landscaping rock had been coordinated and approved by the contractor.

*Gerald Fink reported that the voucher system proposed at the September meeting was in place and that RFR's #1 and #2 for the New Parking Lot had been submitted to the Johnson County Clerk.

*Consulting Firm SOCE – see Correspondence section above

New Business

*Jarad Koltiska presented Parking Lot Project RFR #3, which is ready for submission. Pete Schumacher moved and Mike Bacon seconded a motion authorizing Jim Martin to approve RFR #3. Motion approved. Upon Tim's recommendation, Gerald and Jarad agreed to meet with the County Clerk to discuss possible refinements to the new voucher system.

*The Board discussed several projects warranting application for Johnson County's 1% Money. Because decisions on awarding this money are typically made at the February County Commission Meeting, it is contingent upon the Board to have all necessary documents prepared before the end of the calendar year; this will involve serious consideration of project costs and priorities. Jim Martin offered to meet with Bob Perry to discuss this process. Gerald Fink moved and Pete Schumacher seconded a motion to postpone further discussion until the November meeting. Motion approved.

*WACIP Update – Tim Wick voiced concerns regarding the Runway Rehabilitation Project scheduled for 2027 and 2028. Total cost for this project was projected to be approximately \$6.8 million; but with escalating construction costs, it will likely be considerably higher. He suggested that the Airport Board, Morrison-Maierle, and the Johnson County Commission meet

to discuss action to ensure availability of county matching funds for this project. Topic tabled for future discussion.

Airport Manager Report:

*Comments/Concerns: Bulk AVGAS is currently \$4.96 per gallon (\$2.00 cheaper than last month), but the fuel tank level needs to drop a bit before it becomes economically wise to order a partial load. With \$57,570.45 remaining in the aviation fuel account, sufficient funds are available---assuming the current trend continues.

*Operations: Rotary -	<u>16</u>	*Fuel Sales: Self Serve (gal)	<u>1221</u>
Fixed Wing -	<u>120</u>	(Transactions)	<u>38</u>
Jets -	<u>16</u>	Jet A (gal)	<u>5721</u>

Action items:

- *Jarad and Gerald will meet with County Clerk to discuss voucher system
- *Jim and Bob Perry will meet to discuss options for County's 1% Money

Next Meeting: November 21, 2022 at 8:30

Adjournment: Meeting was adjourned at 9:45 a.m.

SIGNED

Pete Schumacher, Secretary

Johnson County Airport Board
Meeting Minutes

November 21, 2022

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

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

Approval of Meeting Minutes: Gerald Fink moved and Mike Bacon seconded a motion to approve the October 17, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: None

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink discussed the FY 2022/23 Airport Budget available as of October 31, 2022 with most budget line items at or close to 100% remaining.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>	*Bruce – Walk behind snow blower	<u>\$949.99</u>
*Visionary – Fuel Card Reader	<u>\$110.35</u>	*Stanley Sanitation (garb. p/u Aug, Sep, Oct)	<u>\$150.00</u>
*Bighorn Coop - diesel fuel	<u>\$2784.50</u>		

Pete Schumacher moved and Mike Bacon 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 contractor intends to complete the project by the end of the week (Nov 26, 2022) with overall cost estimated to be approximately \$60,000 below the bidded estimate. RFR #4 was also presented to the board. Mike Bacon moved and Pete Schumacher seconded a motion to approve payment of RFR #4. Motion approved.

*Gerald Fink met with the County Clerk to address refinements to the new contractor voucher system and was informed that none are necessary at this time---the current system is meeting all expectations.

*Engineering Consulting Firm Selection – A working meeting was conducted on November 16, 2022 to evaluate consulting firm SOCE's in accordance with FAA requirements. Two firms submitted SOCE's: Armstrong Construction and Morrison Maierle. At today's Board meeting it was announced that Morrison Maierle had earned the highest overall score. (Evaluation records are maintained on file by the Airport Board.) Pete Schumacher moved and Mike Bacon seconded a motion to award Morrison Maierle the contract to be Johnson County Airport's engineering consultant for the newly approved WACIP projects. Motion Approved.

*Morrison Maierle (M/M) contract update – Because M/M is currently contracted with Johnson County as consultant for previously approved WACP projects, Jim Martin suggested that their Scope of Work be amended to include new projects approved on the recent WACIP update. Jim would then sign this amendment to signify Board acceptance. Pete Schumacher moved and Mike Bacon seconded a motion to amend Morrison Maierle's Scope of Work as suggested. Motion approved.

*Application for Johnson County's 1% Money – Jim Martin met with Jody at the County Commission Office to discuss the application process and was informed that the 1% Application would become available in January and submissions are normally reviewed by the Commission in February. Due to the short timeline once the application becomes available, the Board agreed to have all projects for which money might be requested finalized at the December Board Meeting. First priority will be a request for \$50,000 as partial county match for the 2027-2028 Runway Rehabilitation Project (as discussed at the October meeting). Other projects might also be identified and Tim Wicks offered to provide an overview of possible options at the December meeting. Topic tabled until next meeting.

New Business

*Future of FBO Airport Board Office and Board Meeting location – The Airport Board Office is slowly taking shape as outdated records and miscellaneous "detritus" is relocated and/or discarded. It was suggested that another filing cabinet and a bookshelf would help arrange and preserve existing records. The office could also serve as a "spill-over" lounge for transient pilots and other visitors who sometimes burst into the midst of airport meetings being conducted in the regular lounge area. An immediate fix for this issue is to conduct Airport Board meetings at the Commission Aux Meeting Room at the Court House. Mike Bacon moved and Pete Schumacher seconded a motion to conduct Airport Board Meetings at the Court House beginning with the January 2023 meeting. Motion approved.

Airport Manager Report:

*Comments/Concerns: Bulk AVGAS is currently \$2.00 cheaper than last month and a partial load was delivered last week. This cheaper fuel will help offset the high cost that was paid two months ago and no major change to the current Self-Serve price is anticipated.

*Bruce asked if snowmobilers should once again be allowed to purchase airport avgas. Their purchases help bolster the normal decline of aircraft activity that occurs during the winter months and adds to overall county revenue. Pete Schumacher moved and Mike Bacon seconded a motion to allow snowmobilers to purchase avgas at Johnson County Airport. Motion approved.

*Operations: Rotary -	<u>4</u>	*Fuel Sales: Self Serve (gal)	<u>708</u>
Fixed Wing -	<u>70</u>	(Transactions)	<u>23</u>
Jets -	<u>30</u>	Jet A (gal)	<u>3279</u>

Action items:

- *Jarad will provide an updated Scope of Work
- *Tim will provide a list of potential projects for County's 1% Money

Next Meeting: December 19, 2022 at 8:30

Adjournment: Meeting was adjourned at 9:45 a.m.

SIGNED

Pete Schumacher, Secretary

Johnson County Airport Board
Meeting Minutes

December 19, 2022

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

Approval of Agenda: Mike Bacon moved and Pete Schumacher 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 November 21, 2022 Airport Board Meeting Minutes. Motion approved.

Correspondence: Jim Martin explained the FAA Airport Risk Assessment that was emailed to board members last week. It is a prerequisite for new FAA grant funding and has been submitted and approved by the FAA.

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink discussed the FY 2022/23 Airport Budget available as of November 30, 2022. Most line items are 70 to 100% remaining even though the fiscal year is 41% over. The allotted budget for Travel Expenses and Operational Gas and Oil have been exceeded, but sufficient surplus exists in other line items to cover these expenditures.

Bills:

*Johnson County Aviation Mgt	<u>\$2600.00</u>
*Visionary Broadband	<u>\$110.35</u> (Avgas credit card reader)
*QT POD	<u>\$945.00</u> (Avgas support agreement)
*Casper Star Tribune	<u>\$208.16</u> (Notice of Engineering Consulting Firm solicitation)
*LJS Construction	<u>\$3184.25</u> (New Parking Lot, curb stop repair)

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

Old Business:

Construction projects:

*New Parking Lot – Jarad Koltiska informed the board that project completion and final cleanup was delayed by the severe winter weather experienced the last few weeks. The good news is that the project is on-track to finish approximately \$54,000 (10%) under bid and has been receiving high marks for its overall appearance and customer satisfaction.

RFR #5 was also presented to the board which included a Contract Amendment awarding \$13,000 of JCS Construction's payment to Morrison Maierle for their extended consultant work on this project. Mike Bacon moved and Pete Schumacher seconded a motion to approve both RFR #5 and the Contract Amendment.

Motion approved.

*Jim Martin advised the Board that he has received several additional forms from the FAA related to grant coordination. Pete Schumacher moved and Gerald Fink seconded a motion authorizing Jim Martin to sign and return said forms. Motion approved.

*Morrison Maierle (M/M) Scope of Work Amendment – In response to Board discussion at the November meeting, Jarad presented the M/M Scope of Work Amendment that includes responsibility for new airport projects included in the recent WACIP update. Jim Martin will sign this amendment signifying board approval.

*Application for Johnson County's 1% Money – Tim Wicks provided a breakdown of the Apron and Runway Rehab Projects slated for 2024, 2027, and 2028. These projects will require \$300,456 in Johnson County matching funds (and likely more due to escalating construction costs).

As discussed at the November meeting, the Airport Board's first priority for 2023 1% Money is \$50,000 for the Runway Rehabilitation Project slated to begin in 2027. A similar request will be made in the subsequent four years to accumulate the \$271,111 in county match for this project. Five million dollars in FAA funding is in jeopardy if matching funds are not available.

The \$29,345 match for Apron Rehab and the \$13,333 match for the 2027 Runway Rehab are second and third priority options for the 1% Money. Appropriate requests will be submitted once the applications become available in January 2023.

New Business

*As a continuation of efforts to enhance the Airport Board Office, Bruce offered to provide an additional filing cabinet for board records. Mike offered to inventory existing records and discard redundant/unnecessary items. Mike Bacon moved and Gerald Fink seconded a motion authorizing up to \$500 for an office shelving unit. Pete will lead the search for an appropriate unit and coordinate with the County Clerk for a sales tax exception. Motion Approved.

*Transfer of airport landline charges. Bruce currently pays for the airport landline serving the airport which handles local calls-only. The board agreed that this should be an Airport Board expense. Mike Bacon moved and Pete Schumacher seconded a motion changing responsibility for landline charges from Bruce to the Airport Board. Motion approved.

Airport Manager Report:

*Comments/Concerns: Bruce suggested that the board consider purchase of a fiber-edged snowblade for the Bobcat to prevent scarring the new parking lot pavement and striping. Fiber-edged blades cost approximately \$3750. Jarad informed the board that the new parking lot contract includes resealing and repainting every three years and that metal-edged blades generally do minimal damage during the interim. As a result, the board decided to table purchase of a fiber-edged blade at this time.

*Operations:	Rotary -	<u>8</u>	*Fuel Sales: Self Serve (gal)	<u>498</u>
	Fixed Wing -	<u>58</u>	(Transactions)	<u>19</u>
	Jets -	<u>8</u>	Jet A (gal)	<u>2424</u>

Action items:

Jim will visit with Jody regarding necessary coordination for changing the Airport Board's monthly meeting location to the Court House.

Next Meeting: January 16, 2023, 8:30 in the Aux Commissioners Meeting Room, Court House

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

SIGNED

Pete Schumacher, Secretary