

Johnson County Airport Board
Meeting Minutes

August 21, 2023

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, Jackie Iberlin, and Pete Schumacher; also present were Bruce McWhorter (Airport Manager) and Morrison-Maierle representative Tim Wick. Also in attendance were Johnson County Commission Administrative Assistant Jody Telkamp and Assistant Attorney Barry Crago. 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 Jackie Iberlin seconded a motion to approve the July 17, 2023 Airport Board Meeting Minutes. Motion approved.

Correspondence:

- WACIP Update (Jarad)
- Private Box Hanger Lease Agreement (Jim)
- Private Hanger Building Standards (Jim)

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented the Airport Budget Balance effective July 31, 2023 showing \$159,239.62 remaining of \$162,720.00 allocated. He voiced concern that several line items in this summary do not match the FY23-24 Airport Budget as approved by the County Commissioners. For example, Contract Renewal shows \$34,320 total allocated (which is correct) but only \$2600 expended this month (which is last year's amount). The FY23-24 monthly expenditure should be \$2860. Several other discrepancies were discussed. Gerald will seek clarification from the County Treasurer's Office. Action item (Gerald)

Jody explained that postage expenditures to mail hanger lease contracts and rent notices is not reflected in this month's Airport Budget Balance but that future mailings will go through the County's electronic scanning system and the Board should expect an increase in this line item expenditure next month.

Bills:

- *Johnson County Aviation Mgt \$2860.00
- *Visionary Broadband \$113.25 (Avgas credit card reader)
- *Century Link \$68.29 (Telephone)
- *Swede's Fire Ext. Service \$1037.50 (Annual fire extinguisher inspection)

- *Tank Management Services \$404.00 (Fuel tank inspection invoice from 8/13/2021)
- *Tank Management Services \$2039.40 (Annual fuel system test)
- *Chesbro Electric \$5170.00 (Completion of approved LED light installation)

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

Old Business:

Construction projects:

*New REIL System – RWY 31: Jim Martin reported that several changes are being discussed regarding the FAA’s Flight Check ACH payment and no further action will be taken by the Board until these changes are clarified.

*Capital Improvement Plan – Jarad Koltiska emailed board members the current Wyoming Airport Capital Improvement Plan (WACIP) and possible additions that will be discussed with the FAA and Wyoming DOT today.

Other:

*Hangar Lease Management:

1) Jim Martin contacted the lessee who is four months behind on T-hanger rent and informed him that to avoid further punitive action, the lessee must pay overdue rent and identify an aircraft by tail number that will be stored in the hanger. Lessee told Jim that rent has been paid through the end of August. Jody Telkamp, however, has not received payment. She reported receiving a phone call from the lessee’s secretary early last week who stated “a check is in the mail”, but as of today no payment had been received. Jim stated that if payment is not received by this Friday, August 25th, further Board action will be taken.

2) Both PV-2 owners were sent letters regarding their overdue rent status; one responded with full payment, while the other has not responded. Barry Crago suggested that he could draw up new rental contracts for each PV-2 owner with an additional clause stating that if rent payments exceed 60 days in arear the County will take ownership of the aircraft. Mike Bacon moved and Gerald Fink seconded a motion to create new rental contracts as Barry advised.

Motion approved. Action item (Barry)

3) Bruce changed the automatic gate code which reduced non-aviation vehicle traffic near the north box hanger. Employees of the box hanger owner have been removing stored air conditioning equipment and the owner hopes to have his aircraft back in the hanger soon. Its return has been delayed by low visibility smoke conditions west of the Rocky Mountains.

*Private Box Hanger Rent Due Date and Lease Term Extensions: Jim Martin informed box hanger owners of new lease contracts which now specify a Rent Due Date of July 1 annually plus an option to extend their lease term to 30 years. Jody Telkamp has already received a number of signed new contracts with the majority also requesting lease term extensions.

New Business

*WACIP Update: A telecom will be conducted today as previously noted.

Airport Manager Report:

Comments/Concerns: Bruce asked if the Aviation Management contract and the White Block Hanger rental contract could have Automatic Renewals effective July 1st of each fiscal year. Barry Crago offered to prepare new contracts specifying Automatic Renewal with no further Board action required. Action item (Barry)

***Fuel Account Status:**

Bank Balance: \$74,612.53 AVGAS Fuel in Tank: \$31,579 Monthly Sales: \$15,811.70

Operations:	Rotary	<u>4</u>	Fuel Sales:	Self Serve (gal)	<u>2821</u>
	Fixed Wing	<u>246</u>		(Transactions)	<u>82</u>
	Jets -	<u>24</u>		Jet A (gal)	<u>3229</u>

Action items:

- *Budget Balance clarification (Gerald)
- *New PV-2 contracts (Barry)
- *New Aviation Management and White Block Hanger contracts (Barry)

Next Meeting: 8:30 Sept 18 at the airport

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

SIGNED

Pete Schumacher, Secretary