

Johnson County Airport Board
Meeting Minutes

July 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, Mike Bacon, Gerald Fink, Jackie Iberlin, 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 Gerald Fink seconded a motion to approve today's meeting agenda. Motion approved.

Approval of Meeting Minutes: A correction was made to the original minutes regarding the status of Hanger Management Documents. Mike Bacon then moved and Gerald Fink seconded a motion to approve the June 2023 Airport Board Meeting Minutes. Motion approved.

Correspondence:

Jody Telkamp's Update on Hanger Management Documents (emailed to board members on July 16, 2023)

FAA Guidance on Airport Hanger Use (emailed to board members on July 7, 2023)

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented the Airport Budget Balance effective June 30, 2023 showing \$32,392 remaining of \$118,592.00 allocated. All bills submitted in June were approved by the Commissioners, which closes out FY2022-2023 with a budget surplus as anticipated. County Commissioners are meeting today for final approval of the 2023-2024 budget.

Bills:

*Johnson County Aviation Mgt \$2600.00

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

*Century Link \$67.12 (Telephone)

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: Bob Perry is attending today's County Commission budget meeting and was unavailable to report on plans to use the AVGAS Fuel Account to make the FAA's Flight Check ACH payment. Jim Martin and Gerald had initial discussions with the County

Clerk who prefers to make an electronic transfer after an invoice is received (in accordance with standard Johnson County protocol). Jarad reiterated, however, that this method is not acceptable to the FAA and that an up-front payment (approximately \$12,000) must be made before the flight check will be scheduled. Once the REILs are installed, the flight check will be flown and actual flight costs determined. If the actual cost is less than \$12,000 (as anticipated), the county will be reimbursed.

Because the REIL system is not expected to be completed until next spring, the board still has time to coordinate how this payment will be made. As a means to move forward, Jim Martin suggested that because coordination with the bank is the first step required for an ACH payment from the fuel account, that this step be taken while discussions continue with the County Clerk. Pete moved and Mike seconded a motion authorizing Jim to coordinate ACH payment with the bank. **Motion approved.** Action item: (Jim)

*Capital Improvement Plan – This plan is due for an update and will be discussed at the August board meeting. As a prelude, Jarad will email board members the current WACIP plus proposals on new projects that could be added. Action item: (Jarad)

Other:

*Hangar Lease Management: Jody recently compiled a summary showing the status of rent payments, contracts received, and insurance documentation for all hangar lessees. Mike subsequently emailed this summary to the board.

Though some information may be inaccurate due to varying deadlines within the County Clerk's Office, the overall picture was disconcerting. One lessee is four months behind on rent and has not had an aircraft in the hanger for well over a year; several are two months behind, and nearly every lessee has failed to provide a signed copy of their new lease agreement or the required insurance documentation (or both) as previously requested. In light of this situation, the board is taking the following action:

1) Jim will send a letter to all lease holders informing them that this apparent ambivalence toward hangar lease requirements is not acceptable and that the Airport Board intends to place increased scrutiny on these requirements in the future. Lease contracts currently specify rent due dates, late penalties, and required insurance documentation (plus other stipulations) and action will be taken to ensure compliance. Action item: (Jim)

2) The lessee who is four months behind on rent and not using the hanger for aircraft storage (as per FAA requirements) will be notified via certified mail of eviction from the T-hanger. Action item: (Jim)

3) PV-2 owners are well overdue on rent payment (11 months and 17 months). Both were sent letters regarding their overdue status; one responded but has yet to send payment, while the other has not responded. Because signed rental contracts cannot be found for either renter, Gerald will visit with Barry Crago regarding possible legal action. Action item: (Gerald)

4) Immediately following the June board meeting, Bruce visited with the box hanger owner who is using the hanger to store commercial air conditioning equipment and not an airplane (see June meeting minutes). The owner stated that the aircraft is receiving a new paint job and will be returning soon. However, because Bruce had this conversation over thirty days ago and

an airplane has yet to appear, the board suggested the automatic gate code be changed to prevent further access and reduce non-aviation related traffic on the taxiway. Action item: (Bruce)

*Obtain contractor bids for bathroom vanities: Jackie talked with several local cabinet contractors, but due to their busy summer schedules, none were able to provide bids. Further action is tabled pending funds availability later this fiscal year.

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

New Business

*FAA Guidance on Hangar Use: The board discussed at length both the FAA's and Johnson County's requirements for hanger utilization. Guidance is consistent between each agency and no specific changes are necessary – only increased awareness. See Old Business.

Airport Manager Report:

Comments/Concerns:

*Both Chesbro Electric (T-hangar LED lights) and C&B Equipment (box plow) provided invoices as requested prior to the June County Commission budget meeting and both expenses were included in the FY 2022-2023 budget close out.

*Bruce has requested a bid from Chesbro Electric to install exterior LED lights on the T-Hangers.

*An individual recently inquired about building a 60 x 60 private box hanger at the airport. Bruce provided a tour of available locations while discussing owner responsibilities and taxiway limitations. The individual intends to pursue builder discussions and continue the inquiry.

*Bruce suggested that consideration be given to establishing a lease holder parking area outside the airport fence. Vehicles parked off the paved areas of the taxiway result in gravel and mud being transported onto the taxiway which increases the FOD potential.

*Bruce suggested that Self-Serve AVGAS be reduced to \$5.50 to attract anticipated Air Venture travelers. Board approved.

*Fuel Account Status:

Bank Balance: \$77,315.33 AVGAS Fuel in Tank: \$50,244 Monthly Sales: \$15,072

Operations:	Rotary	<u>24</u>	Fuel Sales:	Self Serve (gal)	<u>2512</u>
	Fixed Wing	<u>192</u>		(Transactions)	<u>64</u>
	Jets -	<u>34</u>		Jet A (gal)	<u>2523</u>

Action items:

*Jim – Coordinate flight check ACH payment with bank

*Jim – Prepare Hanger Lease notification letters

*Jim – Send letter to lease holders regarding term extensions

*Gerald – Consult with Barry Crago regarding legal action toward PV-2 owners

*Bruce – Change the automatic gate code

*Jarad – Email current WACIP and proposed updates to board members

Next Meeting: 8:30 July 17 at the airport

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

SIGNED

Pete Schumacher, Secretary