

Johnson County Airport Board  
Meeting Minutes

**September 18, 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, 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, Commissioner Bob Perry, and Ray Pearce (visitor). 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:** Mike Bacon moved and Gerald Fink seconded a motion to approve the August 21, 2023 Airport Board Meeting Minutes. Motion approved.

**Correspondence:**

Proof of Delivery – 8 ft Snow Pusher, C&B Operations, LLC, Sheridan, WY

**Personnel:** No change.

**Financial:**

Current Budget Status: Gerald Fink presented the Airport Budget Balance effective August 31, 2023 showing \$157,313.37 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. Questions also arose regarding the 1% Money which the Commissioners had approved, but it is not shown in the summary. Because the Airport Board has not received anything in writing regarding the 2023-2024 Budget Approval (word of mouth only), it is difficult for the Board to make valid budget decisions. Jody offered to seek clarification from the County Treasurer's Office. Action item (Jody)

**Bills:**

*Johnson County Aviation Mgt	<u>\$2860.00</u>
*Visionary Broadband	<u>\$113.25</u> (Avgas credit card reader)
*Century Link	<u>\$68.29</u> (Telephone)
*Buffalo Computer Consulting	<u>\$140.00</u> (Computer software package)

Gerald moved and Mike seconded a motion to approve listed bills. Motion approved

Bruce asked if future telephone bills could be included in the county's telephone account which would simplify the accounting process. Gerald will discuss this with County Treasurer's Office.  
Action item (Gerald)

**Old Business:**

\*Hangar Lease Management:

1) Jim Martin reported that the T-hanger leasee who was four months delinquent on rent did not meet the August 25<sup>th</sup> deadline for rent payment as stipulated at the August Board Meeting and the T-hanger has been leased to another aircraft owner.

2) Jody informed the board that two T-hanger leasees are several months behind on rent and have not responded to either letter notification or phone calls. Jim will attempt to contact both individuals. Action item (Jim)

3) Jody reported that both PV-2 owners are paid up on rent payments but neither have provided signed contracts. She was unsure if Barry had prepared the new rent contracts as approved at the August meeting, but she will follow up. Action item (Jody)

4) Barry Crago prepared the new Airport Management and White Block Hanger lease contracts as discussed at the August meeting. Pete moved and Mike seconded a motion authorizing Jim Martin to sign these lease documents. Motion approved

5) Fuel Flow Fee – The Airport Management contract seems to specify that the Airport Manager is authorized to keep the 16 cents per gallon Jet Fuel Flow Fee, whereas Bob Perry contends that the Flow Fee was originally intended to reimburse the county for use of the county owned fuel truck and associated equipment. Contradictions exist between the Airport Management contract and county expectations. Bob agreed to consult with Barry Crago for clarification. Action item (Bob Perry)

**New Business**

Construction projects

\* A Private Box Hanger lease contract was signed September 1 by Mr Smith for construction of a 60x60 hanger immediately north of the FBO. This hanger will tie into existing taxiways.

\* An Apron Rehab Pre-design telecom is scheduled for September 25 at 10:30. Board members are invited to participate.

**Airport Manager Report:**

Comments/Concerns: Bruce has received a bid for new LED lighting to be installed on the exterior of the T-hangers and on both the exterior and interior of the Snow Removal Equipment hanger. Board decisions on this lighting will be discussed at future meetings.

\*Fuel Account Status:

Bank Balance: \$80,852.45    AVGAS Fuel in Tank: \$23,465.75    Monthly Sales: \$7,825.88

Operations:	Rotary	<u>22</u>	Fuel Sales:	Self Serve (gal)	<u>1361</u>
	Fixed Wing	<u>144</u>		(Transactions)	<u>48</u>
	Jets -	<u>16</u>		Jet A (gal)	<u>2532</u>

**Action items:**

- \*Budget Balance clarification (Jody)
- \*Including airport phone in county's contract (Gerald)
- \*Contact delinquent T-hanger leasees (Jim)
- \*New PV-2 contracts (Barry Crago)
- \*Fuel Flow Fee clarification (Bob Perry)

**Next Meeting:** 8:30 Oct 16 at the airport

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

**SIGNED**

Pete Schumacher, Secretary