

Johnson County Airport Board  
Meeting Minutes

**October 16, 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), Jody Telkamp (Johnson County Commission Administrative Assistant) and Ray Pearce (visitor). Morrison-Maierle representatives Jarad Koltiska and Edison Elder were also in attendance. 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 September 18, 2023 Airport Board Meeting Minutes. Motion approved.

**Correspondence:** None

**Personnel:** No change.

**Financial:**

Current Budget Status: Gerald Fink presented the Airport Budget Balance effective September 30, 2023 showing \$146,516.70 remaining of \$162,720.00 allocated. Questions arose regarding the Approved Grant Match line showing \$66,200 Approved, which is actually the surplus from FY 2022-2023; whereas the 1% Money approved by the County Commission is not shown in the summary. Due to Board concerns expressed at the September meeting, Jody recently sought clarification from the County Treasurer's Office and was told that both the Grant Match Surplus and the 1% Money are now being held in a separate account which is not shown on this summary. As a result, the Board expressed continuing concern that the Monthly Budget Summary does not accurately reflect airport monies available which causes difficulty in making valid budget decisions. Jody offered once again 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)

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

**Old Business:**

\*Bruce reported that the airport phone will now be included in the county's billing account.

**\*Hangar Lease Management:**

1) Both Jim and Jody expressed frustration with several leasees who are either behind in rent, have not signed new rental contracts, have not delivered required documents, or refuse to purchase liability insurance as stipulated in the contract.

Once again, a discussion ensued regarding enforcement of the lease contracts which are very specific regarding leasee requirements, but many of these requirements are being ignored.

Jim suggested that in the future, new lease holders should not be allowed access to their hanger until all lease requirements are satisfied. In addition, all lease requirements, including late penalties, must be rigidly enforced.

Despite the clear requirements spelled out in the lease documents, and continual monthly reminders from Jody, several leasees are still several months behind in rent payments and ignoring pleas to correct this deficiency---what is the next step?

Eviction would normally be the next logical progression, but if an owner's aircraft is removed from the hanger by the Airport Board and parked on the GA ramp, is the county liable for subsequent damage that might occur to the airplane? In addition, what should be done with other personal items stored in the hanger? These are questions that the current lease contracts do not address.

Mike Bacon offered to confer with Barry Crago regarding the legality of "next step actions".

Action item (Mike)

2) Jody reported that she had been unable to verify with Barry whether or not new rental contracts had been prepared for the PV-2 owners as approved at the August meeting, but she will follow up. Action item (Jody)

\*Fuel Flow Fee – As per discussions from the September Board Meeting, contradictions exist between the Airport Management contract and county expectations. Bob agreed at the September meeting 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, 2023 by Mr Smith for construction of a 60x60 hanger immediately north of the FBO. He is currently seeking a construction firm for this project.

The Board suggested that consideration be given to hiring an engineering firm with airport construction experience to oversee this project. Further discussion was tabled until the November meeting.

\* Apron Rehab Project – Jarad presented the SOW (Statement of Work) which he will submit to the FAA and WY DOT as the first step in securing grant match for this project. Gerald Fink moved and Mike Bacon seconded a motion to approve the SOW. Motion approved.

Following acceptance of the SOW, an IFE (Independent Fee Application) will be prepared by Morrison-Maierle (M/M). This document outlines the fees to be paid M/M for engineering oversight. He requested Board approval to begin preparation of this document. Mike moved and Pete seconded a motion to approve preparation of the IFE. Motion approved.

Jarad also requested Board approval to begin preparation of the Grant Application document which will be submitted following SOW and IFE acceptance. Pete moved and Mike seconded a motion to approve preparation of the Grant Application document. Motion approved.

The Board requested that the County Treasurer be asked to create a new fund account for deposit of grant match monies for this project. Action item (Jody)

Other topics for future Board consideration:

Investing fuel account monies in an interest bearing account

Assignment of Board Member duties effective January 2024

**Airport Manager Report:**

Comments/Concerns: None

Fuel Account Status:

Bank Balance: \$91,568    AVGAS Fuel in Tank: \$13,213.50    Monthly Sales: \$9,803.75

Operations:	Rotary	<u>8</u>	Fuel Sales:	Self Serve (gal)	<u>1705</u>
	Fixed Wing	<u>178</u>		(Transactions)	<u>59</u>
	Jets -	<u>32</u>		Jet A (gal)	<u>4526</u>

**Action items:**

\*Budget Balance clarification (Jody)

\*Confer with Barry Crago regarding “next step actions” (Mike)

\*Status of new PV-2 contracts (Jody)

\*Fuel Flow Fee clarification (Bob Perry)

\*New fund account for Apron Rehab Project (Jody)

**Next Meeting:** 8:30 Nov 20 at the airport

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

**SIGNED**

Pete Schumacher, Secretary