

Johnson County Airport Board
Meeting Minutes

November 20, 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), Bob Perry, and Mark Watkins (visitor). Morrison-Maierle representatives Tim Wick 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 October 16, 2023 Airport Board Meeting Minutes. Motion approved.

Correspondence: WY DOT email announcing Tower and Terminal Grant Money Available. This is for airports with scheduled airline service (not applicable to Johnson County Airport).

Personnel: No change.

Financial:

Current Budget Status: Gerald Fink presented the Airport Budget Balance effective October 31, 2023 showing \$77,251.82 remaining of \$162,720.00 allocated. This is a significant drop in monies available compared to last month because Grant Match Expenditures are paid through the County's 1% Money which is not shown on the Airport's Budget Summary.

Bills:

*Century Link	<u>\$68.67</u>	(airport telephone)
*Visionary Broadband	<u>\$7.61</u>	(Avgas credit card reader)
*Bighorn COOP	<u>\$2,269.50</u>	(500 gallons of diesel fuel)
*Johnson County Aviation Mgt	<u>\$3,040.00</u>	(monthly contract of \$2860 plus \$180 Sept error)
*Airport IFE Service, Inc	<u>\$2,350.00</u>	(Independent Fee Appraisal – Apron Rehab)
*Johnson County Aviation Mgt	<u>\$206.36</u>	(diesel tank fuel gauge, Bobcat parts) (tiedown material)
*Johnson County Aviation Mgt	<u>\$711.32</u>	(Wyoming Airport Coalition Conference – Gillette) (Annual dues \$104.37 plus registration \$215.26) (Mileage for 2-day attendance - \$391.69) (598 mi @ Fed Rate of 65.5 cents per mile)

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

Old Business:

*The airport phone should be included in the county's billing account as previously coordinated by Bruce, but the monthly charge is still coming to the airport. Pete will contact Century Link to ensure they have the County's billing address. Action item (Pete)

*Hangar Lease Management: Numerous discrepancies continue to exist and the Board has been unable to obtain guidance from the County Attorney's Office regarding "next step actions". In addition, there is conflicting wording in the Airport Management contract in reference to the diesel fuel flow fee. Mike moved and Pete seconded a motion to table further discussion on these issues until these discrepancies are resolved. Motion approved. Bob Perry offered to follow-up with the County Attorney on these issues. Action item (Bob)

New Business

Construction projects

* Apron Rehab Project – Tim Wicks (Morrison-Maierle) explained that all aspects of this project are proceeding on-track. Both the Statement of Work (SOW) and Independent Fee Application (IFE) have been submitted to the FAA and WYDOT. The next step is approval of the Task Order for payment to M-M of \$149,653 for their preparation of the Grant Application Document. Due to the continual string of documents associated with grant applications, Jim requested Board approval to sign this Task Order and all subsequent documentation for this project. Pete moved and Jackie seconded a motion approving this action. Motion approved.

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

*Apron Seal Coat – Tim presented a Task Order of \$49,322 for payment to M-M for engineering oversight of this project which is scheduled to occur this summer. Because this is solely a WYDOT grant, the county is responsible for only 10% of this payment. Once again, the Board assigns Jim authorization to sign this and all future documents associated with this project. Mike moved and Jackie seconded a motion to approve as requested. Motion approved.

*New Box Hanger Construction – As suggested at the October meeting, the Board believes that an engineering firm with airport experience is needed to oversee construction of all future hanger-build projects. As Johnson County Airport continues to expand, it is critical that engineering oversight be provided to ensure new structures integrate properly with existing services (electrical, sewer, access routes, etc) and proper drainage is considered. Tim Wicks will provide a Morrison-Maierle estimate for this oversight. Action item (M-M)
Pete moved and Jackie seconded a motion to table further discussion pending M-M's estimate. Motion approved.

Other discussions:

*Investing fuel account money in an interest-bearing account. A question arose regarding the legality of the Airport Board doing this. Bob Perry answered, Yes. Jackie offered to visit with the Bank of Buffalo regarding possible options. Action item (Jackie). Pete moved and Mike seconded a motion authorizing Jackie to proceed. Motion approved.

*Assignment of Board Member duties effective January 2024. Mike Bacon's term expires January 1, 2024 and he will not be seeking another term. Gerald Fink's will expire January 1, 2025 and he also will not be seeking another term. In the near term, a board vacancy will exist January 1 due to Mike's departure. Jim has a new member in mind who might be interested. In the long term, consideration should be given regarding how to fill Gerald's position as Treasurer. Further discussion will continue at the December meeting.

Airport Manager Report:

Comments/Concerns: Bruce reported that WYDOT recently conducted an airport inspection and found several items that were Not in Compliance. Bruce requested that M-M review the deficiencies and suggest follow-up action. Action item (M-M)

Bruce also reported that the recently installed LED hanger lights are not operating as efficiently as expected (delays when turned on and/or not coming on). He also requested that new LED's be installed on the Snow Removal Hanger. Jim requested that Bruce obtain bids from a different contractor for the next round of new LED's. Action item (Bruce)

Fuel Account Status:

Bank Balance: \$53,740.46 AVGAS Fuel in Tank: \$46,109.25 Monthly Sales: \$10,091.66

Operations:	Rotary	<u>8</u>	Fuel Sales:	Self Serve (gal)	<u>1755</u>
	Fixed Wing	<u>172</u>		(Transactions)	<u>55</u>
	Jets -	<u>24</u>		Jet A (gal)	<u>4069</u>

Action items:

- *Provide Century Link with Johnson County billing address (Pete)
- *Confer with Barry Crago regarding rent and flow fee issues (Bob)
- *Request new grant fund numbers from County Treasurer (Jody)
- *Provide estimate of engineering oversight for new hanger construction (M-M)
- *Discuss Fuel Account investment options with Bank of Buffalo (Jackie)
- *Review WYDOT Airport Inspection Non-Compliance items (M-M)
- *Obtain bids for hanger LED lighting (Bruce)

Next Meeting: 8:30 Dec 18, 2023 at the airport

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

SIGNED

Pete Schumacher, Secretary

