

Johnson County Airport Board
Meeting Minutes

December 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, Gerald Fink, Pete Schumacher, and Mike Bacon (phone-in). Also present were Bruce McWhorter (Airport Manager), Bob Perry, and Morrison-Maierle representative Jarad Koltiska. The meeting was recorded by Bruce McWhorter.

Approval of Agenda: Pete Schumacher moved and Gerald Fink seconded a motion to approve today's meeting agenda. Motion approved

Approval of Meeting Minutes: Gerald moved and Pete seconded a motion to approve the November 20, 2023 Airport Board Meeting Minutes. Motion approved

Correspondence: Board members received WY DOT emails announcing Review and Acceptance of the Final SOW and Engineering Fee for the Apron Rehab Project.

Personnel: Johnson County's notification of Airport Board vacancy for 2024 was announced today. Assignment of Board Member Duties for 2024 was tabled until the January meeting.

Financial:

Current Budget Status: Gerald Fink presented the Airport Budget Balance effective November 30, 2023. Because Grant Match Expenditures are paid through the County's 1% Money (which is not shown on the Airport's Budget Summary) it is difficult to determine the Airport's overall budget status, but a rough calculation showed approximately 70% of the annual budget remaining with no significant concerns regarding specific line items.

Bills:

*Johnson County Aviation Mgt	<u>\$2,860.00</u>	(monthly contract)
*Johnson County Aviation Mgt	<u>\$56.18</u>	(replace T-Hanger lock)
*QTPOD	<u>\$1195.00</u>	(Av Gas System 1-yr service agreement)
*C&K Equipment	<u>\$221.09</u>	(Bobcat steering rod)
*WY Dept. of Environ. Quality	<u>\$600.00</u>	(Fuel tank registration – 3 tanks)

Please note that Century Link's bill for the airport phone is now being sent to the Johnson County Treasurer's address and will no longer appear on the airport's billing list.

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

OLD BUSINESS:

*Hangar Lease Management: Jody was busy with other county commitments and could not attend today's meeting. Bob Perry, however, did meet briefly with Barry Crago and reported

Barry's recommendation that the Airport Board not move a delinquent renter's airplane or personal items from the hanger but to change the door lock to prevent owner access (which was accomplished as noted above in the BILLS section). Bob also reported that PV-2 storage fees are paid-up and Barry expects to have new contracts prepared soon (plus clarification of diesel fuel flow fees).

Construction projects

* Apron Rehab and Seal Coat Projects – Jarad explained that all aspects of these projects are proceeding on-track. As discussed at last month's meeting, the county still needs to assign new account numbers for these projects. Apron Rehab requires two because both the FAA and WY DOT are involved; Seal Coat requires only one because this is exclusively WY DOT funded.

Action item (Jody)

*Engineering Oversight of New Hanger Construction – Jarad explained that M-M's oversight charges would vary due to numerous variables regarding hanger size, design, site location, and utility interface. Costs would also vary depending on which employee is selected by M-M to provide this oversight, as compensation depends on experience level. All parties agreed that a Letter of Agreement between M-M and the Airport Board be created for each new hanger project specifying oversight to be provided and anticipated costs. For the hanger project recently approved, this expense will be paid by the Airport Board. For all future new contracts, hanger owners will pay for this oversight. And as a sidelight, M-M's contract with Johnson County Airport is due for updating soon and engineering oversight of hanger construction will be added to their list of responsibilities.

Other

*M-M's assessment of WY DOT Airport Inspection Non-Compliance Items – The state is concerned with a line-of-sight issue caused by a dip shortly after the touchdown zone on the northwest end of RWY 31. Depending on where observers are standing, they may not be able to see an aircraft that has just landed on RWY 13. Of greater importance, however (as both Jarad and Jim explained), is that aircraft preparing for takeoff on RWY 31 or any of the intersections do have a clear view of the entire runway. Original design criteria also met runway gradient requirements and line-of-site has not been identified as a non-compliance issue on previous inspections. Jarad expressed low concern for this discrepancy.

Taxiway stripes and Hold Short lines were also noted as non-standard. In one or two areas, the taxiway stripe is not in the center of the taxiway and hold short lines do not go to both paved edges of the taxiway. Jarad explained that these discrepancies will be corrected during this summer's Seal Coat Project and no further action is necessary.

*Investing fuel account money in an interest-bearing account. Jackie had initial discussions with the Bank of Buffalo and emailed their options to all board members. She also offered to explore options at other banks, but because her flight was delayed in Minneapolis due to weather, she was unable to attend today's meeting to discuss these options. Topic tabled until January meeting.

*Bids for LED lighting – Bruce obtained an \$850 bid from Bighorn Electric for exterior lights on the SRE Hanger. Mike moved and Pete seconded a motion to approve. Motion approved

NEW BUSINESS: None

Airport Manager Report:

Comments/Concerns: Bruce reported that the heat section of the FBO hanger furnace is leaking and should be replaced. He will check if this section is even available as the furnace is quite old and may no longer be supported. Action item: Bruce

Fuel Account Status:

Bank Balance: \$61,999.32 AVGAS Fuel in Tank: \$38,237.50 Monthly Sales: \$7,531.04

Operations:	Rotary	<u>4</u>	Fuel Sales:	Self Serve (gal)	<u>1310</u>
	Fixed Wing	<u>110</u>		(Transactions)	<u>35</u>
	Jets	<u>6</u>		Jet A (gal)	<u>873</u>

Action items:

- *Request new grant fund numbers from County Treasurer (Jody)
- *Discuss additional Fuel Account investment options with local banks (Jackie)
- *Determine availability of heat section for FBO furnace (Bruce)

Next Meeting: 8:30 Jan 15, 2024 at the airport

Adjournment: Meeting was adjourned at 9:30 a.m.

SIGNED

Pete Schumacher, Secretary