

Johnson County Airport Board
Meeting Minutes
January 15, 2024

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 Jackie Iberlin. Also present was Frank Farley (an applicant for the vacant board position left by Mike Bacon). Bruce McWhorter (Airport Manager), Commissioner Bob Perry, and Morrison-Maierle representatives Jarad Koltiska and Ed Elder were also in attendance. 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 December 18, 2023 Airport Board Meeting Minutes. Motion approved

Correspondence: Bruce forwarded the following documents to board members prior to the meeting:

- Invoice – Big Horn Electric \$847.00 (LED installation on SRE building)
- Estimate – Big Horn Electric \$1857.09 (Replace 8 exterior hanger lights with LED's)
- Estimate – Big Horn Electric \$946.17 (Replace existing lights on 2 poles with LED's).
- Estimate – Big Horn Electric \$381.16 (Provide and install auto gate relay on north gate).

Personnel: Frank Farley (pending new board member) was introduced and though awaiting formal appointment by the County Commission at their next meeting, he is included in board duty assignments for 2024:

- Chairman – Jackie Iberlin
- Vice Chairman – Frank Farley
- Treasurer – Gerald Fink
- Secretary – Pete Schumacher
- Member at Large – Jim Martin

Financial:

Current Budget Status: Gerald Fink presented the Airport Budget Balance effective December 31, 2023 with approximately 67% of the annual budget remaining at the halfway point of the fiscal year. Though several line items are below 50% and may require adjustment in the next fiscal year's proposed budget, there are no major areas of concern.

Bills:

- *Johnson County Aviation Mgt \$2,860.00 (monthly contract)
- *Big Horn Electric \$847.00 (install LED lights on Snow Removal Building)
- *Gerald Fink \$43.00 (bank preparation of statements for auditor)
- *Pete Schumacher \$122.99 (office supplies)

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

OLD BUSINESS:

*Hanger Lease Management: Bob Perry reported that county attorney Barry Crago sent a letter to the individual delinquent on hanger liability coverage explaining the steps taken by the Airport Board last month to prevent hanger access. The letter also explained follow-up steps required to become a renter in good standing.

* Account numbers for Apron Rehab and Seal Coat Projects – Today is a county holiday and Jody was not present to report the status of the new account numbers required for these pending projects. Action item (Jody)

*Investing fuel account money in an interest-bearing account - Jackie reported on the investment options available to gain additional return from the fuel account which currently earns .45%. After considering various options (checking accounts offering higher interest, CD's, etc.), the board concluded that unforeseen complications might arise when account numbers, banks, or money access is changed. These complications are more likely at this time due to the recent change in officer duties, the need for updated bank signature cards, coordination with the county treasurer, and other concerns. Pete moved and Gerald seconded a motion to table this topic for future consideration. Motion approved.

*Determine availability of FBO furnace heat section – Bruce reported that the heat section has been replaced and he is awaiting an invoice on charges.

NEW BUSINESS:

Construction projects:

New REIL System RWY 31 – Jarad and Ed reported that the REIL project is on-track and no further board action is required until construction begins (sometime after the ground thaws).

Apron Rehab – Jarad and Ed presented the 60% Plan for board review with several major aspects explained (Ref p. G2): 1) Project involves the ramp area directly in front of the FBO. 2) Aircraft tiedowns will be removed and NO PARKING printed on the asphalt. 3) This project involves apron rehab and thus only half of the existing depth will be replaced. 4) Tailings will be stored on county land near the airport. 5) Business jets have a tight turn and minimal obstruction clearance when taxiing on the apron enroute to TWY A or the Village's Hanger. Though new asphalt surface is not part of this project, Jarad will quarry WYDOT to see if a small apron section can be added to minimize this bottleneck.

No board action is required at this time.

Seal Coat on TWY A and GA Ramp – This project involves resealing of existing asphalt plus taxiway striping (including the turn-around area on RWY 13 approach end). The 60% Plan has been submitted with bid announcement slated for mid-March. Jarad encouraged Jackie to gain access to BlackCat for FAA and WYDOT on-line coordination. Gerald moved and Jim seconded a motion authorizing Jackie to sign all documents associated with this project. Motion approved.

Crack Seal Project – Jarad informed the board that prior to the Seal Coat, cracks in the asphalt must be fixed. This \$70,000 project is funded by WYDOT (80%) and Johnson County (20%). This expense was unanticipated by the board and not included in the airport's budget calculation. Gerald, however, suggested that the airport's anticipated budget surplus or unexpended 1% Money would most likely cover this expense. The RFR for this project must be

signed by Feb 2, 2024. Gerald moved and Jim seconded a motion to approve this RFR payment.
Motion approved.

Airport Manager Report:

Comments/Concerns: Bruce was given the go-ahead on the estimates provided by Big Horn Electric to replace exterior hanger and pole lights with LED's and to install a new automatic gate relay (see **Correspondence** above). Pete moved and Gerald seconded a motion to approve this expenditure. Motion approved.

Fuel Account Status:

Bank Balance: \$66,332.39 AVGAS Fuel in Tank: \$32,243.75 Monthly Sales: \$5,251.76

Operations:	Rotary	<u>6</u>	Fuel Sales:	Self Serve (gal)	<u>896</u>
	Fixed Wing	<u>92</u>		(Transactions)	<u>31</u>
	Jets	<u>6</u>		Jet A (gal)	<u>120</u>

Action items:

- *Request new grant fund numbers from County Treasurer (Jody)
- *Obtain access to BlackCat (Jackie)
- *Sign Crack Seal RFR (Jackie)

Next Meeting: 8:30 Feb 19, 2024 at the airport

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

SIGNED

Pete Schumacher, Secretary