

Johnson County Airport Board
Meeting Minutes
February 19, 2024

Roll Call: The meeting was called to order by Chairman Jackie Iberlin at 8:30 a.m. Board members present were Jackie Iberlin, Jim Martin, Gerald Fink, Pete Schumacher, and Frank Farley. Also present were Bruce McWhorter (Airport Manager), Commissioner Bob Perry, Commissioner Administrative Assistant Jody Telkamp, and Morrison-Maierle representatives Tim Wick, Jarad Koltiska and Ed Elder. In addition, Chris George and Lisa Martin-Smith were present to discuss their interest in building two new box hangers. The meeting was recorded by Bruce McWhorter.

Approval of Agenda: Pete moved and Jim 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 January 15 Airport Board Meeting Minutes. Motion approved

Correspondence:

- *WYDOT Crack Seal Contract
- *Johnson County Deputy Attorney – Notice to renter denied access to T-hanger #5
- *IRS Form 1099-INT – Buffalo Federal Bank
- *IRS Form 1099-K – US Bank

Personnel: Bob Perry congratulated Frank Farley for his appointment by the County Commissioners as a member of the Airport Board. Jim moved and Pete seconded a motion approving Frank as Vice Chairman of the Airport Board. Motion approved.

Financial:

Current Budget Status: Gerald Fink presented the Airport Budget Balance effective January 31, 2024 with approximately 62% of the annual budget remaining with five months remaining in the fiscal year. There were no major areas of concern.

Bills:

- *Johnson County Aviation Mgt \$2,860.00 (monthly contract)
- *Big Horn Electric \$1,857.09 (replace 8 exterior T-hanger lights with LED's)
- *Big Horn Electric \$946.17 (replace existing lights on 2 poles with LED's)
- *Great Divide \$1,687.16 (PVC fabrication for repair of FBO heater)

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

OLD BUSINESS:

- * Account numbers for Apron Rehab and Seal Coat Projects – Jody spoke with the County Clerk who agreed to provide three new account numbers; however, the Clerk was attending a legislative session in Cheyene and had not yet provided the new codes. Action item (Jody)
- * Jackie obtained access to BlackCat and approved the Crack Seal contract.

* The renter of T-hanger #5 relocated his aircraft to the FBO hanger on February 15, 2024 for maintenance and is ineligible for returning to T-hanger #5 due to lack of liability insurance and failure to sign the county's lease agreement. His check for rent payment through April 2024 had not been cashed awaiting fulfillment of his other obligations.

Because the renter had the benefit of hanger storage through February 15th, Pete moved and Frank seconded a motion to cash the rent check and withhold rental fees through February 15 (with the balance returned to the renter). Motion approved.

NEW BUSINESS:

New Box Hanger Applications - Two prospective box hanger leasees attended the meeting (see **Roll Call** section above) and voiced concern regarding the high cost of connecting to the county's utility services (water, sewer, and electrical). In the past, each new hanger owner was expected to pay for these services individually. Lisa Martin-Smith explained that she and her husband have selected a hanger lot on the southeast end of the airport, which is approximately 800 feet from the county's water meter and the cost to hook-up to water alone is daunting. Chris George expressed similar concerns.

Following a lively discussion, the board concluded that Johnson County Airport is a prime location for private box hanger construction with 8 undeveloped lots on the southeast end alone. If the county would install the utility infrastructure, box hanger construction would escalate.

Pete moved and Gerald seconded a motion to request 1% Money from the county to install necessary utility services. This request would be separate from the 1% Money needed for Grant Match. Jim Martin requested that a Roll Call Vote be conducted on this motion. The result was 4 In-Favor/1 Opposed. Motion Approved. Bob Perry offered to discuss this topic at tomorrow's Commissioners Meeting. Action item (Bob)

Jody informed the board that the county's 1% Money Application is due February 23, 2024. This money will be used to cover grant match on the following projects:

Crack Seal – 80% WYDOT/20% County

Seal Coat – 90% WYDOT/10% County

Apron Rehab – 90% FAA/6% WYDOT/4% County

Jackie will meet with Jody to coordinate completion of this application. Action item (Jackie)

Hanger and Storage Lease Management – Jody explained that T-hanger #5 is now available for a new renter with the Martin-Smiths next in-line on the request list. The board approved their request (contingent upon submission of required lease documents). Action item (Jody)

Jody also explained that Wayne Jones has yet to sign his T-hanger rental contract even though all other requirements have been satisfied. Mr. Jones is currently out of state, but Jody will follow-up as soon as he returns. Action item (Jody)

Construction projects:

New REIL System RWY 31 – Jarad reported that the REIL project is on-track with construction to begin after the ground thaws. An RFR for \$9,418 has been loaded on BlackCat to cover

materials purchased by the construction contractor (Scott Brothers) in preparation for this project. Pete moved and Gerald seconded a motion authorizing Jackie to approve this RFR.

Motion approved. Action item (Jackie)

Apron Rehab – Ed reported that this project is also proceeding on-track and would forward the 95% Plan to the board for review following today's meeting. Barring major concerns from the board, the project will be advertised for bid the first week in March and a contractor selected by the end of March. Action item (Ed)

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 100% Plan has been submitted with bid announcement slated for mid-March.

Crack Seal Project – Jackie has approved the Crack Seal Contract on BlackCat and the project is awaiting the return of warm weather.

Airport Manager Report:

Comments/Concerns: None

Fuel Account Status:

Bank Balance: \$74,993.67 AVGAS Fuel in Tank: \$18,877.25 Monthly Sales: \$13,679.66

Operations:	Rotary	<u>44</u>	Fuel Sales:	Self Serve (gal)	<u>2379</u>
	Fixed Wing	<u>142</u>		(Transactions)	<u>82</u>
	Jets	<u>4</u>		Jet A (gal)	<u>782</u>

Action items:

- *Obtain new grant fund numbers from County Treasurer (Jody)
- *Submit 1% Money Applications (Jackie)
- *Commissioners response to board request for improved utilities infrastructure (Bob)
- *Submission of T-hanger #5 lease documents (Jody)
- *Obtain Wayne Jone's signature on T-hanger contract (Jody)
- *Approve REIL RFR (Jackie)
- *Forward Apron Rehab 95% Plan to Airport Board (Ed)

Next Meeting: 8:30 March 18, 2024 at the airport

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

SIGNED

Pete Schumacher, Secretary