

## **BOARD MEETING – October 14th, 2015**

The Yellowstone Regional Airport Regular Board Meeting was called to order at 8:00 a.m.

**Board Present:** Chairman Doug Johnston, Jim Vanaman, Jack Way, Craig Wilbur, and Donny Anderson.

**Absent:** Bob Whisonant and Bob Adrian

**Also Present:** Bob Hooper, Lori Rhodes, Nancy Werner, Codi Chenoweth, Frank Page, Tim Wick, Joel Simmons, Janice Downey, and Corey Field.

### **Pledge of Allegiance**

**Verification of Quorum:** Jack Way stated that Bob Whisonant was absent, and that there was a quorum.

**Acceptance of Agenda:** Jim Vanaman made a motion to accept the agenda. Craig Wilbur seconded. All those present voted AYE. Motion carried.

**Reading / Approval of the September 10<sup>th</sup>, 2015 Board Minutes:** Jack Way made a motion to accept the minutes from the September 10th board meeting. Jim Vanaman seconded. All those present voted AYE. Motion carried.

**Reading / Approval of the September 24<sup>th</sup>, 2015 Special Board Minutes:** Jack Way made a motion to accept the minutes from the September 24th board meeting. Craig Wilbur seconded. All those present voted AYE. Motion carried.

**Review / Approval of Bills and Bank Reconciliations:** Jim Vanaman made a motion to approve the bills and reconciliations. Craig Wilbur seconded. All those present voted AYE. Motion carried.

**Committee / Tenant Reports / Public Comments:** Joel Simmons, of Choice Aviation, provided an update on FBO operations and pilot training.

### **Airport Manager's Report:**

- Bob Hooper provided an air service update.
- Bob Hooper reported that the Order Requesting Proposals to provide Essential Air Service to Cody has been released by the Department of Transportation.
- Bob Hooper reported that no compensation is due to United Airlines for the summer Chicago to Cody flight, due to strong passenger numbers. Bob Hooper has started conversations with United Airlines regarding enhanced summer service.
- Bob Hooper stated that he has had several meetings with Norma Jurado regarding the restaurant service. Norma Jurado agreed to adjust her hours from 10:00 am until 2:00 pm.
- Bob Hooper reported that the annual Snow & Ice Control Plan was reviewed by airport employees, Choice Aviation, and the commercial airlines on Monday, September 21<sup>st</sup>.
- Bob Hooper stated that two additional advertising signs have been installed in the passenger departure room.
- Bob Hooper reported that the USFS building has been added to the airport's commercial insurance policy, resulting in a premium increase of \$271 annually.

### **Unfinished Business:**

- Bob Hooper provided an update on the public hearing and FAA consultation meeting on the adverse impacts of the Armory Demolition Project.
- Tim Wick provided an update on the Taxiway A Rehab and Electrical Project.
- Bob Hooper reported that the notice to proceed was issued to M-B Companies on July 15<sup>th</sup>, 2015 for purchase of the snow removal equipment.
- Bob Hooper and Morrison-Maierle recommend awarding the bid for the passenger loading bridge to KCI, Inc., in the amount of \$40,600.00, and an additional solar powered motorization option in the amount of \$24,500.00 for a total of \$65,100.00. Jim Vanaman made the motion to approve. Donny Anderson seconded. All those present voted AYE. Motion carried.
- Bob Hooper reported that Morrison-Maierle and Lean Engineering are continuing work on Task One, to include characterizing existing flight procedures, airspace considerations, obstructions, and NAVAIDS, of the Approach Analysis Study. Morrison-Maierle and Lean Engineering plan to present options at the November board meeting.

**New Business:**

- Bob Hooper reported that the airport's insurance and banking service agreement are up for review at the end of this year and that Request for Proposals will be issued. Proposals are due in the Airport Administration Office by 2:00 pm on November 20<sup>th</sup>, 2015.
- Bob Hooper requested that the November board meeting be moved to November 18<sup>th</sup>, as the regularly scheduled board meeting will fall on Veteran's Day, which is a holiday. There was board consensus to move the meeting to November 18<sup>th</sup>, 2015.

**Staff & Board Member Update:**

**Looking Ahead:**

- Next board meeting will be on Wednesday, November 18th, 2015 at 8:00 am.

**Adjournment:**

Meeting was adjourned at 8:28 am.

***Respectfully submitted,***

***Lori Rhodes  
Office Administration Assistant***

***Approved By,***

***Jack Way  
Secretary, Joint Powers Board***