

BOARD MEETING – April 16, 2010

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

Present: Chairman Dave Jenkins, John Newton, Bill Holder, Craig Wilbur, Garrett Growney, Dale Cowan, and Jerry Fritz

Absent: None

Also Present: Bob Hooper, Lisa Hannon, Nancy Werner, Tim Wick, Gene Wasia, Gib Mathers, Carole Cloudwalker, Jonathon Jacobs, Andrew Love, Matt O'Dell, Jeremy Easum, Kathleen Tobin, John Brouillette, Rob Varelik, Todd Simmons, Shannon Hilliard, and Bucky Hall.

Pledge of Allegiance

Verification of Quorum: Chairman Dave Jenkins, presiding, verified there was a quorum. Secretary John Newton agreed.

Acceptance of Agenda: John Newton made a motion to accept the agenda as written. Bill Holder seconded the motion. All those present voted AYE, NAY none. Motion passed.

Approval of Minutes: Chairman Dave Jenkins asked for approval of the March 10 and March 30, 2010 minutes. John Newton made a motion to accept the minutes as written. Bill Holder seconded the motion. All those present voted AYE, NAY none. Motion passed.

Approval of Monthly Bills: Garrett Growney made a motion to pay the bills in the amount of \$34,404.09 and to accept the bank reconciliations. Bill Holder seconded the motion. All those present voted AYE, NAY none. Motion passed.

Airport Managers Report:

Boarding Report- For the month of March United Express enplaned 446 passengers, down 16.6% from the same month as last year. SkyWest Delta Connection enplaned 897 that's down 17.6%. For the month of March the Airport enplaned a total 1,343 passengers, down 17.3%. There were at least 2 airline cancellations during the month of February. The cancellations were all weather related.

Car Rental Access Days- Avis/Budget had 338 rental days that is up 1.8% as the same month last year. Hertz had 393 car rental days, down 26.2%. Thrifty dollar had 260 car rental days, up 37.6%. For the month of March total car rental days were 990, down 5.9% as the same month last year.

Existing Terminal Building Appraisal- QM Appraisal is working on the appraisal for the existing terminal building. The appraisal is scheduled to be completed by April 26, 2010.

FAA Northwest Region Conference- The FAA Northwest Region Conference was a great opportunity to meet with the FAA and TSA. The big issue that the FAA is concerned about is more accurate weather reporting. Safety is also a huge issue with the FAA; they are requiring all airports to have the enhanced painting by year end. This airport is scheduled to be done in June. Another grant has been obtained to paint the other areas of the airport. All the areas of the airport will be completed in June. Funding is going to continue to come in parts. They are approved by congress three months at a time. Wildlife is also a major focus as well as snow and ice control.

Committee/Tenant Reports:

John Brouillette stated AOPA has an upcoming seminar regarding ADSP.

Todd Simmons with Choice Aviation said their simulator is up and running. May 15, 2010 Choice is having an open house in conjunction with Cirrus Aircraft. They will bring a couple of airplanes, with demo flights and charter flights. Tonight April 16, Choice will host the end of the year open house for Sleeping Giant.

Unfinished Business:

Work Change Directives 15-29- It was requested the Board review and approve Work Change Directives 15-29 associated with the construction of the new terminal building. Tim Wick with Morrison-Maierle gets these directives approved by the FAA and WY DOT Aeronautics. When they are approved the FAA is accepting ownership on these changes in the amount of 95%, WY DOT Aeronautics accepts 3% and Yellowstone Regional Airport has 2%. Garrett Growney made a motion to approve these Work Change Directives. Bill Holder seconded the motion. Dale Cowan asked if at a later date these would be reevaluated for responsibility. He feels some of these issues should fall under the responsibility of the architect or engineer. Tim Wick stated the directives were just to keep the job moving and an official change order will be issued later. Dale Cowan feels that some of the errors were created by the architect and he feels that the Airport or the contractor should not be held financially responsible. Tim Wick stated that he could talk to the architect for them to bring a proposal before the board. Dale Cowan asked if in the future the board could sit with the architects and discuss some of these change orders. Gene Wasia of Morrison-

Maielerle said they could have a work session to discuss any questions on any of the change orders. At that time they could ask for justification and if there is an obligation on Morrison-Maielerle's part or the architects it could be handled. Dale Cowan asked if by agreeing to the work change directives the Airport was not assuming responsibility. Gene Wasia stated that did not assume responsibility, it just lets the job continue. Carole Cloudwalker asked what the errors were in the change orders. Bob Hooper stated change orders do not necessarily mean errors. All those present voted AYE, NAY none. Motion passed.

AIP 23/24 New Terminal Building Update- Tim Wick of Morrison-Maielerle stated the roofing is 90% completed, sprinkler piping is approximately 80%, HVAC rough-ins 75%, plumbing rough-ins 90%, electrical rough-ins 80%, and mason is around 50%. There is a lot of activity going on right now on the project and everything is going well. The glass will go in when the mason work is done. The conflicted areas are almost completed.

Morrison-Maielerle requested board approval of AIP 23 Pay Request No. 9 in the amount of \$35,998.20. This is for construction administration and inspection of the project. Garrett Growney made a motion to approve this pay request. Craig Wilbur seconded the motion. All those present voted AYE, NAY none. Motion passed.

Morrison-Maielerle also requested board approval or AIP 24 Pay Request No. 5 in the amount of \$183,078.00. This is for Wadman Corporation Pay Request No. 8 for work completed since March 26, 2010. Craig Wilbur made a motion to approve this pay request. Garret Growney seconded the motion. All those present voted AYE, NAY none. Motion passed.

AIP 25 Air Carrier Apron and Taxiway- Tim Wick stated Century Co. resumed this project at the beginning of the month. There was a pre-construction meeting on April 1, 2010 to go over the schedule of events. Jeremy Easum stated that Century Co. started the base gravel on Tuesday April 13, 2010. This is the layer directly below the pavement. The electrical sub contractor will finish the work today or tomorrow. Harris Trucking has been working on the incursion roads. Taxiway A should reopen no later than Monday April 19, 2010.

AIP 26 New Terminal Access Road- Tim Wick said this project will be advertised on April 21 and 28 and May 3.

Reimbursable Agreement with FAA- Bob Hooper requested board approval of a reimbursable agreement with the FAA in the amount of \$2,530.00. This is for the relocation of the AWOS weather equipment to the new terminal building. Garrett Growney made a motion to approve this agreement. Dale Cowan seconded the motion. All those present voted AYE, NAY none. Motion passed.

New Terminal Entrance Sign Project Update- Tim Wick showed the sign that was selected and described the location. Tim also stated that the design is probably ready to be submitted to the City for approval.

New Business:

Airline and Cargo Landing Fee Review- Bob Hooper requested the board consider an increase in the landing fee rate charged to the commercial airlines and the cargo operators. It is my recommendation that the signatory landing fee increase from \$.80 to \$.85 per 1000 lbs of landing weight and the non-signatory fee increase from \$1.20 to \$1.30 per 1000 lbs of landing weight. The increase on the signatory carriers will be effective with the renewal of their operating agreements and the non-signatory rate will be effective immediately. Garrett Growney made a motion to approve these increases. Craig Wilbur seconded the motion. All those present voted AYE, NAY none. Motion passed.

Commercial and Private Fuel Flowage Fee- Bob Hooper asked the board to consider an increase in the commercial and private fuel flowage fee from \$.07 a gallon to \$.08 a gallon. The change in the fuel flowage fee will be effective May 1, 2010. Garrett Growney made a motion to approve the fuel flowage increase. Craig Wilbur seconded the motion. The last time these fee's were increased was four years ago. All those present voted AYE, NAY none. Motion passed

2010/2011 Budget- Bob Hooper requested board approval of the proposed 2010/2011 budget. The budget request calls for total revenues of \$569,473.00 with projected expenses of \$870,733.00. The projected short fall is \$301,260.00. Bill Holder made a motion to approve the budget as stated. John Newton made a friendly amendment to the motion to have a six month review of the budget. Craig Wilbur seconded the motion. All those present voted AYE, NAY none. Motion passed.

Auditor Agreement- Bob Hooper requested board approval of an Audit Agreement with Stine Heiser Buss & Associates in the amount of \$10,645.00. The Board previously selected Stine Heiser Buss & Associates to perform the Airport's annual audit for a three year period. This would be the second year of that selection. Craig Wilbur made a motion to approve this agreement. Garrett Growney seconded the motion. All those present voted AYE, NAY none. Motion passed

Looking Ahead:

Bob Hooper will be attending a meeting in Chicago on April 26, 2010 with United Airlines. This meeting will be to discuss future service to Cody and the pricing discrepancy compared to Billings.

Bob Hooper asked for a special board meeting on April 29, 2010 at 8:00 a.m. for anything to do with the new terminal building project.

Adjournment: Chairman Dave Jenkins adjourned the regular scheduled board meeting at 8:40 for Board workshop. Chairman Jenkins re-convened into the board meeting at 10:08 for a motion on the 2010/2011 budget. Dale Cowan made a motion to adjourn the board meeting 10:10 a.m. Craig Wilbur seconded that motion. All those present voted AYE, NAY none. Motion passed

Respectfully submitted,

***Lisa Hannon
Administrative Assistant***

Approved By,

***John Newton
Secretary, Joint Powers Board***