

## **BOARD MEETING – May 12, 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, Carole Cloudwalker, Andrew Love, Matt O'Dell, Kathleen Tobin, Rob Varelik, Todd Simmons, Bucky Hall, Bob Adrian, Rick Patton, Steve Skovil, Tracie Fernandez, Nichole Baggs, Scott Kolpitzke, and Jenni Rosencranse.

### **Pledge of Allegiance**

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

**Acceptance of Agenda:** Bob Hooper stated there were two changes to the agenda. Unfinished Business- The Review and Approval of Work Change Directives will be for Work Change Directives 37, 38, 41, and 15R only. Also, an amendment was added to the TSA inline screening baggage grant under New Business. Jerry Fritz made a motion to accept the amended agenda. 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 April 16, and April 29, 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 \$23,903.70 and to accept the bank reconciliations. Craig Wilbur seconded the motion. All those present voted AYE, NAY none. Motion passed.

### **Airport Managers Report:**

**Boarding Report-** For the month of April, United Express enplaned 486 passengers, down 31% from the same month as last year. SkyWest Delta Connection enplaned 1,061 that's down 2.9%. For the month of April, the Airport enplaned a total 1,547 passengers, down 13.9%.

**Car Rental Access Days-** Avis/Budget had 368 rental days that is up 17.6% as the same month last year. Hertz had 451 car rental days, up 23.6%. Thrifty dollar had 185 car rental days, down 8%. For the month of April total car rental days were 1,004, up 14.2% as the same month last year.

**United Airlines Meeting-** Representatives of CYAir, Forward Cody, Wyoming Division of Aeronautics and Bob Hooper met with United Airlines, in Chicago to discuss airline issues pertaining to Cody. The CYAir group evaluated the Cody air service and some of the problem areas appear to be pricing, schedules, size of aircraft, and no bathroom facilities in the passenger holding area in the current terminal building. This equates to a major loss of passengers to Billings, MT. Nick Wangler presented data stating approximately 48,000 passengers a year, from our area are using the Billings airport. Of that number, approximately 25% of the passengers use United Airlines. As a result of this meeting, they will bring year round jet service to Cody. United has agreed to bring the Cody pricing and fare restrictions more in line with Billings. The fare restrictions have been matched with Billings and the fares from Cody will be \$10 to \$40 (one way) higher than Billings depending upon the amount of advance purchase time. The lowest fares from Cody will require a 21 day advance purchase.

**Committee/Tenant Reports:**

Todd Simmons said the Cirrus Event & Open House is scheduled for this upcoming weekend.

Tracie Fernandez stated the load factors for April, with the Brazillias, have been at their highest since being in Cody.

**Unfinished Business:**

**Work Change Directives 37, 38, 41 and 15R-** Bob Hooper requested board approval of Work Change Directives 37, 38, 41 and 15R. Garret Growney made a motion to approve work change directive 37, 38, 41 and 15R. Jerry Fritz seconded the motion. All those present voted AYE, NAY none. Motion passed.

**AIP 23/24 New Terminal Building Update-** Tim Wick of Morrison-Maierle stated the glass is being installed in the new terminal.

Morrison-Maierle requested board approval of AIP 23 Pay Request No. 10 in the amount of \$19,104.68. This is for construction administration and inspection of the project. Dale Cowan made a motion to approve this pay request. Bill Holder seconded the motion. All those present voted AYE, NAY none. Motion passed.

Morrison-Maierle also requested board approval of WYDOT COD- 12F Pay Request No. 9 in the amount of \$137,025.00. This is for Wadman Corporation Pay Request No. 10 for work completed since April 23, 2010. Garrett Growney

made a motion to approve this pay request. Craig Wilbur seconded the motion. All those present voted AYE, NAY none. Motion passed.

**AIP 25 Air Carrier Apron and Taxiway-** Tim Wick stated Century Companies was here for approximately a month and a half. They placed all the gravel in the apron areas and incursion roads. The fence is completed. Bob Hooper asked for clarification on the service roads to the fuel farm. Tim Wick stated that the incursion roads will be paved from the ramp to the fuel farm for service vehicles.

Morrison-Maierle requested board approval of AIP 25 Pay Request No. 5 in the amount of \$128,748.61. This includes \$20,671.18 to Morrison-Maierle for Task Order 18 for new terminal apron construction administration fees and \$108,077.43 to Century Companies for work completed since April 23, 2010. Garrett Growney made a motion to approve AIP 25 Pay Request No. 5. Dale Cowan seconded the motion. All those present voted AYE, NAY none motion passed.

**AIP 26 New Terminal Access Road-** Tim Wick said the bid opening for AIP 26 New Terminal Access Road was held on May 11, 2010. This will be for paving of the access road, parking lot, concrete around the terminal building and sidewalks, repair of the fuel farm road and FedEx Aircraft parking area. Two bids were submitted with the apparent low bid being Capstone Construction. They came in at \$1,095,363.67. Century Companies came in at \$1,198,467.30. Morrison-Maierle is still in the process of evaluating the bids to make sure everything is in order. The recommendation to the board will be made at the next board meeting.

**New Terminal Entrance Sign Project Update-** Bob Hooper stated the entrance sign and the advertising signs inside the terminal will go to bid in June.

**In Line Baggage Grant Modification-** Bob Hooper requested board approval of a modification agreement with the Transportation Security Administration for the checked baggage screening grant project. The agreement changes the percentage amount of the Buy American requirement from 100% to 95%. Garrett Growney made a motion to approve the modification and have the Chairman sign it. John Newton seconded the motion. All those present Voted AYE, NAY none. Motion passed.

**New Business:**

**Consideration of Extension of Current Car Rental Agreements-** The car rental companies currently operating at the Yellowstone Regional Airport are requesting board consideration of an extension to their existing Lease Agreements. All agreements are currently set to expire in approximately six years on June 30, 2016. The car rental companies are requesting an additional six years be added to the lease terms of the existing agreements. Rob Varelik stated

it was beneficial for the car rental companies to extend the lease to get some of their investments in the new terminal back. It also allows the car rental companies to invest in the future of the Airport. After a brief discussion, Jerry Fritz made a motion to add six years to the existing lease and that the Airport reserves the right to adjust the access fee every three years. John Newton seconded the motion. John Newton, Bill Holder, Dale Cowan, Jerry Fritz, and Craig Wilbur voted AYE, Garrett Growney NAY. Motion passed.

**Car Rental Access Fee-** The current car rental lease agreements allow the Airport to adjust fees assessed to the car rental companies every three years. This date will be effective July 1, 2010. It was recommended by Bob Hooper that the board consider an access fee increase from 10% to 11.5% of gross receipts as specified in the current lease agreements. John Newton made a motion to approve this increase effective July 1, 2010. Bill Holder seconded the motion. All those present voted AYE, NAY none. Motion passed.

**Looking Ahead:**

Bob Hooper asked for a special board meeting on Wednesday, May 26, 2010 at 7:30 a.m. for matters related to the new terminal building project and to award the bid for AIP 26.

John Newton made a motion to move into Executive Session to consider or receive any information classified as confidential by law at 8:43 a.m. Craig Wilbur seconded the motion. All those present voted AYE, NAY none. Motion passed.

Garrett Growney made a motion to move from the Executive Session at 9:11 a.m. John Newton seconded the motion. All those present voted AYE, NAY none. Motion passed.

**Adjournment:** Chairman Jenkins adjourned the regular scheduled board meeting at 9:12 a.m.

***Respectfully submitted,***

***Lisa Hannon  
Administrative Assistant***

***Approved By,***

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