

## **BOARD MEETING – December 9th, 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, Bob Whisonant, Bob Adrian, and Donny Anderson.

**Absent:**

**Also Present:** Bob Hooper, Lori Rhodes, Tim Wick, Theresa Gunn, Bruce Ransom, Corey Field, Todd Simmons, Theresa Huber, Luke Anderson, Cody Chenoweth, Joel Simmons, Lori Foster, Garrett Browning, Tim Robeson, Barbara Lam-Hales, Steve Jones, and Derek Moore.

**Pledge of Allegiance**

**Verification of Quorum:** Jack Way stated that there was a quorum.

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

**Reading / Approval of the November 18<sup>th</sup>, 2015 Board Minutes:** Jack Way made a motion to accept the minutes from the November 18th board meeting. Bob Whisonant 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. Bob Adrian seconded. All those present voted AYE. Motion carried.

**Committee / Tenant Reports / Public Comments:** Todd Simmons reported that a flight simulator has been installed at Choice Aviation.

**Airport Manager's Report:**

- Bob Hooper provided an update on airline boarding report for the month of November.

- Bob Hooper reported that proposals were received from United Airlines and SkyWest Airlines, to provide Essential Air Service to Cody for the next two years, effective March 1, 2016.

**Unfinished Business:**

- Bob Hooper provided an update on the progress of the Armory Building demolition.
- Tim Wick provided an update on the Taxiway A Rehab and Electrical Project.
- Bob Hooper provided a status update on the Snow Removal Equipment and Passenger Loading Bridge acquisitions.
- Bob Hooper stated that Lean Engineering is summarizing the results of their analysis in a final report.

**New Business:**

- Bob Hooper requested board consideration and selection to provide banking services to the airport, for the next three year period, based on the proposals that were received. Craig Wilbur made the motion to award banking services to Pinnacle Bank, for the next three years. Jim Vanaman seconded. All those present voted AYE. Motion carried
- Bob Hooper requested board consideration and selection to provide insurance services to the airport, based on proposals that were received. Jim Vanaman made the motion to award insurance services to Tegeler, for the next three years. Bob Adrian seconded. All those present voted AYE. Motion carried.
- Bob Hooper reported that Hertz Corporation is requesting to sub-lease the operation of Dollar Thrifty. Steve Jones provided an update on the operating agreement. Jim Vanaman made the motion to approve Hertz Corporation's request to sub-lease the operation of Dollar Thrifty. Jack Way seconded. All those present voted AYE. Motion carried.
- Bob Hooper reported that the FAA has required that the airport submit a separate PFC audit for fiscal years 2013, 2014, and 2015. The FAA determined that the single audit process did not address the PFC account specifically enough. Bob Hooper requested board approval to have the office of James Reilly, CPA complete a three year PFC audit, at an estimated cost of \$1500 to \$2500. The amount is eligible for reimbursement from the PFC account. Bob Whisonant made the motion to approve. Jim Vanaman seconded. All those present voted AYE. Motion carried.
- Bob Hooper requested board approval to designate Cody Enterprise as the airport's official notice of publication for calendar year 2016. Bob Adrian made the motion to approve. Jack Way seconded. All those present voted AYE. Motion carried.

- Bob Hooper requested board approval to transfer hangar lease agreement from Les Field and Katherine Ryan to LeRoux Incorporated. Jim Vanaman made the motion to approve. Craig Wilbur seconded. All those present voted AYE. Motion carried.

**Staff & Board Member Update:**

**Looking Ahead:**

- Next board meeting will be on Wednesday, January 13th, 2016 at 8:00 am.
- Election of board officers
- WAOA will be holding Legislative Reception Wednesday, February 24<sup>th</sup>, 2016.

**Adjournment:**

Meeting was adjourned at 8:40 am.

***Respectfully submitted,***

***Lori Rhodes  
Office Administration Assistant***

***Approved By,***

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