

## **BOARD MEETING MINUTES – February 14th, 2018**

The regular meeting of the Yellowstone Regional Airport Board was called to order at 8:00 a.m. by Chairman Jack Way.

**Board Members Present:** Jack Way, Craig Wilbur, Bucky Hall, Jordan Jolley, Doug Johnston, and Donny Anderson

**Board Member Absent:** Hans Odde

**Also Present:** Bob Hooper, Bob Adrian, Bruce Ransom, Wes Hanson, Eric Williams, Lisa Stott, Karina Black, Joel Simmons, Corey Field, Nicole Baggs, Kodi Chenoweth, Erin Fulmar, Scott Bell, Tim Wick, Jeremy Gilb, Dave Jenkins, Scott Murphy, and Max Miller

### **Pledge of Allegiance**

**Verification of Quorum:** Doug Johnston verified that there was a quorum.

### **Reading/Approval of the January 10<sup>th</sup>, 2018 Minutes:**

Doug Johnston made the motion to approve the January 10, 2018, Board Meeting Minutes as presented. Bucky Hall seconded. All those present voted AYE. Motion carried.

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

### **Committee/Tenant Reports/Public Comments:**

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

- Bob Hooper provided an update on the Enplanement and Car Rental reports.
- Bob Hooper reported SkyWest/Delta Connection will operate one daily flight from Cody to Salt Lake City effective March 1<sup>st</sup>. SkyWest will add an additional Saturday and Sunday flight for the summer, effective June 9<sup>th</sup>. SkyWest intends to serve Cody through September 10<sup>th</sup>. YRA and CY

AIR are working with SkyWest in an effort to maintain year around service to Salt Lake.

- Bob Hooper reported that United will provide two daily round trip flights to Denver effective March 1<sup>st</sup>. United will add a third flight to Denver, effective June 7<sup>th</sup>, with a fourth flight planned on Saturday and Sunday during the summer. CY AIR decided not to pursue the option of Chicago or San Francisco service with United Airlines this summer.
- Bob Hooper reported that the Airport Security Plan was recently updated in order to comply with new TSA guidelines.
- The Board scheduled a meeting for Monday, March 5, 2018, to review the Airport Budget. The budget will be approved at the April Board meeting.

### **Unfinished Business:**

- Tim Wick from Morrison-Maierle provided a project update and timeline for the Commercial Apron Expansion. Tim Wick reported the CAE project has been submitted to the FAA for review and hopes to have a response from the FAA before the April Board meeting.
- Joel Simmons from Choice Aviation provided an update on the T-Hangar Project. Simmons requested a change in direction with their lease terms and asked the Board to consider managing the individual lease agreements on the twelve t-hangar units that Choice plans to sell. The Board took no action on Choice Aviation's request. Simmons commented that Choice Aviation would proceed with the existing lease agreement at this point.
- Bob Hooper reported on the Airport Master Plan. The Airport is waiting for completion of the Independent Fee Evaluation by SEH Engineers.
- Bob Hooper and Tim Wick reported that a letter of intent to impose and use Passenger Facility Charges (PFCs) was submitted to the Airlines for their review. A consultation meeting is scheduled for March 8<sup>th</sup> should the Airlines find it necessary to participate. A Public Notice and Opportunity for Public Comment is posted on the [www.flyyra.com](http://www.flyyra.com) web site.
- Bob Hooper and Scott Bell reported that Morrison-Maierle and YRA will present the final report of the Approach Analysis Study to the Wyoming Aeronautics Commission at the February 22, 2018, Commissioner's Meeting in Cheyenne.
- Jeremy Gibb from GDA Engineers reported on the City of Cody Water Tank project for Beacon Hill, and request Board approval of the water tank location. Bucky Hall made the motion to approve the location. Craig Wilbur seconded. All those present voted AYE. Motion carried.

### **New Business:**

- Bob Hooper requested Board approval to enter into a one-year contract with Veoci. Veoci provides a cloud platform management software designed for airports that will assist YRA with lease management, and FAA Part 139 requirements. Bucky Hall made the motion to approve the

contract with Veoci. Donny Anderson seconded. All those present voted AYE. Motion carried.

**Staff and Board Member Update:**

**Looking Ahead:**

- Next Board Meeting March 14, 2018 @ 8:00 am
- WAOA Board Meeting Wednesday, February 21, 2018 - Cheyenne
- WAOA Legislative Reception Wednesday, February 21, 2018 – Cheyenne
- Wyoming Aeronautics Commission Meeting Thursday, February 22, 2018 - Cheyenne
- AAAE National Conference: April 13 – 19, 2018.

**Adjournment:** Craig Wilbur made the motion to adjourn the meeting. Bucky Hall seconded. Meeting was adjourned at 9:25 a.m.

***Respectfully submitted,***

***Karina Black  
Administration Assistant***

***Approved By,***

***Doug Johnston  
Secretary, Joint Powers Board***