

BOARD MEETING MINUTES – January 10, 2018

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

Board Members Present: Jack Way, Craig Wilbur, Hans Odde, Bucky Hall, Jordan Jolley and Donny Anderson

Also Present: Bob Hooper, Bruce Ransom, Wes Hanson, Chris Mackie, Eric Williams, Lisa Stott, Karina Black, Joel Simmons, Todd Simmons, Corey Field, Chuck Walker, Kodi Chenoweth, Erin Fulmar, Scott Bell, Tim Wick, Joe Tilden and Max Miller

Pledge of Allegiance

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

Acceptance of Revised Agenda: Craig Wilbur made the motion to accept the revised agenda as presented. Bucky Hall seconded. All those present voted AYE. Motion carried.

Election of Officers:

- Craig Wilbur nominated Jack Way as Chairman. Hans Odde made the motion that nominations cease, and a unanimous ballot be cast for Jack Way for Chairman. All those present voted AYE. Motion carried.
- Craig Wilbur nominated Bucky Hall as Vice Chairman. Hans Odde made the motion that nominations cease, and a unanimous ballot be cast for Bucky Hall for Vice Chairman. All those present voted AYE. Motion carried.
- Craig Wilbur nominated Doug Johnston as Secretary. Hans Odde made the motion that nominations cease, and a unanimous ballot be cast for Doug Johnston for Secretary. All those present voted AYE. Motion carried.

- Doug Johnston nominated Craig Wilbur as Treasurer. Hans Odde made the motion that nominations cease, and a unanimous ballot be cast for Craig Wilbur for Treasurer. All those present voted AYE. Motion carried.
- All Board Members are authorized as signers on Yellowstone Regional Airport accounts at Pinnacle Bank.

Reading/Approval of the Minutes:

Bucky Hall made the motion to approve the December 13th, 2017, Board Meeting Minutes as presented. Doug Johnston 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:

None Noted

Airport Manager's Report:

- Bob Hooper provided an update on the Enplanement and Car Rental reports.
- Bob Hooper reported that Annie's @ the Airport opened their restaurant January 9, 2018.
- Bob Hooper reported that in December the Department of Transportation awarded the Essential Air Service contract for the next two-year period effective March 1, 2018, to United Airlines. United will provide two daily round trip flights to Denver with the first flight departing Cody the morning of March 1st. United will also provide additional service during the peak summer season.
SkyWest/Delta Connection will stay in the market through the end of September. CY AIR (Cody Yellowstone Air Improvement Resources) will work with SkyWest in an effort to maintain year round service to Salt Lake City.
- Bob Hooper provided an update on the maintenance issues with the Baggage Belt Delivery System. The baggage belt technicians started the repairs to the system on January 9th with the assistance of the Airport Operations staff, using replacement parts produced by a local machine shop.

Unfinished Business:

- Tim Wick from Morrison-Maierle provided a project update and timeline for the Commercial Apron Expansion. Morrison-Maierle is requesting Board consideration and approval of AIP 36 Pay Request #3 in the amount of \$30,212.50 for Task Order 4 Project Design fees to date. Bucky Hall made the motion to approve AIP 36 Pay Request #3. Doug Johnston seconded. All those present voted AYE. Motion carried.

- Joel Simmons from Choice Aviation and Tim Wick from Morrison-Maierle provided an update on the T-Hangar Project.
- Bob Hooper reported that the Professional Services Agreement for the Airport Master Plan has been reviewed and approved by the FAA and State Aeronautics, and the Independent Fee Estimate process has begun with SEH Engineers.
- Bob Hooper and Tim Wick reported that the PFC application will be submitted to the FAA for approval, and the FAA will send it out for review by the Airlines. In the application are requests for reimbursement for the Land Acquisition and repairs to the baggage belt system.
- Bob Hooper reported that Representative Mark Sanford (R-SC) is requesting House colleagues to join him in signing a letter to Speaker Paul Ryan urging the House to reject the four-dollar (\$4) Passenger Facility Charge (PFC) adjustment to the Senate Transportation Bill. Hans Odde made the motion that a letter be composed by the Board opposing the elimination of PFC's, and sent to the Senate delegates, State Aeronautics, and Governor's office. Bucky Hall seconded. All those present voted AYE. Motion carried.
- 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.

New Business:

- Bob Hooper requested Board consideration and approval to adopt the Wyoming Commercial Air Service Improvement Plan Resolution regarding current air service initiatives being undertaken by Wyoming Aeronautics with support from the ENDOW Council. Bucky Hall suggested several amendments to the resolution, and then made the motion to approve the resolution as amended. Hans Odde seconded. All those present voted AYE. Motion carried.
- Bob Hooper requested Board approval to designate Big Horn Federal Bank and Pinnacle Bank as Official Depositories for the Yellowstone Regional Airport for calendar year 2018. Bucky Hall made the motion to approve the Depositories. Craig Wilbur seconded. All those present voted AYE. Motion carried.
- Bob Hooper requested Board approval to enter into an agreement with TCT to provide Terminal Wi-Fi and Cable TV on a trade for advertising basis for three years, for one advertising sign in the baggage claim area and one advertising sign in the passenger boarding area. TCT is willing to upgrade the equipment, including installation labor charges, cover the internet monthly access fees and cable TV charges, and any maintenance and repairs of the equipment and services. Bucky Hall made the motion to approve the TCT agreement. Craig Wilbur seconded. All those present voted AYE. Motion carried.

Staff and Board Member Update:

Looking Ahead:

- Next Board Meeting February 14, 2018 @ 8:00 am
- WAOA Board Meeting Wednesday, February 21, 2018 - Cheyenne
- WAOA Legislative Reception Wednesday, February 21, 2018 – Cheyenne
- Aeronautics Commission Meeting Thursday, February 22, 2018 - Cheyenne

Adjournment: Hans Odde made the motion to adjourn the meeting. Bucky Hall seconded. Meeting was adjourned at 9:20 a.m.

Respectfully submitted,

***Karina Black
Administration Assistant***

Approved By,

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