

BOARD MEETING MINUTES – March 14, 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, Hans Odde, Bucky Hall, Doug Johnston and Donny Anderson

Absent: Jordan Jolley

Also Present: Bob Hooper, Bruce Ransom, Wes Hanson, Chris Mackie, Eric Williams, John Cordes, Karl Lampe, Lisa Stott, Karina Black, Jeremy Gilb, Todd Simmons, Sheena Cichosz, Corey Field, Chuck Walker, Kodi Chenoweth, Erin Fulmar, Scott Bell, John Elgin, John Brouillette, Jim Alsop, Tim Wick, Beverly Shaw, Debbie Winkler, and Max Miller

Pledge of Allegiance

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

Acceptance of the Agenda: Hans Odde made the motion to accept the agenda. Bucky Hall seconded. All present voted AYE. Motion carried.

Reading/Approval of the February 14, 2018, Minutes and March 5, 2018, Airport Budget Workshop Meeting Minutes: Bucky Hall made the motion to approve the February 14, 2018, and March 5, 2018, Board Meeting Minutes as presented. Doug Johnston seconded. All present voted AYE. Motion carried.

Review/Approval of Bills and Bank Reconciliations: Craig Wilbur made the motion to approve the bills. Doug Johnston seconded. All 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 and Bruce Ransom reported on YRA's StormReady Recognition by the National Weather Service as a StormReady airport. YRA will be recognized with a ceremony at the airport on Tuesday, March 20th at 2:00 pm. YRA will be presented with a recognition letter and a special StormReady sign for the airport's commitment to improving communication and safety during weather events.
- Bob Hooper and Bucky Hall reported that United Airlines resumed service to Denver on March 1, 2018. YRA and CY AIR continue to work with SkyWest Airlines on service to Salt Lake City.
- Bob Hooper reported that Senate File 40 passed the legislature establishing the Wyoming Commercial Air Service Improvement Act. This act creates a Commercial Air Service Improvement Council to develop a plan to maintain and improve commercial air service in the State of Wyoming. The initial focus will be on airports deemed as critical need such as Riverton, Rock Springs, and Sheridan.
- Bob Hooper reported on the Airport Board budget workshop that was held on Monday, March 5, 2018, and discussed several areas pertaining to this year's budget. The budget will be listed on the April Board Meeting agenda for Board approval. Another budget workshop with the Board was scheduled for April 2, 2018, from 11 a.m. to 1 p.m.
- Bob Hooper reported that YRA's required Triennial Emergency Exercise will be held on Wednesday, May 16, 2018. The airport is in the planning stage of this exercise and coordinating the exercise with the FAA, TSA, and Cody Police Department. Further details will be provided closer to the date of the exercise.

Unfinished Business:

- **Commercial Apron Expansion:** Tim Wick from Morrison-Maierle provided a project timeline in the Engineer's Report. Wick is planning on advertising the Commercial Apron Expansion project for bid opening on April 10, 2018.
- **Airport Master Plan:** Bob Hooper reported on the Airport Master Plan. YRA received the Independent Fee Estimate from SEH Engineers and conducted the fee review with Morrison-Maierle. The project fees fall within the FAA established guidelines. Documentation of the review process has been forwarded to the FAA Airports District Office and WYDOT Aeronautics for concurrence. Morrison-Maierle requested Board approval of a Professional Service Agreement for the Master Plan project. Craig Wilbur made the motion to approve the Professional Services Agreement. Doug Johnston seconded. All present voted AYE. Motion carried.
- **PFC Application:** Bob Hooper reported that the review and comment meeting regarding the new Passenger Facility Charge application was scheduled for Thursday, March 8, 2018. No comments were received from the airlines or public regarding the application.

- **Approach Analysis Study:** Bob Hooper reported on the Approach Analysis Study. Hooper and Morrison-Maierle presented the findings of the Approach Study to the Wyoming Aeronautics Commission at their monthly meeting in Cheyenne on February 22, 2018. The Commission is supportive of the airport's efforts to improve the approaches at YRA. The next step in the process is to submit the approach patterns to the FAA for review and concurrence. Scott Bell will be submitting this data to the FAA.

New Business:

- **LGLP Insurance Renewal:** Bob Hooper requested Board approval to stay with the same insurance deductible for the LGLP Liability Insurance renewal. Hans Odde made the motion to approve the \$1000 deductible for the LGLP insurance premiums. Donny Anderson seconded. All present voted AYE. Motion carried.
- **Agricultural Lease:** Bob Hooper requested Board approval of an Agricultural Lease Agreement with Blaine Snyder dba Cody Energy Inc. for the 49 acre agricultural parcel located by the softball fields. The lease agreement is for a 5 year period at a rate of \$2,000.00 per year. Bucky Hall made the motion to approve the Lease Agreement. Hans Odde seconded. All present voted AYE. Motion carried.
- **TE Ranch Lease:** Bob Hooper requested Board approval of a new lease agreement with TE Ranch Limited Partnership for Executive Hangar Lot 4. The lot is 150' wide by 250' deep including required setbacks. TE Ranch will be constructing a 100' X 120' hangar. Mr. Duncan of TE Ranch Limited Partnership is requesting Board approval of a 30 year lease agreement, instead of the standard 20 year lease agreement, as this provides for a longer amortization period. Bucky Hall made the motion to approve the lease agreement with the 30 year lease term. Hans Odde seconded. All present voted AYE. Motion carried.
- **Part 135 PFC Charge:** Bob Hooper requested the Board review the option to impose PFC charges on Part 135 Charter Operators. YRA has not done this in the past, but is currently working on submitting a new PFC application to the FAA for approval. Hooper recommended to the Board that Part 135 Operators be included in the application. According to the FAA Airports District Office most airports include the Part 135 operators. The Board tabled the request.
- **GA Landing Fee:** Bob Hooper requested Board consideration to implement a landing fee for General Aviation aircraft. YRA's current landing fee is \$1.05 per 1,000 lbs. of landing weight. There are several methods of collecting this fee including FBO participation, Airport Administration processing, or using an outside third party vendor. The Board tabled the request.
- **GA Tie-Down Fee:** Bob Hooper requested Board consideration of implementing General Aviation tie-down Fees. The Board tabled the request.

Staff and Board Member Update:

Looking Ahead:

- Next Budget Workshop - April 2, 2018, 11:00 a.m. to 1:00 p.m.
- Next Board Meeting - April 11, 2018, 8:00 a.m.
- TSA Compliance Inspection - March 20, 2018
- Wildlife Hazard Management Training - April 4, 2018
- AAAE National Conference - April 13-19, 2018
- Triennial Emergency Exercise - May 16, 2018

Adjournment: Bucky Hall made the motion to adjourn the meeting. Hans Odde seconded. All present voted Aye. Meeting adjourned at 9:46 a.m.

Respectfully submitted,

***Karina Black
Administration Assistant***

Approved By,

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