

## **BOARD MEETING MINUTES – APRIL 11, 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, Jordan Jolley, and Donny Anderson

**Absent:** Doug Johnston

**Also Present:** Bob Hooper, Lisa Stott, Karina Black, Bruce Ransom, Wes Hanson, Linda Evans, Jeremy Gilb, Chuck Walker, Tim Wick, Debbie Weckler, Joe Tilden, John LeRoux, Vickie LeRoux, and Max Miller

### **Pledge of Allegiance**

**Verification of Quorum:** Craig Wilbur verified that there was a quorum.

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

### **Reading/Approval of the March 12, 2018, Board Meeting Minutes, April 2, 2018, 2018-2019 Airport Budget Workshop Meeting Minutes, and the April 2, 2018, Executive Session Minutes:**

Bucky Hall made the motion to approve the March 12, 2018, Board Meeting Minutes, the April 2, 2018, 2018-2019 Airport Budget Workshop minutes, and the April 2, 2018, Executive Session minutes as presented. Craig Wilbur seconded. All 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 present voted AYE. Motion carried.

**Committee/Tenant Reports/Public Comments:** (None noted)

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

- Bob Hooper provided the airline boarding and car rental reports for the month of March.
- Bob Hooper advised that YRA personnel who participate in Wildlife Hazard Management attended the annual FAA required training on Wednesday, April 2, 2018. The training is conducted by a USDA Wildlife Biologist.
- Bob Hooper advised that YRA's Triennial Emergency Exercise will be held on Wednesday, May 16, 2018. The exercise is still in the planning stage, and will be coordinated with the FAA, TSA, and the Cody Police Department.
- Bob Hooper reported that due to the condition of ten runway stop-block markings on the airfield, it is unlikely that they would pass FAA inspection this year due to extreme paint fading. Yellowstone Regional Airport is scheduled to participate in the WYDOT Aeronautics Pavement Maintenance Program next year for seal coating and airside painting. It has been two years since the airside has been painted. This process is normally planned every two years; however, the State adjusted the quadrants associated with the Pavement Maintenance Program causing Cody to have a three year gap in time. In light of this, Board approval is requested to have the ten stop-blocks painted locally by PMI at a cost of \$5000.00, which will be covered by the Pavement Maintenance Account.

Bucky Hall made the motion to enlist PMI to perform the painting at an estimate of \$5000.00. Hans Odde seconded. All present voted AYE. Motion carried.

### **Unfinished Business:**

- **Commercial Apron Expansion:** Tim Wick from Morrison-Maierle provided a project timeline in the Engineer's Report. A construction pre-bid meeting was held on April 5, 2018, and the bid opening was held on April 10, 2018. Two contractors participated in the bid. Morrison-Maierle is requesting Board consideration and approval to award the bid to the apparent low, responsive, responsible bidder, Powder River Construction, based upon a Morrison-Maierle and attorney review, if necessary, and concurrence from FAA and WYDOT Aeronautics.

Bucky Hall made the motion to approve the request as stated. Craig Wilbur seconded. All present voted AYE. Motion carried.

Morrison-Maierle requested Board approval of AIP 36, Pay Request 4, in the amount of \$30,212.50 for Task Order 4 Project Design Fees to date.

Hans Odde made the motion to approve AIP 36, Pay Request 4, Task Order 4 in the amount of \$30,212.50. Jordan Jolley seconded. All present voted AYE. Motion carried.

**New Business:**

- **Lease Transfer - Lot 31 (Bob & Linda Evans) to Valley Ranch, LLC:** Bob Hooper requested Board approval of a new 30 year lease agreement with Valley Ranch LLC, effective April 16, 2018, contingent upon the completion of the sale of the hangar (by Bob and Linda Evans) to Valley Ranch LLC.

Craig Wilbur made the motion to approve the new 30 year lease agreement with Valley Ranch, LLC. Jordan Jolley seconded. All present voted AYE. Motion carried.

- **Cody / Shoshone Municipal Pipeline Connection Building Location:** Jeremy Gilb with GDA Engineers discussed the City of Cody / Shoshone Municipal Pipeline Project with the Airport Board. Jeremy Gilb requested Board consideration and approval for the location of a Connection Building on Airport Property along the Sheridan Avenue corridor.

Bucky Hall made the motion to approve the location along the Sheridan Avenue corridor, and allow GDA Engineers to work with Tim Wick of Morrison-Maierle to iron out the details. Hans Odde seconded. All present voted AYE. Motion carried.

- **Wyoming Retirement System Participation Update Form:** The Wyoming Retirement System requested an update to the Wyoming Retirement System Pension Agreement. Bob Hooper requested Board approval to complete the agreement for submittal.

Hans made the motion to complete the Wyoming Retirement System Pension Agreement for submittal. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **Consideration to Change Airport Manager Title:** Bob Hooper requested Board consideration and approval to adjust his title from Airport Manager to Airport Director, to reflect accreditation from the American Association of Airport Executives.

Bucky Hall made the motion to adjust Bob Hooper's title from Airport Manager to Airport Director. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **Landing Fee Rate Review & Consideration to Change:** Bob Hooper requested Board review of the current landing fees, and consideration and approval of an increase in the rate. The current signatory landing fee rate is \$1.05 per 1000 lbs., and the non-signatory landing fee rate is \$1.60 per

1000 lbs. Bob Hooper recommended that the signatory landing fee rate increase to \$1.40-\$1.55 per 1000 lbs. range, and the non-signatory landing fee rate at \$0.55 above the signatory rate. The signatory rate applies to air carriers who have a signed Airport Use & Operating Agreement.

Bucky Hall made the motion to increase the signatory rate to \$1.40 per 1000 lbs., and the non-signatory rate to \$1.95 per 1000 lbs., which is \$0.55 above the signatory rate, effective June 1, 2018. Hans Odde seconded. Jack Way, Jordan Jolley, Hans Odde, Bucky Hall, and Donny Anderson voted AYE. Craig Wilbur voted NAY. Motion carried.

- **General Aviation Landing Fees Non-Based Aircraft:** Bob Hooper requested Board consideration to implement General Aviation landing fees for non-based aircraft. Bob Hooper recommended that the General Aviation landing fee be established at the signatory landing fee rate as determined by the Board. Based aircraft would be exempt from this landing fee, with based aircraft being defined as aircraft owned or operated by individuals or entities having a leasehold agreement with the Yellowstone Regional Airport, or aircraft registered in Park County, Wyoming. The landing fee would apply to non-based fixed wing aircraft in the 7,000 – 9,000 lbs. – (MTOW) range and over, based on Board concurrence. The minimum landing fee charge would be \$25.00 per aircraft. This fee would not apply to Government owned, contracted or operated aircraft.

Bucky Hall made the motion for Yellowstone Regional Airport to impose landing fees on General Aviation Aircraft at the signatory rate of \$1.40 per 1000 lbs., with a minimum of \$25.00 per aircraft, effective June 1, 2018, and that a committee be formed in order to meet with Choice Aviation to determine the weight of the aircraft at which the landing fees will apply, as well as the type of aircraft and who will be responsible for collection of the landing fees. Hans Odde seconded. All present voted AYE. Motion carried.

The committee was formed and will include Bob Hooper, Jack Way, Craig Wilbur, Bucky Hall, and selected members of Yellowstone Regional Airport's Operations and Administration, and members from Choice Aviation. The committee will present their recommendations to the Board at the May 9, 2018, Board meeting.

- **Budget Approval for Submission to City of Cody & Park County.** Bob Hooper requested Board consideration and approval of the proposed 2018-2019 Airport budget request, as presented. The proposed budget reflects a 6.5% increase in health insurance premiums from WAM-JPIC, increased utility cost, and increased cost associated with winter operations

to meet FAA runway condition reporting. The proposed budget reflects a decrease in the funding requests from the City of Cody and Park County compared to last year. Necessary changes will now need to be made to the budget to reflect the General Aviation signatory landing fee rate of \$1.40 per 1000 lbs.

Craig Wilbur made the motion to approve the 2018-2019 Airport budget as proposed, with the caveat that the budget will include the changes to the General Aviation signatory landing fee rate. Hans Odde seconded. All present voted AYE. Motion carried.

**Staff and Board Member Update:** (None noted)

9:25 a.m. - Chairman Jack Way called a 10 minute recess before going into Executive Session.

**Executive Session:** To receive information classified as confidential by law pursuant to Wyoming State Statute 16-4-405(a)(ii)

- 9:35 a.m. - Board reconvened and Hans Odde made the motion to move into Executive Session. Craig Wilbur seconded. All present voted AYE. Motion carried.
- 9:45 a.m. - Hans Odde made the motion to move out of Executive Session and back into the regular Board Meeting. Bucky Hall seconded. All present voted AYE. Motion carried.
- 9:45 a.m. - Hans Odde made the motion to allow the Airport to grant a \$500.00 per month vehicle allowance to the Airport Director, effective July 1, 2018, and that we obtain direction from James Reilly on how that is paid out and taxed as a fringe benefit. Bucky Hall seconded. All present voted AYE. Motion carried.

**Looking Ahead:**

- Next Board Meeting - May 9, 2018, 8:00 a.m.
- AAAE National Conference - April 13-19, 2018
- Triennial Emergency Exercise - May 16, 2018

**Adjournment:** Hans Odde made the motion to adjourn the meeting. Craig Wilbur seconded. All present voted AYE. Meeting adjourned at 9:50 a.m.

***Respectfully submitted,***

***Lisa Stott  
Administrative Office Manager***

***Approved By,***

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