

BOARD MEETING MINUTES – JUNE 13, 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, and Jordan Jolley

Absent: Doug Johnston and Donny Anderson

Also Present: Bob Hooper, Lisa Stott, Karina Black, Wes Hanson, Bruce Ransom, Eric Williams, Jeremy Gilb, Frank Page, Tim Wick, Corey Field, Todd Simmons, Scott Bell, Chuck Walker, Mike Carlson, AJ Schutzman, Nick Humphreys, John Cordes, Joe Tilden, and Max Miller

Pledge of Allegiance

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

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

Reading/Approval of the May 9, 2018, Board Meeting Minutes: Hans Odde made the motion to approve the May 9, 2018, Board Meeting minutes as presented. Bucky Hall seconded. All present voted AYE. Motion carried.

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

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

Airport Director's Report:

- Bob Hooper provided the airline boarding and car rental reports for the month of May.
- Bob Hooper reported on Yellowstone Regional Airport's required Triennial Emergency Exercise which was conducted on May 16, 2018. Participants in the exercise included Cody Police Department, Park County Sheriff's

Department, Cody Fire District, Guardian Flight, Cody Regional Health, Powell Valley Healthcare, TSA, Cody High School Drama Club, and Park County Homeland Security.

- Bob Hooper advised that Yellowstone Regional Airport applied for, and received, an Aviation Encouragement Grant from Wyoming Division of Aeronautics in the amount of \$2,500.00. This grant will provide marketing support for Choice Aviation to use for their upcoming Air Fair event.
- Bob Hooper advised that the FAA will conduct the Annual Certification Inspection beginning on Wednesday evening, June 13, 2018, and is expected to conclude late Friday morning, June 15, 2018. The Inspector will be reviewing compliance with the FAA Part 139 Rules and Regulations.
- Bob Hooper provided an update on the sealed bid of the operations pickup surplus vehicle. The bids for the surplus vehicle were due to the Airport Administration Office on Friday, June 8, 2018, at 1:00 pm. As no bids were received, the airport will be re-advertising the surplus vehicle at a lower minimum bid.

Unfinished Business:

- **Commercial Apron Expansion:** Tim Wick from Morrison-Maierle provided a detailed update on the project.
- **Airport Master Plan:** The Planning Advisory Committee (PAC) held their first meeting on Tuesday, June 12, 2018. Morrison-Maierle provided a further update on the Master Plan.

Morrison-Maierle requested Board approval of FAA & WYDOT Grant offer in the amounts of \$400,000.00 and \$16,000.00 respectively, once the grant offers are received.

Bucky Hall made the motion to approve the FAA & WYDOT Grant offer in the amounts of \$400,000.00 and \$16,000.00. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **PFC Application:** Bob Hooper reported that the new PFC Application has been approved by the FAA. All projects associated with the existing PFC application have been completed.

Morrison-Maierle requested Board approval of the new PFC Application 18-11-C-00-COD, Pay Request #1, Task Order 6, in the amount of \$7,500.00 for PFC Application Preparation and Close Out.

Bucky Hall made the motion to approve PFC Application 18-11-C-00-COD, Pay Request #1, Task Order 6, in the amount of \$7,500.00. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **Approach Analysis Study:** Scott Bell with Morrison-Maierle uploaded the proposed approach information to the FAA IFP Gateway system. Scott Bell advised that the FAA has reviewed the proposed approach information and they believe they have found an approach from the South that would give us good minimums to runway 4. The FAA still needs to fine-tune their findings. Scott advised that the FAA's process would take approximately two years to complete.
- **General Aviation Landing Fee Update:** Collection of General Aviation Landing Fees began on June 1, 2018. The fee is being collected on aircraft with a minimum landing weight of 9,000 lbs. and greater. Choice Aviation is processing and collecting the fees on behalf of YRA.
- **BLM Land Conveyance:** YRA is working with the FAA Airport's District Office on the land conveyance with the BLM for a 40-acre parcel located in the Beacon Hill area. The FAA is supportive of the conveyance. The FAA first requires the completion of an Environmental Assessment on the parcel. Based on the findings of the assessment, the FAA would then begin the process with the BLM. The cost of the Environmental Assessment would be reimbursed with a future Assessment; however, the FAA has advised other costs associated with the conveyance are not eligible for reimbursement with either AIP or PFC funds, as it is a transfer between governmental agencies. The BLM would provide a project cost estimate once the Environmental Assessment information is received from the FAA. The FAA anticipates the entire process to take one to two years to complete.

Bob Hooper recommended to the Board to go forward with the Environmental Assessment, and then evaluate the cost associated with the conveyance when it is provided by the BLM.

Bucky Hall made the motion to go forward with the Environmental Assessment, and then evaluate the cost associated with the conveyance when it is provided by the BLM. Hans Odde seconded. All present voted AYE. Motion carried.

- **2018/2019 Budget:** The draft budget was submitted to the Wyoming Department of Audit and the Park County Clerk. A Budget Hearing is scheduled for Wednesday, July 11, 2018, at 7:45 a.m., prior to the regularly scheduled Board Meeting. The final budget will be submitted following the Budget Hearing.

A public Budget Amendment Hearing is scheduled for June 26, 2018, at 7:45 a.m., regarding adjustments to the 2017/2018 Budget - if necessary. YRA's auditor, Jim Reilly, will meet with Bob Hooper on Monday, June 18, 2018, to help YRA determine if a budget amendment will be necessary.

New Business:

- **September Board Meeting Date Change:** Bob Hooper requested Board approval to move the September Board Meeting to Wednesday, September 19, 2018, at 8:00 a.m., due to scheduling conflicts with the Legislative Air Transportation Liaison Committee meeting in Jackson on September 4-5, 2018, the State Air Service Council Meeting on September 10-11, 2018, and the Wyoming Airport Operators Association Conference September 12-14, 2018, all in Rock Springs.

Jordan Jolley made the motion to move the September Board Meeting to September 19, 2018. Bucky Hall seconded. All present voted AYE. Motion carried.

- **Terminal Announcement System/Flight Information Display System (FIDS):** In the 2016 PFC Application, a Public Announcement System was included for an amount of \$15,000.00. YRA was able to acquire the Simpleway Automated Voice Announcement System at a cost of \$8,000.00, leaving a balance in the line item of \$6,200.00. YRA was able to obtain FAA approval to add the Simpleway Flight Information Display Systems (FIDS) which would provide announcements in a visual manner for the hearing impaired, as well as displaying flight departure and arrival information. The FIDS will require a Simpleway software upgrade and installation, remote access hardware, and monitor. This amount would be covered in the remaining account balance. The FIDS requires a monthly subscription fee of approximately \$130.00 to provide the updated flight information data on an ongoing basis. There is also an option of installing a second monitor for the same monthly price of \$130.00; however, YRA would need to purchase an additional license, an additional monitor, and remote access hardware.

Bob Hooper requested Board approval to add the Simpleway Flight Information Display System.

Bucky Hall made the motion to approve the request for the Simpleway Flight Information Display System to be installed on two monitors. Hans Odde seconded. All present voted AYE. Motion carried.

- **Sculpture Display:** Yellowstone Regional Airport received a request from Don Hershberger to place a Big Horn Sheep Sculpture on the baggage carousel. Mr. Hershberger would provide the display at no cost and offer a commission of approximately 20% to the Airport in the event the sculpture would sell.

Bob Hooper requested Board approval to allow the display of the Big Horn Sheep.

After discussion by the Board, no action was taken.

Staff and Board Member Update: (None noted)

Looking Ahead:

- Public Budget Amendment Hearing: June 26, 2018, at 7:45 a.m.
- Public Budget Hearing: July 11, 2018, at 7:45 a.m.
- Next Board Meeting: July 11, 2018, at 8:00 a.m.
- State Air Council Meeting: July 12, 2018, in Riverton
- Legislative Air Transportation Liaison Meeting: September 4-5, 2018, in Jackson
- State Air Council Meeting: September 10-11, 2018, in Rock Springs
- Wyoming Airport Operators Association Conference: September 12-14, 2018, in Rock Springs
- Wyoming Aeronautics Wings Data Base Training: September 12, 2018, in Rock Springs

Adjournment: Craig Wilbur made the motion to adjourn the meeting. Jordan Jolley seconded. All present voted AYE. Meeting adjourned at 9:15 a.m.

Respectfully submitted,

**Lisa Stott
Administrative Office Manager**

Approved By,

**Doug Johnston
Secretary, Joint Powers Board**

Does anyone really read these minutes?