

BOARD MEETING MINUTES – JULY 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, Doug Johnston and Donny Anderson

Also Present: Bob Hooper, Lisa Stott, Karina Black, Bruce Ransom, Eric Williams, Tim Wick, Todd Simmons, Joel Simmons, Theresa Gunn, Scott Kolpitcke, Ken Market and Max Miller

Pledge of Allegiance

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

Acceptance of the Agenda: Bucky Hall made the motion to modify the Agenda and move Executive Session to before Wyoming Aviation Capital Improvement Plan (WACIP) Review. Craig Wilbur seconded. All present voted AYE. Motion carried.

Reading/Approval of the June 13, 2018, Board Meeting Minutes and the June 26, 2018 Special Board Meeting Minutes: Doug Johnston made the motion to approve the June 13, 2018, Board Meeting Minutes and the June 26, 2018, Special Board Meeting Minutes as presented. Jordan Jolley 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 Director's Report:

- Bob Hooper provided the airline boarding and car rental reports for the month of June.
- Bob Hooper reported on the recent FAA Annual Certification Inspection. The Inspection revealed the Airport is being operated in compliance with CFR Part 139 Federal Aviation Regulations, the Airport Certification

Manual, and the Airport Operating Certificate. This represents the fourth year Yellowstone Regional Airport was awarded a perfect Certification Inspection. The FAA Inspector commended the Airport for the procedures that we have in place with day to day operations and general appearance of the Airport. Bob Hooper acknowledged the entire Airport staff for a job well done.

- Bob Hooper provided an update on the sealed bid of the operations pickup surplus vehicle. The Airport received five bids. The high bid for the Ford F-150 was \$3,579.00.
- Bob Hooper reported Jack Duggleby has been selected as the 2018 inductee into the Wyoming Aviation Hall of Fame. Jack has a long history with both the Yellowstone Regional Airport and Husky Oil. Jack was instrumental in the growth and expansion of the Airport, as well as a long time Board member including serving as, Chairman of the Board.
- Bob Hooper reported the Cessna 170 Association held their annual fly-in at the Yellowstone Regional Airport the last week of June. Approximately 40 aircraft participated in the event. Bob Hooper recognized Choice Aviation for hosting and organizing the event.
- Bob Hooper reminded the Board of the September Board Meeting date change to Wednesday, September 19, 2018, due to scheduling conflicts.

Unfinished Business:

- **Commercial Apron Expansion:** Tim Wick from Morrison-Maierle provided a detailed update on the Commercial Apron Expansion project.

Morrison-Maierle requested Board approval of AIP 38 Pay Request #1 in the amount of \$152,727.37. This includes Yellowstone Regional Airport reimbursement of \$2,798.85, Morrison-Maierle Construction Management Task Order 4 \$47,911.05, and Powder River Construction, Inc. Construction Progress Payment #1 \$102,017.47.

Craig Wilbur made the motion to approve Pay Request #1 in the amount of \$152,727.37. This includes Task Order 4, and Construction Progress Payment #1. Donny Anderson seconded. All present voted AYE. Motion carried.

- **Airport Master Plan:** Bob Hooper and Morrison-Maierle reported the Airport received the official Grant Offer from the FAA for the Master Plan project. Bob is scheduled for the City Council meeting on July 10, 2018, to request City Council concurrence to accept the Grant Offer. The Planning Advisory Committee (PAC) meeting will be held in October.
- **Approach Analysis Study:** Bob Hooper reported Scott Bell with Morrison-Maierle is continuing to work with the FAA Seattle office on the approach.
- **Flight Information Display System (FIDS):** The installation of the FIDS should be completed next week. Yellowstone Regional Airport will have a display screen in both the ticketing area as well as the baggage claim.

New Business:

- **Humane Society Land Request:** The Park County Humane Society requested Board concurrence to acquire 2.2 acres of property located adjacent to their current facility on the Greybull Highway and Arrow Drive area for fair market value. The acquisition would be contingent upon FAA approval.

Airport attorney, Scott Kolpitzke, explained the acquisition process to the Board. First step is to have Board approval to pursue the land release process with the FAA.

Bucky Hall made the motion for Bob Hooper to work with the FAA on the release of land for the Humane Society acquisition. Hans Odde seconded. All present voted AYE. Motion carried.

8:40 a.m. - Chairman Jack Way called a 10 minute recess before going into Executive Session.

EXECUTIVE SESSION - To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive sessions pursuant to Wyoming State Statute 16-4-405(a)(ii).

- 8:50 a.m. - Board reconvened and Bucky Hall made the motion to move into Executive Session. Hans Odde seconded. All present voted AYE. Motion carried.
- 9:45 a.m. – Craig Wilbur 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.
- **Wyoming Aviation Capital Improvement Plan (WACIP) Review/ Workshop:** Bob Hooper and Tim Wick from Morrison-Maierle reviewed the annual WACIP for updates and recommendations from the Board. The Final WACIP plan will be approved at the August Board Meeting, for submission to the Wyoming Aeronautics Division and the FAA.
WACIP Time Line:
 1. July 11, 2018 Board Meeting - WACIP Workshop
 2. August 8, 2018 Board Meeting – YRA Board Approval of Proposed WACIP
 3. August 17, 2018 – Submittal of YRA Approved WACIP to State Aeronautics & FAA

Hans Odde made the motion to accept the WACIP as presented and discussed. Bucky Hall seconded. All present voted AYE. Motion carried.

Bucky Hall made the motion to direct Bob Hooper and Morrison-Maierle to communicate with the FAA that Yellowstone Regional Airport is interested in the supplemental discretionary funding for the wildlife perimeter fence and the generator. Doug Johnston seconded. All present voted AYE. Motion carried.

Staff and Board Member Update: (None noted)

Looking Ahead:

- Next Board Meeting, August 8, 2018 @ 8:00 a.m.
- State Air Council Meeting, July 12, 2018 / Riverton
- Choice Aviation Air Fair August 4, 2018
- Legislative Air Transportation Liaison Meeting, September 4 & 5, 2018 / Jackson
- State Air Council Meeting, September 10 & 11, 2018 / Rock Springs
- Wyoming Airport Operators Association Conference, Sept 12 – 14, 2018 / Rock Springs

Adjournment: Hans Odde made the motion to adjourn the meeting. Bucky Hall seconded. All present voted AYE. Meeting adjourned at 10:15 a.m.

Respectfully submitted,

**Karina Black
Administrative Assistant**

Approved By,

**Doug Johnston
Secretary, Joint Powers Board**