

## **BOARD MEETING MINUTES – AUGUST 8, 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, John Cordes, Tim Wick, Todd Simmons, Scott Kolpitzke, Mick Barrus, Neil LaFave, Chuck Walker, Debbie Weckler, Al Guilmain, Joe Tilden, 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 accept the Agenda as presented. Craig Wilbur seconded. All present voted AYE. Motion carried.

### **Reading/Approval of the July 11, 2018, Board Meeting Minutes, the July 11, 2018, Special Board Meeting Minutes, and the July 11, 2018, Executive Session**

**Minutes:** Doug Johnston made the motion to approve the July 11, 2018, Board Meeting Minutes with revisions, the July 11, 2018, Special Board Meeting Minutes with revisions, and the July 11, 2018, Executive Session Minutes as presented. Hans Odde 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:** (The Board was advised of the following information by Director Bob Hooper.)

- **Airline Boarding Report:** July 2018.
- **Rental Car Report:** July 2018.
- **Air-Fair:** The Choice Aviation Air-Fair was held on August 4, 2018. (Todd Simmons of Choice Aviation provided a report on the event.)

- **Audit:** YRA's Financial Auditor will conduct an audit of Yellowstone Regional Airport on August 13-15, 2018. The auditor will present the findings of the audit at a future Board Meeting, normally in the November timeframe.
- **Air Service Update:** Representatives from Yellowstone Regional Airport and CY Air will be meeting with United Airlines the first week of October 2018. The primary focus of the meeting will be enhancing service and capacity for next summer, along with reviewing the year-round service that United Airlines provides.
- **Award Ceremony:** An award ceremony will be held to honor Jack Duggleby, who was inducted into the Wyoming Aviation Hall of Fame. The ceremony will be held in the Duggleby Board Room on Friday, September 21, 2018, at 3:00 p.m.

### Unfinished Business:

- **Approach Analysis Study:** The Approach Analysis Study is complete; however, Scott Bell with Morrison-Maierle will continue to work with the FAA on the implementation of improved approaches.

Morrison-Maierle requested Board approval of final pay request #3 for State Grant ACOD42A, Task Order 2, in the amount of \$17,230.00, for associated project fees from Morrison-Maierle & Lean Engineering.

Doug Johnston made the motion to approve pay request #3 for State Grant ACOD42A, Task Order 2, in the amount of \$17,230.00. Bucky Hall seconded. All present voted AYE. Motion carried.

- **Commercial Apron Expansion:** Tim Wick with Morrison-Maierle provided an update on the Commercial Apron Expansion project.

Morrison-Maierle requested Board approval of AIP 38, Pay Request #2, in the amount of \$100,092.26. This includes Morrison-Maierle Task Order 4 for Construction Management in the amount of \$39,639.26, and Powder River Construction Progress Payment #2, for work completed, in the amount of \$60,453.00.

Bucky Hall made the motion to approve AIP 38, Pay Request #2, in the amount of \$100,092.26. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **Airport Master Plan:** Tim Wick with Morrison-Maierle provided an update on the Airport Master Plan.

Morrison-Maierle requested Board approval of AIP 39, Pay Request #1, in the amount of \$58,047.30, for Professional Service Agreement fees.

Craig Wilbur made the motion to approve AIP 39, Pay Request #1, in the amount of \$58,047.30. Hans Odde seconded. All present voted AYE. Motion carried.

- **Flight Information Display System (FIDS):** Bob Hooper advised that the installation of the Flight Information Display System (FIDS) is now complete.
- **Humane Society Land Request:** Bob Hooper advised that we are waiting on the completion of the CATEX Environmental, and the Boundary Survey. Once the information is received, Bob will complete the formal written request to the FAA for their review.

### New Business:

- **Wyoming Aviation Capital Improvement Plan (WACIP) Review:** The Board was previously provided information regarding the Wyoming Aviation Capital Improvement Plan (WACIP). Since then, Bob Hooper and Tim Wick met to review a few of the items on the proposed WACIP. Tim Wick presented, to the Board, his recommendations for changes to the proposed WACIP. The suggested changes were the result of increased costs and quantity adjustments.

Tim Wick also reported that the FAA advised that the Wildlife Fencing Project will not be considered in 2018 Supplemental Funding, but they are recommending YRA submit for consideration in 2019.

Bob Hooper requested Board approval of the amended proposed WACIP for submission to Wyoming Aeronautics and the FAA.

Hans Odde made the motion to approve the submission of the WACIP to Wyoming Aeronautics and the FAA, as amended. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **General Aviation Landing Fee Revision:** Bob Hooper requested Board approval to revise the General Aviation Landing Fee Policy, and the Memorandum of Understanding to exempt Government Owned Aircraft, in order to be compliant with FAA Grant Assurance #27.

Bucky Hall made the motion to revise the General Aviation Landing Fee Policy, and the Memorandum of Understanding, to exempt Government Owned Aircraft. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **Cody Lions Club Display Request:** The Cody Lions Club requested Board consideration for the placement of a collection pedestal in the

terminal building lobby area, to support diabetes related issues. A picture of the collection pedestal was provided to the Board. Al Guilmain of the Cody Lions Club provided a synopsis of the collection pedestal.

Hans Odde made the motion to place the Cody Lions Club collection pedestal in the terminal building lobby area. Donny Anderson seconded. All present voted AYE. Motion carried.

**Looking Ahead:**

- Next Board Meeting, September 19, 2018, at 8:00 a.m.
- State Aeronautics/Commercial Airports Quarterly Meeting: August 30, 2018 – Casper.
- 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: September 12-14, 2018 - Rock Springs.
- Northwest AAE Conference: September 23-26, 2018 – Seattle, WA.

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

**EXECUTIVE SESSION**

8:58 a.m. - Bucky Hall made the motion to move out of Regular Session and into Executive Session. Jordan Jolley seconded. All present voted AYE. Motion Carried.

9:13 a.m.- Bucky Hall made the motion to move out of Executive Session and back into Regular Session. Hans Odde seconded. All present voted AYE. Motion carried.

**Adjournment:** Bucky Hall made the motion to adjourn the meeting. Hans Odde seconded. All present voted AYE. Meeting adjourned at 9:13 a.m.

**Respectfully submitted,**

**Lisa Stott  
Administrative Office Manager**

**Approved By,**

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