

BOARD MEETING MINUTES – SEPTEMBER 19, 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, Bucky Hall, Jordan Jolley, and Donny Anderson

Absent Board Members: Hans Odde and Doug Johnston

Also Present: Bob Hooper, Lisa Stott, Karina Black, Bruce Ransom, Wes Hanson, Clay Ward, Chris Mackie, Todd Simmons, Chuck Walker, Frank Page, Scott Bell, Corey Field, and Leo Wolfson

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. Craig Wilbur seconded. All present voted AYE. Motion carried.

Reading/Approval of the August 8, 2018, Board Meeting Minutes, and the August 8, 2018, Executive Session Minutes: Bucky Hall made the motion to approve the August 8, 2018, Board Meeting Minutes and the August 8, 2018, Executive Session Minutes as presented. Donny Anderson 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:** August 2018.
- **Rental Car Report:** August 2018.

- **Financial Auditor:** Yellowstone Regional Airport's Financial Auditor conducted our annual audit on August 13-15, 2018. The auditor will present the findings of the audit at the November Board Meeting.
- **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.
- **Wyoming Airport Operators Association:** The annual Wyoming Airport Operators Association conference was held in Rock Springs September, 10-14, 2018. The primary focus of the conference was Airport Economic Development.
- **ANTN Digicast Training Award:** The Yellowstone Regional Airport is once again a recipient, of the ANTN Digicast Excellence Award for Airport Training. The ANTN Digicast program is administered through the American Association of Airport Executives (AAAE), and each year Airport's which exceed an exceptional level of Airport related training, are recognized by the organization. This represents the fifth consecutive year YRA has received this award.
- **Employee Recognition:** Operations Specialist, Wes Hanson, has successfully completed the AAAE Airport Certified Employee Airfield Operations Certification. To earn the certification, Wes independently studied reference material for two years, and successfully passed a one hundred question exam focusing on Airfield Operations.
- **Winter Operations Meeting:** Yellowstone Regional Airport will be conducting the required annual Winter Operations Meeting, as outlined in the Airport's Certification Manual Snow and Ice Control Plan on, September 20, 2018, at 2:00 p.m. The Airport will be reviewing the Airport's Winter Operations procedures with SkyWest Airlines and Choice Aviation.
- **Jack Duggleby Recognition Ceremony:** Jack Duggleby was recently inducted into the Wyoming Aviation Hall of Fame. The Duggleby family will hold a recognition ceremony, in the Duggleby Board Room on Friday, September 21, 2018, at 3:00 p.m.

Unfinished Business:

- **Approach Procedures:** Scott Bell with Morrison-Maierle advised that the FAA will be reviewing a proposed approach to Runway 04, at their September Regional Airspace and Procedures Team meeting. Scott will advise of any new developments during next month's Board meeting.
- **Commercial Apron Expansion:** Scott Bell and Frank Page with Morrison-Maierle provided an update on the Commercial Apron Expansion project.

Morrison-Maierle requested Board approval of AIP 38, Pay Request #3, in the amount of \$438,183.07. This includes Powder River Construction, Inc.

construction progress payment #3, in the amount of \$397,748.48 and Morrison-Maierle Task Order 4, for Construction Management in the amount of \$40,434.59.

Bucky Hall made the motion to approve AIP 38, Pay Request #3, in the amount of \$438,183.07. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **Airport Master Plan:** Scott Bell with Morrison-Maierle provided an update on the Airport Master Plan.
Chapter One – Inventory is 55% complete.
Chapter Two – Forecast is 80% complete.
AGIS Survey Aerial Imagery – 100% complete.

Morrison-Maierle requested Board approval of AIP 39, Pay Request #2, in the amount of \$38,333.91, for Professional Service Agreement fees.

Bucky Hall made the motion to approve AIP 39, Pay Request #2, in the amount of \$38,333.91. Jordan Jolley seconded. All present voted AYE. Motion carried.

- **Human Society Land Request:** The land request, CATEX Environmental, and the Boundary Survey have been submitted to the FAA Airport's District Office for review.
- **Runway Deicing Equipment:** Bruce Ransom, Airport Operations Supervisor, presented a power point presentation on Yellowstone Regional Airport's upgrades for the Airport Runway Snow and Ice Equipment. The funding for the equipment was allocated from PFC funds, to help alleviate canceled flights due to snow and ice in the winter months.

New Business:

- **Insurance and Banking Services Proposals:** The Airport requests proposals for Insurance and Banking Services, every three years. Information regarding the proposals will be released in early October, with proposals due back in late November. The Board will review the proposals and award the selection at the December Board Meeting. Insurance and Bank Services will be effective January 1, 2019.
- **Updated Public Record Document Request Form:** Bob Hooper requested Board approval of the updated Public Record Document Request Form and Policy.

Craig Wilbur made the motion to except the Public Record Document Request Form and Policy. Jordan Jolley seconded. All present voted AYE. Motion carried.

- **Product Purchase Authorization to Refinish Roof of FedEx Building:** Bob Hooper requested Board authorization to purchase products in the amount of \$4,258.47, to refinish the roof of the FedEx Building. This is an

Airport owned building on lease to FedEx, which was painted last year, and still needs the roof to be refinished. The work will be completed by Airport Operations. This amount is over the Airport Director's purchase authorization and would be covered in the Airport Maintenance Budget.

Donny Anderson made the motion for the Airport to purchase the roofing materials for the FedEx building. Craig Wilbur seconded. Jack Way, Craig Wilbur, Donny Anderson, and Jordan Jolley voted AYE. Bucky Hall Voted NAY. Motion carried.

Looking Ahead:

- Next Board Meeting, October 10, 2018, at 8:00 a.m.
- Northwest AAAE Conference: September 23-26, 2018, Seattle, WA.

Staff and Board Member Update: (None noted)

EXECUTIVE SESSION: To receive information classified as confidential by law pursuant to:

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 session pursuant to Wyoming State Statute 16-4-405)a)(ii)

On matters of national security W.S. 16-4-405(a)(iv)

- 9:05 a.m. - Bucky Hall made the motion to move out of Regular Session and into Executive Session. Donny Anderson seconded. All present voted AYE. Motion Carried.
- 9:32 a.m. - Bucky Hall made the motion to move out of Executive Session and back into Regular Session. Jordon Jolley seconded. All present voted AYE. Motion carried.

REGULAR SESSION (Continued)

- Bucky Hall made the motion for the Board to allow a Yellowstone Regional Airport employee who turns 65, signs up for Medicare, and subsequently loses their ability to have an HSA reimbursement, to be reimbursed by the Board that said amount as taxable miscellaneous income. Jordon Jolley seconded. All present voted AYE. Motion carried.

- Bucky Hall made the motion for the Board to allow eligible employees to select if they want Group Health Insurance, or Medicare Insurance, to be their primary insurance, and allow the employee to have the option to include their spouse to be dependent. Jordon Jolley seconded. All present voted AYE. Motion carried.

Adjournment: Craig Wilbur made the motion to adjourn the meeting. Jordon Jolley seconded. All present voted AYE. Meeting adjourned at 9:37 a.m.

Respectfully submitted,

**Karina Black
Administrative Assistant**

Approved By,

**Doug Johnston
Secretary, Joint Powers Board**