

## **BOARD MEETING MINUTES – OCTOBER 10, 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, Hans Odde, Doug Johnston, and Donny Anderson

**Absent Board Members:** Jordan Jolley

**Also Present:** Bob Hooper, Lisa Stott, Karina Black, Bruce Ransom, Wes Hanson, Clay Ward, Eric Williams, John Cordes, Tim Wick, Todd Simmons, Joel Simmons, Chuck Walker, Sterling Reynolds, Corey Field, Nicole Baggs, Lloyd Thiel, and Leo Wolfson

### **Pledge of Allegiance**

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

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

**Reading/Approval of the September 19, 2018, Board Meeting Minutes, and the September 19, 2018, Executive Session Minutes:** Doug Johnston made the motion to approve the September 19, 2018, Board Meeting Minutes and the September 19, 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. Hans Odde 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:** September 2018.
- **Rental Car Report:** September 2018.

- **Air Service Update:** Representatives from Yellowstone Regional Airport and CY Air met with United Airlines in Chicago on October 2, 2018. The primary focus of the meeting was enhancing service and capacity for next summer. United Airlines is reviewing our requests and we expect to hear back from them soon.
- **City of Cody Electrical Project:** The City of Cody is planning to update the electrical service in the area of the airport. This project will require boring underneath the runway and parallel taxiway system and closing this area during the periods of construction. We are awaiting a date from the City of Cody, as to when they expect to begin this project.

**Unfinished Business:**

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

Morrison-Maierle requested approval of AIP 38 RFR #4, in the amount of \$156,530.04. This includes Morrison-Maierle Construction Management Fees in the amount of \$41,026.29, and Powder River Construction, Inc. Construction Progress Payment 4 in the amount of \$115,503.75.

Hans Odde made the motion to approve pay request AIP 38 RFR #4 in the amount of \$156,530.04. Bucky Hall seconded. All present voted AYE. Motion carried.

- **Airport Master Plan:** Tim Wick with Morrison-Maierle provided an update on the Master Plan Project. The second Master Plan PAC meeting will be held in December 2018. The tentative date for this meeting is December 12, 2018, still to be confirmed.

Morrison-Maierle requested approval of AIP 39 RFR #3 in the amount of \$17,107.35 for Morrison-Maierle Professional Service Agreement Fees.

Doug Johnston made the motion to approve AIP 39 RFR #3 in the amount of \$17,107.35. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **Humane Society Land Request:** The land release request, CATEX Environmental, and the Boundary Survey have been submitted to the FAA Airport's District Office for review.
- **BLM Land Conveyance:** The FAA has advised that a full Environmental Assessment including a Mineral Potential Report, Biological Survey, and Cultural Resource Survey will be required as part of the Land Conveyance between Yellowstone Regional Airport and the BLM. The Environmental Assessment is eligible for FAA AIP Funding.

Environmental Assessments associated with land acquisitions are included in the current scope of work master agreement with Morrison-

Maierle. Bob Hooper requested Board approval for Morrison-Maierle to prepare a scope of work agreement for this project.

Bucky Hall made the motion to approve the request for Morrison-Maierle to prepare a scope of work agreement for the Environmental Assessment. Donny Anderson seconded. All present voted AYE. Motion carried.

**New Business:**

- **Insurance and Banking Services Proposals:** Information regarding the Airport's Insurance and Banking Services has been published and sent to the interested parties. The proposals are due back to the Airport Administration Office by 2:00 p.m. MST on November 19, 2018. The Airport Board will review the proposals and announce the selection at the December 12, 2018 Board Meeting.
- **Pryor Mountain, LLC Lease Agreement:** Bob Hooper requested Board Approval of a three-year lease agreement with Pryor Mountain, LLC for the old USFS building in the amount of \$500.00 per month, with utilities being the responsibility of the lessee.

Bucky Hall made the motion to approve the three-year lease agreement with Pryor Mountain, LLC in the amount of \$500.00 per month. Craig Wilbur seconded. All present voted AYE. Motion carried.

- **Park County Travel Council:** Bob Hooper requested Board approval for a \$15,000.00 Marketing Grant with Park County Travel Council, to promote inbound tourism traffic. This grant would be matched by marketing funds provided by Yellowstone Regional Airport and Wyoming Aeronautics. The application needs to be submitted by October 15, 2018.

Craig Wilbur made the motion to approve the Marketing Grant in the amount of \$15,000.00. Bucky Hall seconded. All present voted AYE. Motion carried.

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

**Looking Ahead:**

- Next Board Meeting, November 14, 2018, at 8:00 a.m.
- Financial Auditor Report – November Board Meeting

**Adjournment:** Bucky Hall made the motion to adjourn the meeting. Donny Anderson seconded. All present voted AYE. Meeting adjourned at 9:53 a.m.

**Respectfully submitted,**

**Lisa Stott**  
**Administrative Office Manager**

**Approved By,**

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