

**YELLOWSTONE REGIONAL AIRPORT JOINT POWERS
BOARD**

**Regular Meeting Agenda
Monday, February 11, 2019
8:00 am Meeting - Duggleby Board Room**

Call to Order by Chairman Bucky Hall

Opening of the Pledge of Allegiance

- I. Verification of Quorum**
- II. Acceptance of Agenda**
- III. Reading/Approval of January 9, 2019 Board Meeting Minutes**
- IV. Review/Approval of Bills and Bank Reconciliations**
 - ❖ Pre-approval of MJR Invoice for Baggage Belt Maintenance
- V. Committee/Tenant Reports/Public Comments**
- VI. Airport Director's Report**
 - ❖ Airline Boarding & Car Rental Report
 - ❖ Board Packet Distribution
 - ❖ Budget
 - ❖ Wyoming Aeronautics Economic Impact Study
 - ❖ Administrative Assistant Position Update
 - ❖ Weed & Pest Certification
 - ❖ Airport Restaurant
 - ❖
- VII. Unfinished Business**
 - ❖ Commercial Apron Expansion
 - ❖ Airport Master Plan
 - ❖ Humane Society Land Request
 - ❖ City of Cody Easement Request
 - ❖ Seal Coat & Pavement Marking Project
 - ❖ Scenic Helicopter Lease & Operating Agreement
- VIII. New Business**
 - ❖ Conflict of Interest Disclosure of Financial Interest
 - ❖ Access Road & Parking Expansion Project

IX. Staff & Board Member Update

X. Board Member Training – Scott Kolpitke

Discussion of conflicts of interest, executive sessions and board liability

XI. Executive Session

Per Wyoming Statute 16-4-405 (a)(ii) and 16-4-405 (a)(ix)

XII. Looking Ahead

- ❖ Next Board Meeting, March 13, 2019 @ 8:00 am
- ❖ WAOA Board Meeting, Thursday, February 14, 2019 – Cheyenne
- ❖ WAOA Legislative Reception, Thursday, February 14, 2019 – Cheyenne
- ❖ WAOA Legislative Coverage – Week of February 25, 2019 – Cheyenne
- ❖ FAA Northwest Mtn. Regional Conference – March 17 – 21, 2019 Seattle

XII. Workshop/Retreat

- ❖ See Attached Agenda

XII. Adjournment

Board Workshop Tentative Agenda Items

- Airfield & Facility Tour
- TSA – CFR 1542
 - Security Plan
 - CAT IV – Partial Plan / CAT III – Full Plan
 - LEO Reimbursable Program
- FAA – Part 139 Certification of Airports
 - Certification Manual / Emergency
 - Training
 - Required ARFF Coverage
 - Grant Assurances
 - Engineer Selection Process
- Financial Information
 - Bank Information
 - General Fund
 - PFC Account
 - Pavement Maintenance
 - Crack Seal 80/20 \$40,000 Seal Coat 90/10 \$300,000
 - Vehicle Replacement
 - Old Terminal Contingency
 - Car Rental Customer Facility Fee
- Car Rental Customer Facility Fee
 - Current Funds Collected
 - Where Do We Go From Here
- Air Service
 - Overview of the Essential Air Service Program
 - Obstacles Facing Small Community Air Service
- PFC Passenger Facility Charges – The Ins & Outs
- Wyoming State Aeronautics
 - WACIP Wyoming Aviation Capital Improvement Plan
 - Black Cat Database
 - Paint Markings
 - Marketing
 - Eric Robirds / Vision West – Marketing Plan 11:30 am
- Staffing
 - AAAE
 - A.C.E. Airport Certified Employee – Wes
 - 100 Question Test
 - C.M. Certified Member – Bruce

- 180 Question Test
 - A.A.E. Accredited Airport Executive – Bob
 - Three Step Process
 - C.M. / Written Requirement / Panel Interview
 - Certified Weather Observers – Wes, Chris, Eric
 - Salary Matrix – YRA / City of Cody / Park County
- Noise Abatement
 - Two Noise Complaints Related to Flight School
 - Property Acquisitions
 - New Approaches
 - City of Cody Ordinances
- Engineer Information
 - Approaches – What Comes After Implementation
- Airport Restaurant
 - Re-Advertise
 - Micro Market Concept