

## **BOARD MEETING MINUTES – JANUARY 9, 2019**

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, Jordan Jolley and Heidi Rasmussen

**Also Present:** Bob Hooper, Lisa Stott, Karina Black, Donny Anderson, Frank Page, Tim Wick, Matt Hall, Daniel DeVries, Mike Wright, Debbie Weckler, Kodi Chenoweth, Corey Field, Sterling Reynolds, Chris Mackie, Chuck Walker, Joel Simmons, Todd Simmons, Eric Williams, Nicole Baggs, Dude Cochran, Jerry Kinkaid, Chris Darst and Leo Wolfson

### **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.

### **Election of Board Officers:**

Craig Wilbur nominated Bucky Hall as Chairman. Hans Odde made the motion that nominations cease and a unanimous ballot be cast for Bucky Hall for Chairman. Jordan Jolley seconded. All present voted AYE. Bucky Hall was elected as YRA Board Chairman.

Doug Johnston nominated Hans Odde as Vice Chairman. No other nominations were made. A unanimous vote was cast, and Hans Odde was elected as YRA Vice Chairman.

Craig Wilbur nominated Doug Johnston as Secretary. No other nominations were made. A unanimous vote was cast, and Doug Johnston was elected as YRA Secretary.

Hans Odde nominated Craig Wilbur as Treasurer. No other nominations were made. A unanimous vote was cast, and Craig Wilbur was elected as YRA Treasurer.

Hans Odde made the motion that all Board Members are authorized as signers on Yellowstone Regional Airport accounts at Pinnacle Bank. Doug Johnston seconded. All present voted AYE. Motion carried.

**Reading/Approval of the December 12, 2018, Board Meeting Minutes:** Doug Johnston made the motion to approve the December 12, 2018, Board Meeting Minutes, as presented. Jack Way seconded. All present voted AYE. Motion carried.

**Review/Approval of Bills and Bank Reconciliations:** Craig Wilbur made the motion to approve the bills. Doug Johnston 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.)

- **Recognition:** Jack Way presented former Board Member Donny Anderson with a plaque commemorating Donny's many years of service and commitment as a YRA Joint Powers Board Member.
- **Air Service Update:** Bucky Hall, YRA Joint Powers Board Chairman and CY Air Administrator, and Airport Director Bob Hooper, provided an update on planned air service for the summer of 2019.

United Airlines will provide four flights per day this summer with two of those flights being overnight flights. United has not yet announced when this schedule will begin.

Delta Airlines will be providing one flight to Salt Lake City, Utah, Monday-Friday, with an additional flight on Saturday and Sunday. The flight will arrive at YRA at 12:25 p.m. and depart at 1:00 p.m. This service is to begin on May 24, 2019 and continue until the end of September. Negotiations are continuing with Delta to have this service extended to the end of October 2019.

The Chicago flight will be returning this summer with the first flight scheduled to arrive at YRA on Saturday, June 22, 2019, and depart for Chicago on Sunday, June 23, 2019. This service will continue until the end of September 2019.

- **Board Workshop:** The Board Workshop that was previously scheduled for Friday, February 1, 2019, at 8:00 a.m., has been rescheduled to Tuesday, February 12, 2019, at 10:00 a.m. The workshop will begin with a tour of the airport property, followed immediately by the workshop.

**Unfinished Business:**

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

- **Airport Master Plan:** Tim Wick with Morrison-Maierle provided an update on the Airport Master Plan project.
- **Humane Society Land Request:** Theresa Gunn of Morrison-Maierle, Inc., resubmitted the Environmental CATEX with the additional information requested by the FAA. Theresa also provided the clearance letter, issued by the State Historic Preservation Office. The FAA has approved with CATEX; however, YRA is waiting on notification from the FAA on the official land release request.
- **City of Cody Easement Request:** This item was tabled because the City was not ready with the required documentation, and will be included in the next month's Board agenda.
- **Seal Coat & Pavement Marking Project:** Tim Wick with Morrison-Maierle provided a project update. Morrison-Maierle requested Board approval of Task Order 7, State Wide Pavement Maintenance Project – Seal Coat & Pavement Marking. Task Order 7 will include the project design, plan & specs preparation, and inspection.

Hans Odde made the motion to approve Task Order 7. Jack Way seconded. All present voted AYE. Motion carried

#### **New Business:**

- **Scenic Helicopter Operation:** Jerry Kincaid & Chris Darst of Helicopter Resource Associates discussed the possibility of starting a Scenic Helicopter business at YRA this summer, to be located near the old Armory building site.

Hans Odde made the motion to approve the location (near the old Armory building site) for the Scenic Helicopter operation, and that the details be worked out between the parties in order to enter into a use agreement. Jordan Jolley seconded. All present voted AYE. Motion carried.

- **Financial Depositories:** Bob Hooper requested Board approval to designate Pinnacle Bank, Bank of The West, and Big Horn Federal as the Yellowstone Regional Airport official depositories for calendar year 2019.

Jack Way made the motion for the above-mentioned financial institutions to be designated as Yellowstone Regional Airport's official depositories for calendar year 2019. Heidi Rasmussen seconded. All present voted AYE. Motion carried.

- **Passenger Boarding Ramp:** Bob Hooper requested Board approval to acquire an additional passenger boarding ramp due to the recent ramp expansion, and the aging condition of one of the existing ramps. Quotes and information from two ramp manufacturing companies were provided for Board review. The boarding ramp is included in YRA's current open PFC application, and the necessary funds would come from the Passenger Facility Charge account.

Airport Director Bob Hooper recommended that YRA acquire the boarding ramp from KCI and include the add-on cost of onsite setup and training, in the amount of \$31,800.00.

Craig Wilbur made the motion to purchase the ramp plus the add-on's from KCI for \$31,800.00. Heidi Rasmussen seconded. All present voted AYE. Motion carried.

- **Revision to Personnel & Policy Manual:** Bob Hooper requested Board approval of the revision to the Personnel & Policy Manual regarding the Health Savings Account (HSA) and Medicare Insurance.

Hans Odde made the motion to accept the revision to the Personnel & Policy Manual as presented. Jack Way seconded. All present voted AYE. Motion carried.

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

**Looking Ahead:**

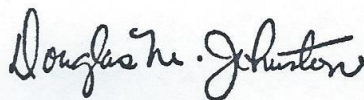
- Board Workshop: Tuesday, February 12, 2019, at 10:00 a.m.
- Next Board Meeting: Wednesday, February 13, 2019, at 8:00 am
- WAOA Board Meeting: Thursday, February 14, 2019 – Cheyenne
- WAOA Legislative Reception: Thursday, February 14, 2019 – Cheyenne
- WAOA Legislative Coverage: Week of February 25, 2019 - Cheyenne

**Adjournment:** Chairman Bucky Hall adjourned the meeting at 9:07 a.m.

**Respectfully submitted,**

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

**Approved By,**



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