



YELLOWSTONE REGIONAL AIRPORT

CODY, WYOMING

BOARD MEETING MINUTES – January 8, 2020

The regular meeting of the Yellowstone Regional Airport Board was called to order at 8:00 a.m. by Chairman Bucky Hall.

Board Members Present: Bucky Hall, Doug Johnston, Heidi Rasmussen, Jack Way, Bob Redmond, Jordan Jolley and Craig Wilbur.

Board Members Absent: None.

Also, Present: Bob Hooper, Lisa Stott, Cynde M. Braten, Bruce Ransom, Clay Ward, Tim Wick, Joel Simmons, Chuck Walker, Jeremy Gilb, Leo Wolfson, Wesley Hanson, Garrett Growney, Chris Mackie, Eric Williams, Philip Bowman, Wendy Core and Corey Field.

Pledge of Allegiance

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

Approval of the Agenda: Rasmussen moved to approve the agenda with the addition of Board Liaison to the end of new business. Motion seconded by Jolley. Unanimously approved.

Election of Board Officers: Wilbur nominated Hall as the Chairman. Way moved that nominations cease and a unanimous ballot be cast for Hall for Chairman. All present voted AYE. Hall was elected as YRA Board Chairman.

Rasmussen nominated Johnston as Vice Chairman. No other nominations were made. A unanimous vote was cast and Johnston was elected as YRA Vice Chairman.

Johnston nominated Jolley as Secretary. No other nominations were made. A unanimous vote was cast and Jolley was elected as YRA Secretary.

Johnston moved to nominate Rasmussen as Treasurer of the Board. No other nominations were made. A unanimous vote was cast and Rasmussen was elected as YRA Treasurer.

Signers on Bank Accounts:

Wilbur moved that all Board members be authorized as signers on Yellowstone Regional Airport accounts at Pinnacle Bank. Rasmussen seconded. All present voted AYE. Motion carried.

Reading/Approval of the December 11, 2019, Board Meeting Minutes: Rasmussen moved to approve the December 11, 2019, Board meeting minutes that were presented at the January 8, 2020 meeting. Motion seconded by Way. Unanimously approved.

Review/Approval of Bills and Bank Reconciliations: Wilbur moved to approve the bills. Motion seconded by Rasmussen. Unanimously approved.

Committee/Tenant Reports/Public Comments: Corey Field of Hertz reported that rentals were up 25% in December from previous years. Choice will be holding an air-fair. This is a bi-annual event that will take place August 1st, 2020. Choice will need to have an air space closure for approximately 30 minutes. This will be coordinated with the proposed commercial flight schedule during that time. Choice is waiting for the 7711 from the FAA that would give them approval. Choice has asked Hooper to help get an Aviation Encouragement Grant to help cover expenses for accommodations for those that participate. Tim Wick informed Hooper they can apply for a grant for \$2,500.00 to cover such costs.

Airport Director's Report: (Director Hooper provided the following information.)

- **Airline Boarding Report (December 2019)**
- **Rental Car Report: (December 2019)**
- **Air Service Update:** SkyWest Delta Connection will provide summer seasonal service this year, May 7, 2020 through to November 14, 2020. This is around one month earlier and one month later than last year. United Express will add a third Denver flight starting on May 8, 2020 and a fourth Denver flight on June 5, 2020. There is no official word on the Chicago flight service for this summer.
- **Runway 04 Approach:** The FAA charting of the new runway 04 approaches has been pushed back to March 26, 2020. FAA Flight Check is still working the approaches for final publication.
- **Personnel and Policy Manual Revisions:** Lisa Stott and Bob Hooper are working on the revisions to the Personnel and Policy Manual. Once they are complete, they will advise the sub-committee. The revision recommendations would then be submitted to the Board for approval.
- **Park County Animal Shelter Land Requested:** The Council of the City of Cody accepted the Animal Shelter's bid in December of 2019. An authorization for the Mayor to enter into, and sign the contract to buy and sell real estate and other documents relating to the sale of said property, was on the City Council agenda for their January 7, 2020 meeting. At which time Rasmussen informed the Board that it passed unanimously.
- **Airfield Paint Marking Equipment:** The Airport Board previously approved YRA participating in a project with WYDOT Aeronautics to procure airfield paint marking equipment with the Airport being responsible for 10% of the cost. The low bid on the project was from Sherwin-Williams with a total cost of \$26,858.18. The Paint marking equipment is on site. The operations department will be setting up equipment training with Sherwin Williams when winter is over.
- **WAOA (Wyoming Airport Operators Association) Board Meeting and Legislative Reception:** WAOA will be hosting a Legislative Reception in Cheyenne the evening of Monday, February 17, 2020 with a Board Meeting the next morning. In the past, Board Members have attended this event. If anyone is interested in attending please let Hooper know. Hooper will be doing WAOA legislative coverage that week so WAOA will be covering his travel expenses.

Operations Supervisor's Report: (Supervisor Ransom provided updates on the following projects.)

- ❖ The air conditioner compressor in the server room needs replaced. Cost estimates for the repairs are going to be close to \$3,000.00.
- ❖ Papi equipment outage replacement parts are being provided by manufacturer at no cost.

Unfinished Business:

- **Airport Master Plan:** Morrison-Maierle reported that Chapters 1 through 4 are complete and Chapter 5 is 75% complete and the AGIS Survey is 80% complete.
- **Access Road and Parking Expansion Project:** Morrison-Maierle is working on the layout, design report, and construction safety phasing plan.
- **PFC Update:** The PFC application has been sent to the FAA for approval, and we are waiting to hear back from them. It has been talked about getting funding from the PFC application for a backup generator for the main terminal building. FAA has informed the Airport that this is not an eligible PFC item.
- **Car Rental Quick Turn Facility Update:** Morrison-Maierle is working on the layout. The Airport office staff is continuing to work on the State Loan and Investment Board grant application.

New Business:

- **Pinnacle Bank/Banking Service:** Hooper provided a rate comparison of Pinnacle Bank and the Wyoming Government Investment Fund rates. Rasmussen moved to keep YRA bank funds in Pinnacle Bank. Motion seconded by Wilbur. Unanimously approved.
- **City of Cody Water Tank Project Easement Lease Line Adjustment:** Jeremy Gilb with T-O Engineers and Philip Bowman with the City of Cody discussed with the Board the adjustments that need to be made on the easements of the water tank project. Way moved to allow the City of Cody to revise the lease boundary as shown in earlier correspondences. Additionally, allowing the Beacon Hill access easement line adjustment and to allow the City of Cody to construct the permanent fence on the Sheridan Avenue utility easement. Motion seconded by Rasmussen. Unanimously approved.
- **Depositories:** Rasmussen moved to declare Pinnacle Bank and Big Horn Federal as Yellowstone Regional Airport's depository banks. Motion seconded by Wilbur. Unanimously approved.
- **Revenue Bond Attorney:** Wilbur moved to contract with Barbara Bonds as the Revenue Bond Attorney with a cost of \$10,000.00 to \$15,000.00 in addition to a Tax Attorney she recommends on an hourly basis. Motion seconded by Rasmussen. Unanimously approved. This is for the Car Rental Quick Turn Facility that is going to be built for the car rental tenants.
- **TSA CT-80 Upgrade:** Representatives were at YRA yesterday conducting a site survey regarding an upgrade to the CT-80 baggage screening equipment. TSA will be installing enhanced baggage screening equipment capable of handling larger size baggage.
- **Board Liaison:** Discussion took place about having Board Liaisons for the different departments. For General Aviation and Fixed Base Operator the board liaisons will be Rasmussen and Redmond. For the Airlines the board liaisons will be Hall. For TSA the board liaison will be Johnston. For the other tenants the board liaisons will be Wilbur and Way. And for the Employees the board liaisons will be Johnston and Jolley.

Staff and Board Member Update: It was announced that Jack Way was reappointed to the Airport Board by the City of Cody Council.

Looking Ahead: The Next Board meeting will be Wednesday, February 12, 2020 at 8:00 a.m. The budget review committee will meet on Friday, February 7, 2020 at 9:00 a.m. It is time for the airport engineer selection process to begin.

Adjournment:

- Rasmussen moved to adjourn the regular meeting at 9:15 a.m. Motion seconded by Way. Unanimously approved.

Respectfully submitted,

**Cynde M. Braten
Administrative Office Assistant**

Approved By,



**Jordan Jolley
Secretary, Joint Powers Board**