

BOARD MEETING MINUTES – March 11, 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, Tim Wick, Joel Simmons, Chuck Walker, Jeremy Gilb, Leo Wolfson, Corey Field, Scott Bell, Frank Page, Fred Breisch, Cebe Breisch, Jeff Rosenlund, Theresa Gunn, Clay Ward, Sterling Reynolds, Jarad Koltiska, Dave Schultz, Mike Mackey, John Leroux, Eric Williams, Kevin Button, Greg McCue, and Brandon Christiansen.

Pledge of Allegiance

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

Approval of the Agenda: Wilbur moved to approve the agenda. Motion seconded by Way. Unanimously approved.

Reading/Approval of the February 12, 2020, Board Meeting Minutes: Jolley moved to approve the February 12, 2020, board meeting minutes with corrections. Motion seconded by Rasmussen. Unanimously approved.

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

Liaison/Tenant Reports/Public Comments: None to report.

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

- **Airline Boarding Report (February 2020)**
- **Rental Car Report: (February 2020)**
- **Runway 04 Approach:** The FAA flight check is still scheduled for publication on March 26, 2020.
- **ACDBE (Airport Concession Disadvantage Business Enterprise Program)** Laura Bourne with Morrison-Maierle submitted the annual Airport Concession DBE report to the FAA for review and it was approved. We did exceed our goal by utilizing DBE transport companies associated with the car rental agencies. Laura also recently submitted the

annual DBE report to the FAA and it was approved. Hooper reminded the Board that the airport does have two programs.

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

- ❖ Ransom reported to the Board he is working on the homeland security grant for the backup generator for the terminal building. This grant is due by March 25, 2020.
- ❖ Ransom told the Board that the insurance claim the airport submitted for the roof unit that was damaged by a lightning strike was not approved. The insurance company stated the compressor in the data room was not destroyed by a direct lightning strike, so they would not cover it. The unit on the roof would have been covered but the cost of the roof unit was not more than the deductible.

Unfinished Business:

- **Airport Master Plan:** Morrison-Maierle reported that Chapter 5 is 95% complete; Chapters 6 and 7 are 80% complete, the Airport layout plan is 30% complete, and the AGIS survey is 80% complete. The completion and presentation of chapters 3 and 4 are complete, a draft of chapter 5 is now complete and under staff review. An Airport solid waste and recycling plan has also been completed and posted to the Airport website. A meeting for presentation of the final plan is anticipated to coincide with the June meeting of the Airport Joint Powers Board.
- **Access Road and Parking Expansion Project:** Construction plans and specifications have been submitted to FAA and State for review and comments. Schedule 1 – terminal parking lot expansion, Schedule 2 – runway pavement maintenance, Schedule 3 – rental car wash paving. Advertised to bid, March 5, 2020, pre-bid meeting, March 11, 2020, and bid opening on March 26, 2020.
- **Car Rental Quick Turn Facility:** The paving is to be included with the terminal parking lot expansion. Building team SME Group working on building layout plan. The bond Attorney requested additional information, which has been provided. Ms. Bond is going to make the loan a draw down type of loan, where will be asking for the full 1.4 million along with an addition \$200,000.00 in case of overages. SLIB has acknowledged receipt of the application and it is in the review process.
- **PFC Update:** The PFC application has been sent to the FAA for approval and we are still waiting for official approval.
- **Personnel Consideration:** As previously discussed, Larry White will be retiring at the end of May, 2020. Hooper requested Board direction regarding White's position. Rasmussen mentioned that this item was tabled at the last Board meeting. She then made a motion to remove it from the table. Motion was seconded by Jolley. Unanimously approved. After some discussion Rasmussen made a motion to table this discussion again until the April 8, 2020 meeting. Motion was seconded by Way. Unanimously approved.
- **Engineering Services:** Is currently in the advertisement process, with proposals due by 2:00 p.m., on Friday, April 3, 2020. Hooper asked the Board for guidance on how they would like to handle the selection process in regards to possibly establishing a selection committee. The Board was agreeable to establishing a selection committee. Jack Way, Craig Wilber, Doug Johnston and Bob Hooper will comprise the committee. The committee then has the option to do a short list for personal interviews or to select an engineering firm from the proposals received.
- **Bailey Enterprise Update:** Mike Bailey was at the Airport on Friday, March 6, 2020. While here he performed soil samples to determine the soil content of the area. An application was submitted to WYDOT to create a separate entrance on highway 14/16/20. Unfortunately, WYDOT will not grant the access point due to the proximity to Roger Sedam Drive. They are looking into the possibility of a deceleration, or turning

lane. Mr. Bailey did not see this as an issue; he is looking at an option on Roger Sedam Drive.

- **Restaurant Update:** Cody Coffee Roasters plans to vacate the premises this week. The Airport received a proposal from Keri Anderson who operates Double D Café in Meeteetse. It is Hooper's recommendation the Board authorizes him to work out an agreement with Keri, so we can get the facility operational as soon as possible. Jolley made a motion to approve Hooper's recommendation of the first three months free and then \$500.00 per month rent for the peak season and then \$300.00 per month rent for the off season. The restaurant will be open for departing flights along with any delayed flights. Anderson asked for a two-year lease with the termination clause to remain in the contract. Redmond seconded the motion. Unanimously approved.

New Business:

- **Northwest Rural Water Easement Request:** Way moved to approve an additional 15 feet adjacent to the current easement. Motion seconded by Wilbur. Unanimously approved.
- **Budget Update – Budget Sub-Committee:** Hooper will be working on the budget extensively the week of March 16-20, 2020. When completed he will submit it to the budget sub-committee for review. The budget will then be approved at the April 8, 2020 Board meeting.
- **HVAC System Update:** Wilbur moved to purchase the new HVAC system software update with a cost of \$15,957.00 plus any additional cursory costs, using money from the old terminal contingency fund. Motion seconded by Way. Unanimously approved. Hooper is checking with the FAA to see if this will qualify for AIP funds.
- **Personnel & Policy Manual Update:** After discussion Rasmussen moved to adopt the personnel manual policy after Attorney; Scott Kolpitcke has reviewed the policy. Motion seconded by Jolley. Unanimously approved.
- **Rates and Charges Review:** After discussion Wilbur moved to increase the general aviation landing fees based on the 9000 pound weight limit and above. Seconded by Redmond. Upon vote: Jolley no, Rasmussen no, Johnston no, Way no, Wilbur yes, Redmond yes, and Hall yes. Motion failed. After more discussion Johnston moved to approve the hangar lease rates as follows: Turboprop (9,500 – 16,500 lbs.), \$30.00, Light Jets (9,500 – 16,500 lbs.), \$30.00, Mid - Size Jets (16,501 – 27,000 lbs.), \$40.00, Super – Mid Jets (27,001 – 50,000 lbs.), \$60.00, Heavy Jets (50,001 - 100,000 lbs.), \$100.00 and (> 100,000lbs), \$150.00. Motion seconded by Rasmussen. Unanimously approved.

After much discussion Way moved to raise fuel flowage fees \$0.01 per gallon, effective May 1, 2020. Motion seconded by Hall. Upon vote Rasmussen no, Jolley no, Johnston no, Way yes, Wilbur yes, Redmond yes, and Hall yes. Motion passed.

Rasmussen moved to raise hangar lease rates \$0.0015 per square foot per year, effective July 1, 2020. Motion seconded by Johnston. Unanimously approved.

- **May Board Meeting:** Redmond moved to hold the May Board meeting on May 6, 2020. Motion seconded by Johnston. Unanimously approved.
- **Hangar Lease Agreement for Kevin Button / Monarch Limited of Montana, LLC:** Mr. Button would like to construct five spec hangars. Four hangars will be in the general

aviation development area east of the fuel farm and one hangar would be in the executive hangar area. Mr. Button has requested the executive hangar be constructed as far west as possible bordering the building restriction line. The setback distance between executive hangars is 50 feet. Rasmussen moved to approve the five lease agreements with Mr. Button DBA Monarch Limited of Montana, LLC. Four hangars will be smaller general aviation hangars with a lease period of 20 years each and one executive hangar with a lease period of 40 years. Motion seconded by Redmond. Unanimously approved.

- **Board Member Updates:** Redmond requested being removed from his responsibility as a General Aviation Board liaison.
- **Spokes Convention in Dallas, Texas:** Hooper and Hall were going to attend the Spokes convention in Dallas, Texas, however, it looks like it is going to be cancelled.

. **Looking Ahead:** The next board meeting will be Wednesday, April 8, 2020 at 8:00 a.m.

Adjournment:

- Wilbur moved to adjourn the regular meeting at 9:53 a.m. Motion seconded by Redmond. Unanimously approved.

Respectfully submitted,

Cynde M. Braten
Administrative Office Assistant

Approved By,

Jordan Jolley
(electronically submitted)

Jordan Jolley
Secretary, Joint Powers Board