Meeting: Planning Advisory Committee (PAC) Kick off Meeting #1
Date / Time: Tuesday June 12, 2018 / 3:00pm – 4:00pm
Location: Duggleby Room, Yellowstone Regional Airport
Attendees: A list of PAC agencies / organizations represented is included on the last page of this summary

Meeting Summary

On June 12, 2018, The Planning Advisory Committee (PAC) members met to kick-off the Yellowstone Regional Airport Master Plan Update. The purpose of the first PAC meeting was to provide a project overview, define the role of the PAC in the master plan process, and facilitate PAC member input regarding master plan vision.

PAC members were asked to share their interests as representatives of the communities, agencies, and organizations they represent, and provide input into the master planning process with respect to the master plan vision as well as specific issues.

To start the meeting, Tim Wick, Morrison-Maierle Project Manager, welcomed PAC members. After team member introductions were made, Tim Wick introduced Mike Carlson, Morrison-Maierle Principal Planner for the Yellowstone Regional Airport Master Plan Update. Mike presented background information on the master plan process, background of previous master plans and the purpose and steps included within a traditional airport master planning process. A PDF copy of the PowerPoint presentation is attached to the meeting summary.

A discussion was held among PAC members to determine stakeholder interests for the purpose of developing a vision, and identifying issues and concerns for the Yellowstone Regional Airport Master Plan. The interests and comments made by PAC members are listed below.

PAC Member Comments / Interests

- New instrument approaches to improve aircraft access during lower visibility minimums
  - ILS – pros: preferred by airlines, (need cloud ceiling under 400’), pilots currently trained in use, aircraft commonly equipped, / cons: expense to install and maintain
  - GPS / RNP: pros: no ground equipment required, future direction of FAA (“Next Gen”) / cons: later model aircraft not equipped, pilot training

- Rental car wash
  - Separation from public area
  - CFC collection underway for facility

- Rental car fueling facility needed
  - Safety concern with drivers needing to continually enter highway to fuel rental cars
  - Could be shared with airport

- Air service – possibility of community offering airlines financial incentives
• Idea of future anticipated enplanement growth needed.
  o Will depend on air service offered
• Address general aviation development / infill
• Would be beneficial for airport to move toward financial self-sufficiency
• Expansion of passenger parking lot need
• Passenger terminal crowded at peak times
• FBO terminal – attractive facility
• RV’s – potential source of revenue generation
• General aviation hangar space / T-hangar space needed
• Support / Promotion of General Aviation
  o Fly-ins,
  o Air shows
  o Aviation Encouragement Grant (WYDOT)
  o Charter (FlightBridge)
• Identify uses for vacant areas
  o Armory
  o Beacon Hill
• SkyWest utilizing EMB 175 in future. Larger passenger capacity may require larger
  terminal holdroom
• Outreach to local community, in addition to out of state visitors is important for air service
  demand

PAC Meeting #2 Reviewing the Inventory and Forecast sections is anticipated in Fall ’18.
Date, time and place to be determined and notices sent to committee.
### Attendees

**Planning Advisory Committee**
- Matt Hall  Mayor – City of Cody
- John Wetzel  Mayor – City of Powell
- Claudia Wade  Executive Director – Park County Travel Council Destination Marketing
- Christine Bekes  Executive Director - Powell Economic Partnership (PEP)
- Chuck Walker  President – EAA
- Bob Redmond  Chief Pilot – Collier Group
- Marc Andrus  Manager – Aircraft Operations Performance – Skywest Airlines
- Corey Field  City Manager - Overland West
- Kodi Chenoweth  Location Manager – Rovar, LLC

**YRA Board**
- Jack Way
- Hans Odde
- Craig Wilbur

**YRA Staff**
- Bob Hooper
- Lisa Stott
- Wes Hanson
- Bruce Ransom

**WYDOT**
- AJ Schutzman
- Nick Humphreys

**Consultant Team – Morrison-Maierle**
- Scott Bell
- Tim Wick
- Mike Carlson
- Frank Page
- Teresa Gunn
YELLOWSTONE REGIONAL AIRPORT

Master Plan Update
Agenda

• Introductions
• Airport Master Plan Overview
  • Previous YRA Planning
  • 2005 YRA Master Plan
• Purpose of PAC
• Master Plan Vision
• Next Steps
Master Plan Team Introductions

Bob Hooper, A.A.E
Airport Director

Lisa Stott
Administrative Office Manager

Scott Bell, P.E.,
VP/ Client Service Manager

Tim Wick, P.E.
Project Manager

Mike Carlson
Principal Planner
## Planning Advisory Committee (PAC)

### PAC Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Organization</th>
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<tbody>
<tr>
<td>Matt Hall</td>
<td>Mayor – City of Cody</td>
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<tr>
<td>Barry Cook</td>
<td>City Administrator – City of Cody</td>
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<tr>
<td>John Wetzel</td>
<td>Mayor – City of Powell</td>
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<tr>
<td>Claudia Wade</td>
<td>Executive Director – Park County Travel Council Destination Marketing</td>
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<tr>
<td>James Klessens</td>
<td>CEO/President - Forward Cody</td>
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<tr>
<td>Christine Bekes</td>
<td>Executive Director - Powell Economic Partnership (PEP)</td>
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<td>Todd Simmons</td>
<td>General Manager - Choice Aviation</td>
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<td>Chuck Walker</td>
<td>President – EAA</td>
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<td>Marc Andrus</td>
<td>Manager – Aircraft Operations Performance – Skywest Airlines</td>
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<tr>
<td>Jawan Davis</td>
<td>General Manager COD – Skywest Airlines</td>
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<tr>
<td>Kate Potter</td>
<td>Supervisor COD – Skywest Airlines</td>
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<tr>
<td>Sterling Reynolds</td>
<td>Lead Trainer - Skywest Airlines</td>
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<tr>
<td>Daniel Belmont</td>
<td>Manager – Network Planning Skywest Airlines</td>
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<tr>
<td>Barbara Lam-Hales</td>
<td>Manager – Rental Operations - Overland West</td>
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<tr>
<td>Corey Field</td>
<td>City Manager - Overland West</td>
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<tr>
<td>Dennis Petry</td>
<td>Marketing – Rovar, LLC</td>
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<tr>
<td>Kodi Chenoweth</td>
<td>Location Manager – Rovar, LLC</td>
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Airport Master Plan Overview

Previous YRA Planning

• 1985 Master Plan
• 2005 Master Plan Update
  • New Terminal
• 2012 Airport Layout Plan Update
  • Narrative
  • Boundary Survey
Airport Master Plan Overview

Typical Master Plan Basics

“The objective of updating the Airport Master Plan is to provide the Yellowstone Regional Airport Joint Powers Board (Sponsor) officials with proper guidance for future airport development.”

- Community’s Vision for Airport
- Focus on facilities
- FAA reviews / approves 2 components:
  - Forecast
  - Airport Layout Plan
Airport Master Plan Overview

Typical Master Plan Basics

- Reference Document
- Planning Document
  - 20-year Strategic Development Vision
  - Positions Projects for Funding
- Does not guarantee funding
- Does not mandate development
- Supported by fact and logic (not a “wish list”)
- Allows for uncertainties
Airport Master Plan Overview

Airport Facilities to be Evaluated

**Airside**
- Runways
- Taxiways

**Landside**
- Terminal Area
- Airport Roadways
- Parking
- Hangars
- Aprons

**Airport Support**
- Fixed Base Operators
- ARFF / Snow Removal
- Airfield Maintenance
- Fueling

**Land Use**
- Aeronautical Development
- Revenue Generation
- Environmental Mitigation
Airport Master Plan Overview

**Project Flow**

1. **Inventory**
   - What do we have?

2. **Forecasts**
   - What demand do we expect?

3. **Facility Requirements**
   - What do we need to meet expected demand?

4. **Alternatives**
   - What do we need to change to meet demand?

5. **Financial Plan**
   - How do we pay for these changes?

6. **Airport Layout Plan**
   - What do these changes look like?

Schedule: Approximately 18 Months
Planning Advisory Committee (PAC)

The PAC’s role in the Master Plan

• Provide input to the Master Plan
• 4 Scheduled PAC meetings during the Master Plan
• Today’s Meeting: Vision
Master Plan Vision

What is important to you about the Yellowstone Regional Airport?

- Fuel Farm
- Terminal Baggage Doors
- Baggage Belt System
- Restaurant
- Business Park
- Car Rental Facility
- GA Ramp Lighting

- Instrument approach
- Old Terminal Parking Lot
- Armory Area
- Terminal Expansion
- Runway Signs per Inspector
- Beacon Hill Property
- Perimeter Gates
Master Plan Vision

What existing or future issues and concerns do you have about the Yellowstone Regional Airport?

Examples might include community presence, facility renovation, instrument approach, maintenance issues, economic development, etc.
Yellowstone Regional Airport Master Plan

Next Steps

- Complete Inventory of Existing Conditions
- Complete Forecast of Aviation Demand
- PAC Meeting #2
YELLOWSTONE REGIONAL AIRPORT
Master Plan Update