

## **BOARD MEETING MINUTES – FEBRUARY 11, 2019**

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, Jordan Jolley, Craig Wilbur, Hans Odde, Jack Way, Doug Johnston and Heidi Rasmussen

**Also Present:** Bob Hooper, Lisa Stott, Bev Shaw, Jeremy Gilb, Phillip Bowman, Scott Bell, Tim Wick, Bruce Ransom, Wes Hanson, Clay Ward, Nicole Baggs, Sterling Reynolds, Gina Van Slyke, Corey Field, Joel Simmons, Chris Darst, Jerry Kincaid, Scott Kolpitcke and Leo Wolfson

### **Pledge of Allegiance**

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

**Acceptance of the Agenda:** Odde moved to accept the Agenda as presented. Motion seconded by Way and unanimously approved.

**Reading/Approval of the January 9, 2019, Board Meeting Minutes:** Johnston moved to approve the January 9, 2019, YRA Board meeting minutes as presented. Motion seconded by Rasmussen and unanimously approved.

**Review/Approval of Bills and Bank Reconciliations:** Wilbur moved to approve the bills and pre-approve MJR Industries' estimate of baggage belt maintenance not to exceed \$2,397.00. Motion seconded by Odde and unanimously approved.

**Committee/Tenant Reports/Public Comments:** (None noted)

**Airport Director's Report:** (The YRA Board was advised of the following information by Director Hooper.)

- **Airline Boarding Report:** January 2018
- **Rental Car Report:** January 2018
- **Board Packet Distribution:** The switch over to board members receiving the board packet electronically was discussed as well as the possibility of YRA acquiring tablets for board members who would need one.

- **Budget:** The 2019-2020 budget process will begin soon. A budget sub-committee was created to assist in the preparation of the budget. The members of the committee are Hooper, Wilbur, Rasmussen and Hall.
- **Wyoming Aeronautics Economic Impact Study:** The Wyoming Aeronautics Division will be preparing a new Economic Impact Study this year. Hooper will provide further details on the study as they become available.
- **Administrative Assistant Position:** YRA's new Administrative Assistant will begin work on Monday, February 25, 2019.
- **Weed & Pest Certification:** Airport Operations Specialist Clay Ward recently earned the Private Pesticide Applicators Certification. This will allow YRA to purchase commercially prepared chemicals at a reduced price to help control weeds & pests.
- **Airport Restaurant:** Annie's At The Airport provided notice to terminate their lease agreement with YRA. The restaurant facility will be further discussed with the board during the YRA Board workshop.

### Unfinished Business:

- **Commercial Apron Expansion:** Tim Wick with Morrison-Maierle provided an update on the Commercial Apron Expansion Project. Morrison-Maierle requested board approval of Task Order 4 to amend the Commercial Apron Expansion Project to include the amount of liquidated damages.

Wilbur moved to approve Task Order 4. Motion was seconded by Jolley and unanimously approved.

- **Airport Master Plan:** Tim Wick with Morrison-Maierle provided an update on the Airport Master Plan Project. Morrison-Maierle requested board approval of AIP 39 Pay Request #6 in the amount of \$25,219.68 for Professional Service Agreement Fees.

Way moved to approve AIP 39 Pay Request #6 in the amount of \$25,219.68. Motion was seconded by Johnston and unanimously approved.

- **Humane Society Land Request:** The FAA completed the environmental review process of the land release request. YRA is waiting on official notification from the FAA on the request.
- **City of Cody Easement Request:** Attorney Kolpitcke prepared the necessary documents for the City of Cody land easements and lease agreements. Phillip Bowman, City of Cody Public Works Director, attended the board meeting to discuss the prepared documents.

Odde moved to approve and sign the land easements and lease agreements contingent upon Attorney Kolpitcke adding a rental rate escalation clause into the lease agreement. Motion seconded by Rasmussen and unanimously approved.

- **Seal Coat & Pavement Marking Project:** Tim Wick with Morrison-Maierle provided a project update. Morrison-Maierle submitted plans and specs to State Aeronautics for review. State Aeronautics returned comments and is recommending YRA do additional seal coat areas. YRA will be addressing the recommendations to State Aeronautics. Morrison-Maierle requested board approval to submit grant applications to State Aeronautics for the Seal Coat & Pavement Marking Project.

Odde moved to approve the submission of the grant applications to State Aeronautics. Motion seconded by Way and unanimously approved.

- **Scenic Helicopter Lease & Operating Agreement:** Hooper requested YRA Board approval of a Lease & Operating Agreement with Cody Helicopter Tours, LLC, to operate a scenic helicopter operation from May 2019 to September 2019. The lease amount is \$672.00 per month with the operation located in the open field near the old armory building. Attorney Kolpitcke reviewed the document and approved it for use.

Odde moved to approve the Lease & Operating Agreement with Cody Helicopter Tours, LLC. Motion seconded by Way and unanimously approved.

#### **New Business:**

- **Conflict of Interest Disclosure of Financial Interest:** Hooper requested board members sign a conflict of interest disclosure of financial interest in depositories or firms where the Yellowstone Regional Airport funds are invested, pursuant to WS 6-5-118(a). All forms were signed and collected at the board meeting.
- **Access Road & Parking Expansion Project:** Tim Wick from Morrison-Maierle provided an update on the project. Morrison-Maierle provided Grant Application for Design Documents for signature which will be submitted to the FAA and State Aeronautics for review and approval.

Johnston moved that the Grant Application for design of the access road and parking expansion be submitted to the FAA and State Aeronautics for review and approval. Motion seconded by Rasmussen and unanimously approved.

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

**Board Member Training:** Attorney Kolpitcke presented a Power Point presentation on Wyoming Open Meeting Acts, Executive Sessions, Wyoming Public Records Act, Conflicts of Interest and Board Liability.

#### **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

**Executive Session:**

Pursuant to W.S.S. 16-4-405(a)(ii) - To hear complaints or charges brought against an employee;

Pursuant to W.S.S. 16-4-405(a)(ix) - To consider or receive information classified as confidential by law;

Pursuant to W.S.S. 16-4-405(a)(x) - To consider accepting or tendering offers concerning wages, salaries, benefits and terms of employment during all negotiations.

- 10:10 a.m. – Rasmussen moved to go into executive session. Motion seconded by Wilbur and unanimously approved.
- 11:05 a.m. – Wilbur moved to go into regular session. Motion seconded by Odde and unanimously approved.

**Regular Session Continued:**

- Hall directed Hooper to implement the item of consensus by the Board that was discussed in executive session.

**Adjournment:** Rasmussen moved to adjourn the meeting. Motion seconded by Jolley and unanimously approved. Meeting adjourned at 11:10 a.m.

**Respectfully submitted,**

**Lisa Stott  
Administrative Office Manager**

**Approved By,**

**Doug Johnston  
Secretary, Joint Powers Board**