



BOARD MEETING MINUTES – MARCH 13, 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, Cynde M. Braten, Scott Bell, Joe Tilden, Chuck Walker, Bruce Ransom, Clay Ward, Joel Simmons, Corey Field, Sterling Reynolds, Wes Hanson, Eric Williams, Leo Wolfson, Emily Swett and Briana Jeffs

Pledge of Allegiance

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

Acceptance of the Agenda: Odde moved to accept the Agenda with the addition of the copy machine and rearranging the order of items on the agenda. Motion seconded by Way and unanimously approved.

Reading/Approval of the February 11, 2019, Board Meeting Minutes: Johnston moved to approve the February 11, 2019, YRA Board meeting minutes and the Executive Session meeting minutes as presented. Motion seconded by Rasmussen and unanimously approved.

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

Committee/Tenant Reports/Public Comments: Sterling Reynolds with Skywest Airlines advised that Delta will be flying May 23, 2019, through October 20, 2019.

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

- **Airline Boarding Report:** February 2019
- **Rental Car Report:** February 2019

- **Budget:** A budget workshop is scheduled at the end of this meeting and a budget review will need to be schedule prior to the April Board meeting. (The Board scheduled an additional budget review meeting for Wednesday, April 3, 2019, at 8:00 a.m. in the Duggleby Board Room.)
- **Wildlife Hazard Management Annual Training:** All operations employees are required to attend an annual Wildlife Hazard Management Training class. This training is scheduled for April 2, 2019 and will be conducted by the USDA Wildlife Biologist from Casper.
- **TSA Annual Inspection:** YRA's annual inspection was performed on Tuesday, March 12, 2019.
- **Passenger Loading Ramp:** The new passenger loading ramp is scheduled for completion the week of April 4, 2019.

Unfinished Business:

- **Commercial Apron Expansion:** Scott Bell with Morrison-Maierle provided an update on the Commercial Apron Expansion Project. Morrison-Maierle is waiting on final paperwork from the contractor to close out the project. The lighting will be upgraded by adding one more fixture to each pole.
- **Airport Master Plan:** Morrison-Maierle is currently working on the Facility Requirements Chapter, with approximately 60% completed. This includes evaluating existing infrastructure against the current and future demands.
- **Humane Society Land Request:** The FAA is publishing the land release request in the Federal Register, which will take approximately 45 to 60 days to complete barring any public comments that may need to be addressed. At that time, the FAA would issue the instrument of release.
- **City of Cody Easement Request:** The easement and lease agreements were signed and taken to the County Clerk for recording.
- **Seal Coat & Pavement Marking Project:** Morrison-Maierle has provided a revised schedule from WYDOT Aeronautics due to the late inclusion of additional airports.
- **Access Road and Parking Expansion Project:** Morrison-Maierle has submitted the grant application to the FAA and WYDOT Aeronautics.

New Business:

- **Copier:** Hooper advised the Board about the problems with the current copy machine. Wilbur moved to purchase a new copy machine. Motion seconded by Way and unanimously approved.
- **ARINC:** Hooper requested Board approval of a new agreement with ARINC for space in the airport maintenance shop for airline communication equipment. ARINC's current rate is \$75.00 per month. The new agreement will increase the fee to \$125.00 per month, with a 5% increase bi-annually. Odde moved to renew the contract as presented with the increase. Motion seconded by Wilbur and unanimously approved.
- **Local Government Liability Pool (LGLP):** After discussion, Way moved to keep the insurance at the current deductible level even though it will

cost \$387.00 more than last year. Motion seconded by Rasmussen and unanimously approved.

- **PFC Application:** The new application has been started. An initial list of projects for the new application was provided to the Board.
- **Restaurant Modifications:** Scott Bell of Morrison-Maierle met with the TSA Inspector. Discussion took place regarding the restaurant being able to serve in both the public area and the secured passenger holding area. Bell will bring estimates to the April Board meeting for different options.

Staff and Board Member Update: (None noted)

Budget: The Board held a budget workshop and directed Hooper to prepare a revised step & grade scale moving from 7 steps to 14 steps and include a 1% COLA. A follow up Budget Workshop was scheduled for Wednesday, April 3, 2019 at 8:00 a.m. The Board plans on approving the fiscal year 2019 / 2020 budget at the April 10, 2019 Board Meeting.

Looking Ahead:

- Board Workshop: Wednesday, April 3, 2019, at 8:00 a.m.
- Next Board Meeting: Wednesday, April 10, 2019, at 8:00 a.m.

Adjournment: Jolley moved to adjourn the meeting. Motion seconded by Johnston and unanimously approved. Meeting adjourned at 10:15 a.m.

Respectfully submitted,

**Cynde M. Braten
Administrative Office Assistant**

Approved By,


**Doug Johnston
Secretary, Joint Powers Board**

