



BOARD MEETING MINUTES – APRIL 10, 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, Doug Johnston and Heidi Rasmussen

Absent Board Members: Jack Way

Also, Present: Bob Hooper, Lisa Stott, Cynde M. Braten, Joe Tilden, Gina Van Slyke, Bruce Ransom, Daniel De Vries, Joel Simmons, Corey Field, Tim Wick, Wes Hanson, Mike Wright, Leo Wolfson,

Pledge of Allegiance

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

Acceptance of the Agenda: Jolley moved to accept the Agenda with the addition of the executive session prior to the beginning of new business. Motion seconded by Odde and unanimously approved.

Reading/Approval of the March 13, 2019, Board Meeting Minutes and the April 3, 2019, Budget Workshop Minutes: Johnston moved to approve the March 13, 2019, YRA Board meeting minutes and the April 3, 2019, Budget Workshop meeting minutes as presented. Motion seconded by Jolley and unanimously approved.

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

Committee/Tenant Reports/Public Comments: Corey Field with Hertz/Dollar/Thrifty Car Rentals advised that transport trucks will be delivering more rental cars in anticipation of a good summer season.

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

- **Airline Boarding Report:** March 2019
- **Rental Car Report:** March 2019
- **Wildlife Hazard Management Annual Training:** On April 2, 2019, all operations employees attended a mandatory annual Wildlife Hazard Management Training class.
- **New Passenger Loading Ramp:** Will be delivered within the next few weeks.
- **TSA Amended Agreement:** Will continue funding the Law Enforcement Officers from April 1, 2019, through December 31, 2019.
- **SF0057 Public Records Act:** During this year's legislation the legislators amended the public records act, W.S.S. 16-4-201 through W.S.S. 16-4-205, which will become effective July 1, 2019.
- **State Statute for the Budget:** Requires Yellowstone Regional Airport to hold an annual budget hearing no later than the third Thursday in July. The YRA Board scheduled the budget hearing on July 10, 2019, at 8:00 a.m. in conjunction with and just prior to the Board's regular meeting.
- **Perimeter Fence:** A vehicle caused damage to the security fence located on 29th Street and Mountain View Drive on Thursday, April 4, 2019. Five fence posts and 70 feet of fence were damaged during the accident.

Unfinished Business:

- **Commercial Apron Expansion:** Tim Wick with Morrison-Maierle provided an update on the Commercial Apron Expansion Project. Morrison-Maierle is still waiting on the final paperwork from the contractor to close out the project. The FAA has requested that the grant be closed. Odde moved for Hooper and Wick to draft a letter to send to the contractor informing them they have until 5:00 p.m., April 26, 2019, to get the project closed out or YRA will pursue additional damages. Motion seconded by Rasmussen and unanimously approved.

Wick advised the Board that YRA needs to use entitlement monies to pay back Sheridan County Airport for money that was borrowed to fund the commercial apron expansion project. Jolley moved to authorize Hooper, Wick and Hall to complete the transaction with Sheridan County Airport to pay back the borrowed amount of \$575,000.00. Motion seconded by Wilbur and unanimously approved.

- **Airport Master Plan:** Morrison-Maierle is currently working on the Facility Requirements Chapter which is approximately 95% complete, and the Airport Alternatives Chapter which is approximately 40% complete and includes terminal renovations. Morrison-Maierle requested Board approval of AIP 39 RFR #7 in the amount of \$46,236.08 for work completed per the professional service agreement. Johnston moved to approve AIP 39 RFR #7 in the amount of \$46,236.08. Motion seconded by Wilbur and unanimously approved.

- **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. The public comment period closes April 15, 2019. No comments have been received at this time.
- **Seal Coat & Pavement Marking Project:** WYDOT Aeronautics is scheduled to award the project by May 5, 2019.
- **Access Road and Parking Expansion Project:** Morrison–Maierle has provided a Scope of Work for the Access Road and Parking Lot Expansion Project. Johnston moved to authorize Hooper to move forward with the Independent Fee Estimate (IFE). Motion seconded by Wilbur and unanimously approved.

Executive Session:

- 8:29 a.m. – Wilbur moved to go into executive session to discuss contract issues. Motion seconded by Odde and unanimously approved.
- 8:45 a.m. – Odde moved to reconvene the regular session. Motion seconded by Jolley and unanimously approved.

Regular Session Reconvened

New Business:

- **Restaurant Modifications:** Annie's has advised that they will discontinue operations on April 22, 2019. Hooper talked to the Board about the Airport leasing the restaurant to Jesse Renfors who owns Cody Coffee Roasters. Renfors would like to lease the restaurant for a term of five (5) years. After discussion, Odde moved to have the Airport lease the restaurant to Cody Coffee Roaster for the requested term of 5 years. Motion seconded by Jolley and unanimously approved.

Hooper discussed remodeling of the restaurant area so that passengers can have access to the restaurant while in the holding area. Jolley moved to authorize Hooper to work on the remodeling of the restaurant with the understanding that the project does not exceed \$35,000.00, and pursue getting funding from the State or Federal Government. Motion seconded by Odde and unanimously approved.

- **PFC Application:** Hooper updated the Board on the status of a new PFC application. An initial list of projects was provided to the Board for review and concurrence. Hooper recommended adding a vehicle lift for the operations department in the amount of \$5,000 and including the restaurant remodel cost of \$35,000. The Board concurred with the initial list and additional projects as recommended.

Morrison-Maierle, Inc. requested Board approval of Task Order 8 in the amount of \$7,500.00 for Professional Consulting Service associated with the 2019 PFC application. Johnston moved to approve Task Order 8 in the amount of \$7,500.00. Motion seconded by Jolley and unanimously approved.

- **WAM-JPIC Board of Directors Election:** Odde moved to support Cindy Baker as a board member for WAM-JPIC. Motion seconded by Rasmussen and unanimously approved.
- **Revised Step & Grade Salary Matrix:** Rasmussen moved to approve the Step and Grade Salary Matrix. Motion seconded by Wilbur and unanimously approved.
- **COLA:** Hooper noted the proposed budget contains a 1% COLA for all employees, effective July 1, 2019. Wilbur moved to approve the recommended COLA. Motion seconded by Rasmussen and unanimously approved.

2019/2020 Budget:

- Hooper requested approval of the 2019/2020 budget as presented. Rasmussen moved to approve the budget as presented. Motion seconded by Wilbur and unanimously approved.

Staff and Board Member Update:

- None

Looking Ahead:

- Next Board Meeting: Wednesday, May 8, 2019, at 8:00 a.m.

Executive Session: Pursuant to W.S.S. 16-4-405(a)(ii)

- 9:30 a.m. - Odde moved to go into executive session to discuss a personnel issue. Motion seconded by Rasmussen and unanimously approved.
- 1010 a.m. – Rasmussen moved to reconvene in regular session. Motion seconded by Odde and unanimously approved.

Regular Session Reconvened

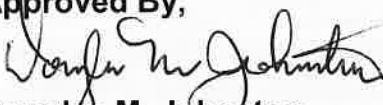
Adjournment:

- 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,



**Douglas M. Johnston
Secretary, Joint Powers Board**