

REVISED

9:20 am, Jun 10, 2019

BOARD MEETING MINUTES – MAY 8, 2019

The regular meeting of the Yellowstone Regional Airport Joint Powers Board was called to order at 8:00 a.m. by Chairman Bucky Hall.

Board Members Present: Bucky Hall, Doug Johnston, Jordan Jolley, Hans Odde, Jack Way and Craig Wilbur

Board Member(s) Absent: Heidi Rasmussen

Also, Present: Bob Hooper, Lisa Stott, Cynde M. Braten, Frank Page, Tim Wick, Bruce Ransom, Jeremy Gilb, Todd Simmons, Chuck Walker, Joel Simmons, Leo Wolfson, Corey Field, Sterling Reynolds, Rusty Blough, Kelby Scott, Brad Samuels, Amanda McGonagle, Hillary Shirley and Jesse Renfors.

Pledge of Allegiance

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

Acceptance of the Agenda: Wilbur moved to accept the Agenda. Motion seconded by Way and unanimously approved.

Reading/Approval of the April 10, 2019, Regular Meeting Minutes: Johnston moved to approve the April 10, 2019, Board meeting minutes as presented. Motion seconded by Wilbur and unanimously approved.

Reading/Approval of the April 10, 2019, Executive Session Meetings Minutes: Johnston moved to approve both of the April 10, 2019, YRA Executive Session meetings minutes. Motion seconded by Wilbur and unanimously approved.

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

Committee/Tenant Reports/Public Comments: Sterling Reynolds with Skywest Airlines informed the Board that Trans-States will be coming back as the primary carrier this summer, and Delta will be back with a flight to Salt Lake City, Utah. Corey Field with Hertz/Dollar/Thrifty Car Rentals advised that the car rental reservations were slow at the beginning of May, but with the added flights scheduled to come in more towards the end of the month, reservations have picked up considerably.

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

- **Airline Boarding Report:** April 2019
- **Rental Car Report:** April 2019
- **Perimeter Fence Damage:** The quote from Midwest Fence Company for repairing the fence came in at \$1,460.00. The airport operations department believes they can fix the damage for an approximate cost of \$180.00, so that option will be pursued.
- **New Passenger Loading Ramp:** Is on site.
- **Agricultural Field Irrigation Ditch:** The operations department burned the weeds from the irrigation ditch and trenched it to avoid water flowage issues.

Unfinished Business:

- **Water Tank Project:** Jeremy Gilb of T-O Engineers gave an update on the City of Cody water tank project. T-O Engineers would like to bid the job in June with construction beginning after July 4, 2019, and completion in the early fall.
- **Commercial Apron Expansion:** Tim Wick with Morrison–Maierle provided an update on the Commercial Apron Expansion Project. Powder River and Big Horn Redi Mix, Inc. have agreed to a settlement. Johnston moved to approve the release of the retainage. Motion seconded by Wilbur and unanimously approved. After further discussion, Johnston moved to approve final payment on AIP 38 RFR #7 in the amount of \$130,795.80. Motion seconded by Wilbur and unanimously approved.
- **Airport Master Plan:** Morrison-Maierle is currently working on the Airport Alternatives Chapter which is approximately 50% complete, and would like to have one of two required open houses on June 11, 2019, immediately following the PAC meeting scheduled for 4 p.m. The purpose of the open house is to show the public the plans for the Airport and to answer questions and receive input. The Inventory, Forecast, and Facility Requirement chapters are 100% complete.
- **Humane Society Land Request:** The FAA approved the land release allowing the City of Cody to proceed with proposed property sale to the Humane Society. Proceeds from the sale can only be used for Airport Improvements.
- **Seal Coat & Pavement Marking Project:** It was requested the Board accept and approve the WYDOT State Grant offer ACOD003A, and

accept and approve Morrison-Maierle's recommendation to award the bid to, and enter into a contract with, Straight Stripe Painting.

Odde moved to award the bid to, and enter into a contract with, Straight Stripe Painting, and approve and accept the WYDOT ACOD003A grant. The motion included permission for the Airport Director to sign the authorization and application for the grants. Motion seconded by Way and unanimously approved.

Wilbur moved to sign the notice to proceed with Straight Stripe Painting. Motion seconded by Johnston and unanimously approved.

- **Access Road and Parking Expansion Project:** Lew Lott of Airport IFE Services, Inc. has completed the independent fee estimate on the Access Road and Parking Expansion Project. Tim Wick of Morrison–Maierle and Director Hooper reviewed the fee estimate and determined the proposed fees of Morrison-Maierle fall within the FAA guidelines. The estimated fees from Airport IFE Service, Inc. are \$284,860.00, and the proposed fees from Morrison-Maierle are \$264,659.00, which is 7.9% below the estimate. Morrison-Maierle requested Board approval of Task Order #9 in the amount of \$264,659.00 for the Design and Construction Management of the Parking Lot and Parking Lot Expansion. Odde moved to approve Task Order #9 for \$264,659.00. Motion seconded by Johnston and unanimously approved.
- **PFC Application:** The Airport Director and Engineer will begin the process of getting the application prepared.

New Business:

- **Cody Helicopter Tours, LLC** was unable to secure a viable contract with a helicopter operator and requested the Board cancel their lease and use agreement. Odde moved to cancel the lease with Cody Helicopter Tours, LLC. Motion seconded by Jolley and unanimously approved.
- **Restaurant Modifications:** Jesse Renfors of Cody Coffee Roaster will be taking over the restaurant facility once the renovation is completed, which is tentatively scheduled for May 21, 2019.
- **WAM-JPIC Health Insurance Renewal:** Way moved to accept the WAM-JPIC high deductible health insurance plan renewal. Motion seconded by Wilbur and unanimously approved.
- **FED-EX Building Roofing Material:** Odde moved to purchase the roofing material from Sherwin Williams for \$4,258.47 by taking the funds for the project out of the old terminal contingency fund and then paying the terminal contingency fund back with funds received from the Humane Society land purchase. Motion seconded by Way and unanimously approved.
- **Business Park Covenants:** Way moved to approve the Business Park Covenants as presented. Motion seconded by Wilbur and unanimously approved.

- **Black Hills Energy Request:** Black Hills Energy presented two options to the Board for an area to locate a regulator station. One option was in the business park and the other along the Greybull Highway near the entrance to the commercial airline terminal. After discussion, the Board asked if Black Hills Energy could come back to the June 12, 2019, Board meeting and talk more about an alternate spot to put the station and some additional landscaping ideas.

Staff and Board Member Update:

- None

Looking Ahead:

- Next Board Meeting: Wednesday, June 12, 2019, at 8:00 a.m.
- Snow and Ice Control Plan Post-Season Review: May 20, 2019
- Emergency Tabletop Exercise: May 20, 2019
- Budget Hearing: July 10, 2019, at the regular Board meeting
- Budget Amendment: June 12, 2019, at the regular Board meeting

Adjournment:

- Jolley moved to adjourn the meeting. Motion seconded by Wilbur and unanimously approved. Meeting adjourned at 9:18 a.m.

Respectfully submitted,

**Cynde M. Braten
Administrative Office Assistant**

Approved By,

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