



BOARD MEETING MINUTES – JUNE 12, 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

Board Members Absent: Jack Way

Also, Present: Lisa Stott, Cynde M. Braten, Bruce Ransom, Joel Simmons, Corey Field, Tim Wick, Wes Hanson, Ford Rose, Frank Page, Eric Williams, Leo Wolfson, Chuck Walker and Clay Ward.

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 May 8, 2019 Board Meeting Minutes; May 17, 2019, Special Board Meeting Minutes; May 17, 2019, Executive Session Minutes; May 20, 2019, Special Board Meeting Minutes; May 20, 2019, Executive Session Minutes; June 4, 2019, Special Board Meeting Minutes; June 4, 2019, Executive Session Minutes: Rasmussen moved to approve the minutes as stated above. Motion seconded by Wilbur 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: Corey Field with Hertz/Dollar/Thrifty Car Rentals advised that business has increased, and more rental cars will be brought in from Jackson Hole. Field expressed his concern with the dangers of his employees pulling out onto the Greybull Highway.

Airport Director's Report: (The YRA Board was advised of the following information by Operations Supervisor Bruce Ransom.)

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

- **Wyoming Aeronautics WACIP Workshop:** On May 15, 2019, Hooper, Ransom and Stott attended the workshop.
- **ARFF Training:** Larry White, Chris Mackie and John Cordes attended training down in Casper.
- **Snow & Ice Control Winter Ops Review:** Took place May 15, 2019.
- **Annual Tabletop Emergency Exercise:** Took place on May 20, 2019.
- **FAA Annual Certification Inspection:** Scheduled for June 26-28, 2019.
- **Operations Department Project Update:** The damaged part of the perimeter fence has been fixed; remodel of the YRA administrative office is 90% complete; the roof coating for the FEDEX hangar has been ordered.
- **The Mail:** Mail service to YRA was delayed due to a Postal System error.

Unfinished Business:

- **Commercial Apron Expansion:** Tim Wick with Morrison–Maierle provided an update on the Commercial Apron Expansion Project. Morrison-Maierle will have the final paperwork to close out the project at the next Board meeting.
- **Airport Master Plan:** Morrison-Maierle has completed the Airport Master Plan Update except for the AGIS Survey, which is 30% complete.
- **Seal Coat & Pavement Marking Project:** Straight Stripe began work on June 4, 2019, with a projected completion date of June 9, 2019.
- **Access Road and Parking Expansion Project:** Morrison–Maierle has provided a Scope of Work for the Access Road and Parking Lot Expansion Project. Timeline: May – Negotiate fees; July - Grant offer from FAA and State; July - Notice to proceed with design; March 2020 – Bid.
- **PFC Application:** The letter to airlines has been prepared.
- **Black Hills Energy:** An alternate location site has been located.
- **Restaurant:** Work is complete except for a handle for the door leading to the holding room.

New Business:

- **United Boarding Gate Podium Relocation:** United Airlines requested the gate podium be relocated due to its proximity to the new Cody Coffee counter. A United representative will arrive June 12, 2019, to temporarily move the podium, which will be moved to a permanent location later.
- **Public Records Policy:** A new public records policy was prepared to comply with SF0057. The Board requested revisions to the document for review and approval at the July 10, 2019, regular meeting.
- **Finger Printing for the General Public:** The YRA Administrative Office prepared a proposal to offer finger printing services to the public. The Board asked the staff to contact the FAA and TSA for comment/approval, and present the proposal at the July 10, 2019, regular Board meeting.
- **Employee Evaluation Forms:** Stott and Ransom submitted their Employee Evaluation Form to the Board for review and approval. Wilbur moved to accept the form as presented. Motion seconded by Jolley and unanimously approved.
- **WYDOT Airport Economic Impact Study:** WYDOT Aeronautics has begun Phase 1 of a new statewide airport economic impact study. An intern from the University of Wyoming will be on site conducting visitor surveys the week of July 15, 2019. Data will be collected from departing commercial and general aviation visitors, or by completing an online survey via the Airport's Wi-Fi.

- **Vehicle Access Gate:** Wick of Morrison - Maierle discussed the installation of an access gate on the East perimeter fence for easier access to the executive hangars and the car wash station. Joel Simmons of Choice Aviation requested that the Board also consider installing a new gate at the FBO terminal. Wick will find out if the FBO gate can be added to the PFC application. Rasmussen moved to approve installation of an access gate to the executive hangars and the car wash facility, and to investigate the possibility of installing a new FBO gate for general aviation. Motion seconded by Odde and unanimously approved.
- **Terminal Backup Generator:** Wick discussed the generator and the possibility of adding this AIP item to the parking lot expansion project.
- **Credit Card Acceptance & Processing:** Braten discussed the need for the Administrative Office to take credit/debit cards. Odde moved to accept credit/debit cards as a form of payment. Motion seconded by Rasmussen and unanimously approved.
- **Laundry Service Provider:** Odde stated that this is an issue that should be handled by YRA administration.
- **Food Truck Event:** A request was made to allow food trucks at the old terminal parking lot. Board consensus was to take no action unless the request is submitted formally.
- **Employee Time Tracking System:** The Board briefly discussed using some sort of time-tracking system for the employees to clock-in and out. Administration will research more options to present at the July 10, 2019, Board meeting.
- **Shop Tools:** Ransom will put together a list of needed tools and prices for presentation at the July 10, 2019, Board meeting.

Staff and Board Member Update:

- None

Looking Ahead:

- Special Board Meeting: Wednesday, June 26, 2019, at 7:30 a.m.


Adjournment:

- Wilbur moved to adjourn the meeting. Motion seconded by Odde and unanimously approved. Meeting adjourned at 9:30 a.m.

Respectfully submitted,

**Cynde M. Braten
Administrative Office Assistant**

Approved By,


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