



# YELLOWSTONE REGIONAL AIRPORT

CODY, WYOMING

## BOARD MEETING MINUTES - JULY 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, Doug Johnston, Jordan Jolley, Heidi Rasmussen, Jack Way and Craig Wilbur

**Board Members Absent:** Hans Odde

**Also, Present:** Lisa Stott, Cynde M. Braten, Bruce Ransom, Wes Hanson, Eric Williams, Chris Mackie, Joel Simmons, Corey Field, Tim Wick, Gina Van Slyke, Chuck Walker, Sterling Reynolds, Leo Wolfson, Frank Page, Scott Bell, Scott Kolpitcke, Erin Fulmar and Jeremy Gilb

### **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 Rasmussen and unanimously approved.

### **Executive Session:**

Pursuant to W.S.S. 16-4-405(a) (ii) and W.S.S. 16-4-405(a) (ix)

- 8:00 a.m. - Way moved to go into executive session. Motion seconded by Rasmussen and unanimously approved.
- 8:37 a.m. – Johnston moved to reconvene the regular Board meeting. Motion seconded by Rasmussen and unanimously approved.

### **Regular Meeting (reconvened)**

**Reading/Approval of the June 12, 2019, Board Meeting Minutes; June 26, 2019, Special Board Meeting Minutes; June 26, 2019, Executive Session Minutes:** Rasmussen moved to approve the minutes as stated above. Motion seconded by Way and unanimously approved.

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

Wilbur recommended transferring funds from the contingency fund. Hall stated he would not support this recommendation. Rasmussen informed the Board that the City of Cody has agreed to pay the airport quarterly, and will be meeting on Tuesday, July 16, 2019, and will be paying the airport \$45,000.00. Wilbur withdrew his recommendation.

**Committee/Tenant Reports/Public Comments:** Corey Field with Hertz/Dollar/Thrifty Car Rentals advised that business has increased and July and August look strong. Gina Van Slyke

with SkyWest reported to the Board that United Airlines will be pulling their 5:30 a.m. flight the middle of August. Van Slyke expressed her concerns.

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

- **Airline Boarding Report:** June 2019
- **Rental Car Report:** June 2019
- **2019/2020 Budget:** It was requested to put two additional line items in the budget to cover employee training and shop tool replacement, and to review holiday overtime.
- **FAA Annual Certification Inspection:** To be held August 14-16, 2019.
- **Disposal of Surplus Equipment:** Ransom presented the Board with a list of surplus equipment that is no longer being used by the Airport. Wilbur moved to dispose of the surplus equipment. Motion seconded by Way and unanimously approved.
- **TSA Law Enforcement Officer Reimbursement Program:** The current agreement ends on December 31, 2019. The new 2020 agreement is still pending.
- **Financial Audit:** Scheduled for August 19-21, 2019.
- **Operations Department Project Update:** The roof coating for the FEDEX hangar is in and it will take three days of dry weather to complete the project.
- **Copier Lease Update:** Under the terms of the new lease agreement for the copier, Yellowstone Regional Airport will receive a savings of approximately 50% as compared to the previous lease.
- **Veoci Software Training:** It was recommended that staff receive more training on the Veoci software.

**Unfinished Business:**

- **Commercial Apron Expansion:** Tim Wick with Morrison–Maierle provided an update on the Commercial Apron Expansion Project and requested Board approval of a pay request for Cody Electric in the amount of \$16,886.00. Johnston moved to approve the pay request. Motion seconded by Rasmussen and unanimously approved.
- **Airport Master Plan:** Morrison-Maierle has completed chapters three and four of the master plan and are currently working on chapter five. The Board will receive the chapters for review in the next few weeks.
- **Seal Coat & Pavement Marking Project:** Straight Stripe completed the job with no issues. Morrison-Maierle requested Board approval of a pay request for \$344,458.09. Rasmussen moved to approve the pay request. Motion seconded by Wilbur and unanimously approved.
- **Access Road and Parking Expansion Project:** Morrison–Maierle is waiting for a grant offer from the FAA; once approved a notice to proceed with design will take place.
- **PFC Application:** A letter to the airlines is being prepared.
- **Access Gate Update:** Quotes were obtained from SWI on the access lift gates for Roger Sedam and Choice Aviation. It is anticipated the installation of the gates will be completed by the fall of 2019. The Board requested Ransom obtain a second quote before proceeding with the project.
- **United Airlines:** A representative was on site to evaluate the moving of the podium in the holding area. United Airlines asked if Yellowstone Regional Airport would share the \$5,000.00 to \$13,000.00 estimated cost. It was noted that the request to move the podium originated with United Airline's.
- **Car Wash Facility Status:** The car rental companies inquired as to when the construction of the new car wash facility would proceed. The Board suggested having a work session after the budget committee meets again.
- **Public Records Policy:** No action to be taken at this time; policy is still in draft form.

- **WYDOT Airport Economic Impact Study:** WYDOT Aeronautics has begun phase one 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.
- **Credit Card Acceptance and Processing:** The new system is up and running.
- **Food Truck Event:** Marc Delquadro would like to host a food vendor event located on the general aviation area. Hall will contact Delquadro to get more details.
- **Employee Time Tracking System:** After getting staff recommendations, Rasmussen moved to purchase the Timedox Fingerprint Time Clock. Motion seconded by Johnston and unanimously approved.
- **Evaluation of Shop Tools:** A list was compiled of shop tools that are determined to be needed to help cover the shortage in the shop, SRE building and the terminal. The Board consensus was to delay purchase of the tools until after the Board reviewed the budget.

**New Business:**

- **New Postage System Proposal:** Pitney Bowes currently costs more than purchasing pre-printed, and postage stamped, envelopes from the USPS. Wilbur moved to approve changing systems and using the USPS envelopes. Motion seconded by Rasmussen and unanimously approved.
- **Parking Policy Review:** Ransom requested the Board consider changing the long-term parking policy because some vehicles have been parked on Airport property for over 10 years.

**Staff and Board Member Update:**

- None

**Looking Ahead:**

- Board Meeting: Wednesday, August 14, 2019, at 8:00 a.m.

**Adjournment:**

- Johnston moved to adjourn the meeting. Motion seconded by Jolley and unanimously approved. Meeting adjourned at 9:49 a.m.

**Respectfully submitted,**

**Cynde M. Braten  
Administrative Office Assistant**

**Approved By,**

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

