

BOARD MEETING – March 8th, 2017

The Yellowstone Regional Airport Regular Board Meeting was called to order at 8:00 a.m.

Board Present: Bob Adrian, Jack Way, Craig Wilbur, Hans Odde, Bucky Hall, Doug Johnston and Donny Anderson.

Absent:

Also Present: Bob Hooper, Lori Rhodes, Karina Black, Bruce Ransom, Frank Page, Tim Wick, Scott Bell, Corey Field, Gene Wasia, Bob Whisonant, Dave Jenkins, John Brouillette, Debbie Weckler, Dustin Spomer, Max Miller, Todd Simmons, Joel Simmons, and Beverly Shaw.

Pledge of Allegiance

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

Acceptance of Agenda: Bob Adrian proposed moving Item VIII New Business discussion immediately following the review and approval of bills and bank reconciliations. Jack Way made the motion to accept. Hans Odde seconded. All those present voted AYE. Motion carried.

Reading / Approval of the February 8th, 2017 Board Minutes: Doug Johnston made the motion to approve the minutes as written. Bucky Hall seconded. All those present voted AYE. Motion carried.

Review / Approval of Bills and Bank Reconciliations: Craig Wilbur made a motion to approve the bills. Bucky Hall seconded. All those present voted AYE. Motion carried.

New Business:

- Bob Hooper reported that the current signatory landing fee, charged to commercial airlines and cargo operations, is \$.85 per 1,000 pounds and the non-signatory landing fee is \$1.30 per 1,000

pounds. He has had correspondence with SkyWest Airlines regarding a proposed increase in landing fees, and they have no objection. Bob Hooper requested board recommendation whether to increase landing fees or leave them at the current rate. Bob Adrian reiterated the proposed landing fee increase to \$1.05 per 1,000 pounds for signatory, and \$1.60 per 1,000 pounds for non-signatory, as discussed in the February 22nd, 2017 budget work session. Bucky Hall made the motion to approve. Jack Way seconded. All those present voted AYE. Motion carried.

- Bob Hooper requested board review and recommendation of the \$.08 per gallon fuel flowage fee. Bob Adrian reiterated that \$.08 was the going rate across the state, as discussed in the February 22nd, 2017 budget work session and board consensus was to leave the fuel flowage fee at \$.08.
- Bob Hooper requested board review and recommendation of the current hangar lease lot rates for private and commercial hangars. He stated that current lease lot rates are \$.15 per square foot, per year for hangar lots located on hangar row, and \$.20 per square foot, per year for hangar lots located on the general aviation ramp. Bob Adrian opened up the floor for discussion. Private hangar owners John Brouillette, Bob Whisonant, and Beverly Shaw provided comments regarding the hangar lot lease rate increase. Todd Simmons of Choice Aviation stated that they pay \$40,000 a year in lease payments, and it is a substantial increase. **The correct amount in lease payments for Choice Aviation, in 2016, was \$31,053.83.** Hans Odde asked Todd Simmons if aircraft owners were not willing to build at YRA due to the economy, or due to the fact that hangar lot lease rates may be raised. Todd Simmons stated he could not provide the answer, and that Choice are the only people to build a hangar in the last fifteen years. **The correct number of hangars constructed in the last fifteen years, in addition to the Choice hangar, is four, plus a car rental car wash has been constructed, and one more hangar is under contract to be constructed in 2017.** Doug Johnston made the motion to keep hangar lease lot rates at the current rate until 2018. Donny Anderson seconded. Doug Johnston, Hans Odde, and Donny Anderson voted AYE. Jack Way, Craig Wilbur, and Bucky Hall voted NAY. Chairman Bob Adrian voted NAY. Motion failed. Craig Wilbur made the motion increase hangar lot lease rates by 2.5 cents per square foot, per year for hangars located on hangar row, and 3.5 cents per square foot, per year for hangars located on the main general aviation ramp. No second. Motion failed. Bucky Hall made the motion to raise hangar lot lease rates by one cent per square foot, per year for the hangars located on hangar row, and two cents per square foot, per year for the hangars located on the main general aviation ramp, for the next three years, dependent on

the airport attorney's interpretation of the lease statement stating that rates may only be raised every three years. Hans Odde seconded for purpose of discussion. Bucky Hall voted AYE. Craig Wilbur, Jack Way, Doug Johnston, Donny Anderson, and Hans Odde voted NAY. Motion failed. Hans Odde made the motion to increase hangar lot lease rates by 1.5 cents, per square foot, per year on all hangar lots. Bucky Hall seconded. Jack Way, Hans Odde, Bucky Hall, Doug Johnston, and Donny Anderson voted AYE. Craig Wilbur voted NAY. Motion carried.

- Bob Hooper requested board review and recommendation on any other rates and charges not listed above. No discussion.

Unfinished Business:

- Scott Bell and Lean Engineering provided an update on the Approach Analysis Study.

Airport Manager's Report:

- Bob Hooper provided the airline and car rental reports for the month of February.
- Bob Hooper reported that the beacon went out last week, and that parts were ordered and are on the way.
- Bob Hooper reported that the perimeter fence has been repaired from the January 27th, 2017 automobile incident.
- Bob Hooper reported that the application for participation in the 2018 Air Service Enhancement Programs, for CY Air, was submitted to Wyoming Aeronautics.
- Bob Hooper provided an air service update reporting that United Airlines will resume daily seasonal service to Denver on May 5th, 2017, as well as offering non-stop service between Chicago and Cody, one day a week, from June 10th through August 13th, 2017. He also announced that SkyWest Airlines will increase summer service to Sal Lake, starting June 1st, 2017 to three daily flights Monday through Friday, and five daily flights on Saturday and Sunday.
- Bob Hooper reported that the Airport Concession Disadvantaged Business Enterprise Uniform Report was filed with the FAA DBE office on March 1st, 2017.
- Bob Hooper stated that the TSA Annual Inspection occurred on February 27th and 28th, 2017 and found no areas of correction.
- Bob Hooper reported that the LGLP insurance renewal application was submitted, and that LGLP will have premium options in the May/June timeframe for board review and concurrence.
- Bob Hooper stated that the Wyoming Airport Operators Association has awarded education assistance for Bruce Ransom to complete the AAAE 40 hour class to earn his C.M. designation.

- Bob Hooper reported that an annual report of arrival and departure information for passenger and freight air carriers, required by Wyoming Department of Revenue, was filed on March 2nd, 2017.
- Bob Hooper reported that the FAA Form 5010 has been submitted to the FAA.
- Bob Hooper stated that Airport Operation and Administrative staff completed First Aid training on February 22nd, 2017, as required by the airport's FAA 139 procedures.
- Bob Hooper reported that a representative from Wyoming Retirement System would be on-site March 9th, 2017, to provide an employee training session.

Unfinished Business (continued):

- Bob Hooper reported that grant application AIP 36 Commercial Apron Expansion has been submitted to the FAA and State Aeronautics for review and approval.
- Bob Hooper reported that the Environmental Assessment for the land acquisition of the property bordering the airport has been submitted to the FAA for review and approval.
- Bob Hooper recommended board approval of Choice Aviation's request to close air space during the Annual Air Fair, based on responses received by primary users of the airport. Bucky Hall made the motion to approve. Craig Wilbur seconded. All those present voted AYE. Motion carried.

Looking Ahead:

- Next board meeting is planned for April 12th, 2017, 8:00 am.
- FAA Northwest Mountain Conference – Seattle – March 20th-22nd, 2017
- Bruce Ransom will be attending the AAAE 40 hour accreditation training on March 20th through 25th, 2015
- FAA required Wildlife Hazard Management Training will take place April 4th, 2017.

Budget Workshop:

- Bob Hooper presented the FY 2017/2018 proposed budget to the board.

Adjournment: Meeting was adjourned at 11:20 am.

Respectfully submitted,

***Lori Rhodes
Office Manager***

Approved By,

***Bob Adrian
Chairman, Joint Powers Board***