

WAYNESVILLE-ST ROBERT JOINT AIRPORT
BOARD MEETING
MINUTES
October 24, 2023

In Attendance:

Board: Chairman George Lauritson*, John Doyle, Anita Ivey, Bill Taylor, Miriam Jones, Doug Spitalny, Randy Becht

Staff: Mike Guy

Guests: Allen Moll, Renea Lazarini, Kristia Parker, Ryan Lorton*, Bob Crain*, Robert Osbourne*, Mark Parker, Erin Younkin*, Don Payne*, Kevin Downey*, Dave Robinson, Cindee Irvine, Carola Prewett*, Renea Lazzarini

**Signifies Online Participation (Zoom)*

- **Call to Order:** Vice Chairman Doyle called the meeting to order at 3:00 p.m.
- **Approval of Minutes:** Chairman Lauritson made a motion to approve the meeting minutes from September 26, 2023. The motion was seconded by Doug Spitalny. The motion passed.
- **Comments by Guests-** No Comments.
- **Budget-** Chairman Lauritson made a motion to approve the budget. Randy Becht seconded the motion. Motion passed unanimously.
- **FY 2024 Budget (Final)-** Vice Chairman Doyle discussed the 2024 budget. There will be a need to review proceeds from grant mid year in order to make sure we are where we need to be. Randy Becht made a motion to approve the 2024 Budget. Doug Spitalny seconded the motion. Motion passed unanimously.
- **Airport Operations Manager-** Mike Guy stated that September was a very slow month for fuel sales. Sales have picked up for the month of October. Fuel filters that were just changed out have been recalled; every Airport will have to reorder fuel filters. The 3,000 Gallon Fuel Truck is about to be removed for maintenance. Gear box is leaking fuel; needs to be repaired.
- **Contour Airlines Update-** Carola Prewett stated everything is going really well. Matt Chaifetz is traveling and unable to attend the meeting. Enplanement numbers are provided.
- **Columbia Airport Tour Update-** Slideshow provided to the board. Vice Chairman Doyle discussed the proposed layout for the new terminal building for TBN; pictures from the Columbia Airport Tour helped give some insight into what each space on the layout represented.

- **Burns & McDonnell Engineering Update- Terminal Design Update-** Ryan Lorton stated that they are on track for the 35% submittal; update meeting to be held tomorrow and will provide a more in depth update then. Vice Chairman Doyle stated that reviews on the 35% submittal are due in a timely manner. 65% submittal will be here very soon and we aren't going to have 35% comments at the 65%. Vice Chairman Doyle requests that any group that is reviewing would send comments to Miriam and we can send to Engineers. All comments come through Waynesville and be disseminated to the group by Waynesville.

- **Airport Terminal Project- Follow-up meetings**
 - 35% Submittal- October 25, 2023 at 1:00 p.m.

- **SOP Marketing Report-** Erin Younkin discussed the marketing report; most encouraged with the organic engagement with social media; discouraged with Google. Google recommends an increase in the budget however not feasible.

- **Other Business-** Vice Chairman Doyle would like everyone to remember that 35% submittal comments are due now not at 65%.

There was a need for a closed session. Chairman Lauritson made a motion to go into closed session. Randy Becht seconded the motion. Board entered closed session at 3:33 p.m. Board returned to open session at 3:57 p.m. With no further business, Vice Chairman Doyle adjourned the meeting at 3:57 p.m.

Next meeting: Tuesday, November 28, 2023, at 3 p.m. at Saint Robert City Hall.