

WAYNESVILLE-ST ROBERT JOINT AIRPORT  
BOARD MEETING  
MINUTES  
February 22, 2022  
3:00pm

**Attendance:**

**Board:** Chairman Lauritson, Randy Becht, John Doyle, Anita Ivey, John Moore, Clarence Liberty

**Staff:** Miriam Jones, Douglas Potts, Mike Guy

**Guests:** Erin Younkin, Ryan Lorton, Carola Prewitt, Allen Moll, Dave Robinson, Renea Lazzarini, Mayor Jerry Brown, Kristia Parker, Carola Prewett, Walter Mattil, Dorsey Newcomb, Ted Christensen, Martha Miller

**Media:** Darrell Maurina

1. **Call to Order:** Chairman Lauritson called the meeting to order at 3:00pm
2. **Approval of Minutes:** Randy Becht made a motion to approve the meeting minutes from January 25, 2022. Motion was seconded by John Doyle. The motion passed.
3. **Reports by Staff**
  - a. **Administration:**
    - i. **Budget-** The budget was provided to the Board which reflects 16% of the year. Revenue from fuel sales is exceeding budget expectations. Revenue is tracking at 14% and expenses tracking at 13%. Anita Ivey made a motion to approve the budget. Randy Becht seconded the motion. Motion approved.
    - ii. **Airport Operations Manager-** Mike Guy stated that fuel sales are up. The trailer that was ordered to hold the fuel tanks for fueling ground equipment has been received.
4. **New Business:**
  - i. **SkyWest Airline Update-** Ted Christensen provided an update for SkyWest. As SkyWest works through staffing challenges, they are combining services in a dozen or so communities to ensure they can provide as much reliable service as possible in the Essential Air Service program. For TBN this means that flights will be stopping in Decatur, IL (DEC) to and from Chicago (ORD). Chairman Lauritson asked if people flying out of Waynesville Saint Robert Airport (TBN) can purchase tickets to Decatur (DEC). Ted Christensen stated yes, they can. The way the flights will work is the flight will come from ORD to DEC, DEC to TBN, TBN to DEC, DEC to ORD. Those that are flying to ORD will stay on the plane during the layover, they will not be allowed off the plane at that time. John Doyle questioned how long the layover would be. Ted Christensen estimated 30 to 35 minutes however he will double check on that. John Doyle asked how long this change in flight schedules would last. Ted Christensen stated that right now this is in place up to summer time frame. Whether or not it will extend past that he is unsure.
  - ii. **Part 139 ACM Inspection Follow Up-** John Doyle provided the punch list from FAA on items that still needed to be addressed after the recent Part 139 Inspection. Mr. Doyle discussed these items. Dave Robinson and Mike Guy provided feedback in order to correct any outstanding items. There are a few maps that need to be updated and our Engineers have been tasked with that.
  - iii. **TBN TAMP Revisions**
    - a. **Site Approval for Airport Terminal-** Meeting is set for February 23, 2022
    - b. **TBN TAMP Follow Up Meeting-** Meeting set for March 3, 2022
  - iv. **Burns & McDonnell Engineering Update**
    - a. **Terminal Area Master Plan-** Ryan Lorton discussed the last Terminal Area Master Plan meeting that was held with the Garrison Command. At this meeting it was determined that the Garrison Command was not in favor of the original location for the Terminal

(Alternative B location) and that the preferred location was Alternative C. Ryan Lorton stated that he had a follow up meeting with MoDOT Aviation and FAA afterwards and was given direction to provide an updated Terminal Area Master Plan with Alternative C being the selected site and resubmit. Once resubmitted and approved then can still move forward with the NEPA. Ryan Lorton stated that before he resubmits the plan, he will bring forward for all to review at the upcoming TBN TAMP follow up meeting. Chairman Lauritson asked what the timeline would be for moving forward with the Environmental Assessment. Ryan Lorton stated that before it was 3 months but now due to resubmitting paperwork and waiting for approval looking at 6 months. There was a concern that with the new site selection there would need to be a full Environmental Assessment however that will not be the case. A NEPA re-evaluation is still acceptable.

- v. **Air Service Grant Program Update-** Mr. Doyle discussed an email that was received from Amy Ludwig with MoDOT Aviation regarding the Air Service Grant. MoDOT is unable to issue the air service grant in FY 2023. We still have funding available from the FY 2021 grant and SkyWest also has funding that they have dedicated to marketing. These funds should help get us through until MoDOT is able to issue another air service promotional grant.
- vi. **SOP Marketing Report-** Erin Younkin stated that 1,000 more people were reached through Facebook and there have been good reviews over the last couple of months. The optimization score stayed about the same as last months at 69.8%. Keywords which included 'fort leonard wood airport', 'airport flight information', 'travel to fort leonard wood' are honed in and seem to be very effective. SkyWest has given approval to resume advertising. Google MyBusiness is being utilized to support paid Google Advertising.
- vii. **2021 Market Review-** Mr. Doyle discussed the 2021 TBN Market Review provided by Gary Foss with ArkStar. Mr. Doyle directed the board to page 12 of the report that compared TBN with other airports based on direction of travel.

With no further business, Chairman George Lauritson adjourned the meeting at 3:29pm.

Next meeting: Tuesday, March 22, 2022 at 3pm at Waynesville City Hall.