

WAYNESVILLE-ST ROBERT JOINT AIRPORT  
BOARD MEETING  
MINUTES  
July 25, 2023  
3:00pm

**Attendance:**

**Board:** Vice Chairman John Doyle, Anita Ivey, John Moore, Randy Becht

**Staff:** Miriam Jones, Mike Guy

**Guests:** Allen Moll, Renea Lazzarini, Dave Robinson, Ryan Lorton, Bob Crain, Carola Prewett, Kristia Parker, Justin Collier, Matt Chaifetz, Kevin Downey, Walter Mattil

1. **Call to Order:** Vice Chairman Doyle called the meeting to order at 3:00 p.m.
2. **Approval of Minutes:** Randy Becht made a motion to approve the meeting minutes from June 27, 2023. Motion was seconded by Anita Ivey. The motion passed.
3. **Comments by Guests-** No Comments.
4. **Reports by Staff**
  - a. **Administration:**
    - i. **Budget-** The budget was provided to the Board. Budget is tracking revenues at 36% and expenses at 26%.
    - b. **Airport Operations Manager-** Fuel sales spreadsheet provided to the Board. Mike Guy stated the veeter root system would be in this week. It has been over a year since it was ordered.
5. **New Business:**
  - i. **Contour Airlines Update-** Matt Chaifetz stated there will be a minor schedule change next month for the flow of aircraft. The Dallas flight will leave earlier and there will be 4 flight legs instead of 6 in order to keep on track with on time performance and reliability.
  - ii. **Response Letter to TSA Letter of Investigation-** Response letter to TSA addressing the Military Police failure to respond to the TSA mandated duress alarm provided to the board for their review.
  - iii. **FAA Compliance and Safety Inspection Letter-** There were no maintenance or design deficiencies noted during inspection.
  - iv. **Burns & McDonnell Engineering Update**
    - a. **Terminal Building Design-** Ryan Lorton stated that cities passed ordinances for the Terminal Design. Moving forward with getting GeoTech onsite as soon as possible and get the design charrette and kick off meeting scheduled. Tentatively scheduled for August 10 in place of the monthly terminal project meeting.
    - b. **Airport Terminal Project-** Follow up meeting to be held August 10, 2023, at 1:00 p.m. at Waynesville City Hall.
  - v. **SOP Marketing Report-** Marketing Report provided to the board. No other update from SOP.

With no further business, Vice Chairman Doyle adjourned the meeting at 3:28 p.m. Next meeting: Tuesday, August 22, 2023, at 3 p.m. at Waynesville City Hall.