

WAYNESVILLE-ST ROBERT JOINT AIRPORT
BOARD MEETING
MINUTES
January 23, 2024

In Attendance:

Board: Chairman George Lauritson*, John Doyle, Miriam Jones, John Moore

Staff: Mike Guy

Guests: Allen Moll, Renea Lazarini, Jerry Brown, Cyndee Irvine, Amelia Trout, Daniel Mayfield, Matt Chaifetz*, Ryan Lorton*, Bob Crain*, Robert Osbourne*, Erin Younkin*, Carola Prewett*, Mark Parker*, Don Payne*, Martha Miller*, Kevin Downey*

**Signifies Online Participation (Zoom)*

Media: Darrell Maurina*

- **Call to Order:** Vice Chairman Doyle called the meeting to order at 3:00 p.m.
- **Approval of Minutes:** John Moore made a motion to approve the meeting minutes from November 28, 2023. The motion was seconded by Miriam Jones. The motion passed.
- **Budget-** Vice Chairman Doyle explained the revenue and expense lines for the Airport budget. The purchase(expense) of petroleum is \$300,000. Fuel sales(revenue) are typically \$350,000. Projected to make \$50,000(revenue) from fuel sales. Grant proceeds(revenue) which must have a project in place to receive funding pays for Engineering(expense) and Contract Work(expense). Other expenses include employees salary, payroll taxes, health insurance, lagers, land lease, utilities, property insurance, maintenance and operations. This comes out to be a net loss of \$340,000 which is split between the Cities.
- **Airport Operations Manager-** Mike Guy stated January fuel sales are on track, it is usually a slow month for sales. FAA completed their yearly inspection. A few things in the ACM that need to be corrected but other than that the inspection went well.
- **Contour Airlines Update-** Matt Chaifetz stated that he didn't have an update other than Contour has put in a couple of bids to other EAS cities and used Waynesville/Saint Robert as a reference, so the cities may receive a phone call.
- **Burns & McDonnell Engineering Update- Terminal Design Update-** Robert Osbourne stated that the revised 35% submittal was sent out on Friday, currently waiting for comments and will discuss at the 35% review meeting scheduled for January 24, at 10:00 a.m.
- **WSRA 2024 Marketing Contract-** Marketing contract provided to the board from LWI/SOP which covers all manual labor costs associated with the marketing efforts of the Waynesville-Saint Robert Regional Airport. Costs not to exceed \$14,500 for the contract term (1 March 2024 to 31 December 2024). Grant funding has been awarded

which will pay for this contract. Miriam Jones made a motion to approve the WSRA 2024 Marketing Contract. John Moore seconded the motion. Motion passes.

- **SOP Marketing Report-** Erin Younkin stated the google ads are struggling. We have maxed out all the ways to organically increase our ad score. Do not have the budget to put towards an improved Google Ad score because we're essentially competing with airports like Dallas and Nashville. Would like to see what we can do with our google ads score with some more organic work to our website, more regular/weekly posting on Google, and continued honing of our keywords.
- **Other Business-** Kevin Downey asked Miriam Jones if she had received his email requesting interior photos of the Airport Terminal Building 5002. He stated these pictures will conclude the lease which will then go to DASA then back to USACE for Meredith Harmon to sign. Vice Chairman Doyle stated just to confirm you are saying Meredith has sent an email out that the lease has to go to DASA then back to USACE for signature. Kevin Downey stated yes.

With no further business, Vice Chairman Doyle adjourned the meeting at 3:32 p.m. Next meeting: Tuesday, February 27, 2024, at 3 p.m. at Saint Robert City Hall.