

WAYNESVILLE-ST ROBERT JOINT AIRPORT  
BOARD MEETING  
MINUTES  
October 25, 2021  
3:00pm

**Attendance:**

**Board:** Chairman Lauritson, Randy Becht, John Doyle, Bill Taylor, Anita Ivey

**Staff:** Miriam Jones

**Guests:** Erin Younkin, Robert Crain, Dave Hadel, Ryan Lorton, Carola Prewitt, Allen Moll, Dave Robinson, Walter Matill, Renea Lazzarini, Dorsey Newcomb, Amanda Koren, Darlene Battle

**Media:** Darrell Maurina

1. **Call to Order:** Chairman Lauritson called the meeting to order at 3:00pm
2. **Approval of Minutes:** Bill Taylor made a motion to approve the meeting minutes from September 28, 2021. Motion was seconded by Randy Becht. The motion passed.
3. **Reports by Staff**
  - a. **Administration:**
    - i. **Budget-** The budget was provided to the Board which reflects 83.3% of the year with expenses tracking at 87%. Randy Becht made a motion to approve the budget. Bill Taylor seconded the motion. Budget approved.
    - ii. **Airport Operations Manager-** The fuel sales spreadsheet was provided to the board. SkyWest has fueled 18 times so far for the month of October.
4. **New Business:**
  - i. **Executive Order 14042-** Chairman Lauritson discussed Executive Order 14042. This order which was passed by President Biden requires Federal Contracted employees to get the COVID-19 vaccine. This includes our employees at the Airport.
  - ii. **SkyWest Airline Update**
    - a. **Fuel Requirements-** SkyWest requires unleaded and diesel fuel for their ground equipment. At this time moving forward with barrels that will hold the fuel. Eventually would like to upgrade to fuel trailer which would provide a cleaner service.
    - b. **Baggage Handling/ Covered baggage carts-** The baggage carts do not have a top cover over them to provide coverage during inclement weather so we are currently looking into purchasing tops for the carts.
    - c. **Baggage Handling/ Building used for baggage claim-** The baggage area is not large enough to hold all of the baggage at this time, it fills the waiting area of the terminal. We would like to improve this and provide additional room for baggage to be kept.
    - d. **Inboarding & Outboarding passenger separation requirement-** There needs to be a way to keep the inboarding and outboarding passengers separated in the terminal, looking at options to be able to provide this separation.
  - iii. **Furniture/TV/Cable at Airport-** Additional chairs have been purchased for the terminal waiting area. TV and Cable will also be provided in the additional trailer that will be used for a waiting area. There was a request for the Weather Channel to be provided and that has been addressed.
  - iv. **Burns & McDonnell Engineering Update-** Robert Crain gave a brief update from Burns & McDonnell. Mr. Crain stated that they received the approval from MODOT to move forward with the Environmental Assessment for the Terminal Area Master Plan.
  - v. **SOP Marketing Report-** Erin Younkin provided the board with the marketing report. The optimization score is now at an 83.4%. Focusing on the key words that are relevant to our airport has helped our score continue to climb. The top three pages visited on the website are the Home page, Book a Flight page and Traveling to FLW page. Ms. Younkin discussed the

Inaugural Flight Event post on the Facebook page, there were some positive and negative comments posted. The negative comments have been addressed.

Next meeting: Tuesday, November 23, 2021 at 3pm at Saint Robert City Hall.

With no further business, Chairman George Lauritson adjourned the meeting at 3:50pm.