

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

Attendance:

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

Staff: Miriam Jones, Douglas Potts, Mike Guy

Guests: Erin Younkin, Ryan Lorton, Bob Crain, Carola Prewitt, Allen Moll, Dave Robinson, Renea Lazzarini, Mayor Jerry Brown, Kristia Parker, Carola Prewett, Walter Mattil, Dorsey Newcomb, Don Payne, Daniel Belmont, Kevin Downey, Keith Pritchard, Ralph Parker

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 February 22, 2022. Motion was seconded by John Doyle. The motion passed.
3. **Comments by Guests-** No comments.
4. **Reports by Staff**
 - a. **Administration:**
 - i. **Budget-** The budget was provided to the Board which reflects 25% of the year. Revenue from fuel sales has exceeded budget expectations. Revenue is tracking at 26% and expenses tracking at 21%. Clarence Liberty made a motion to approve the budget. John Doyle seconded the motion. Motion approved.
 - ii. **Airport Operations Manager-** Mike Guy stated that fuel sales have increased and so has the price of fuel.
5. **New Business:**
 - i. **MoDOT Administrator of Aviation Announcement-** MoDOT Aviation sent an email regarding Amy Ludwig's replacement which will be Kyle LePage. The MoDOT aviation team is working hard to make this transition as smooth as possible.
 - ii. **TBN TAMP Revisions**
 - a. Site Approval for Airport Terminal- Mr. Doyle stated that he is pleased with the progress of how quickly the site location for the new airport terminal was approved. The site location map with approval letter was provided to the board. Mr. Doyle stated that at the last follow up meeting for the Terminal Area Master Plan there was discussion to continue having follow up meetings to establish action items with all contacts at the Cities, Fort Leonard Wood and Engineers. An email will be sent out with the next meeting date.
 - iii. **Burns & McDonnell Engineering Update**
 - a. Terminal Area Master Plan- Bob Crain stated that the updated Terminal Area Master Plan focuses on the approved site location for the terminal and has been sent to FAA and MoDOT for review. Once we receive the approval from both FAA and MoDOT the next step will be the Environmental study. Also, will need to do a Meets and Bounds Survey.
 - iv. **Terminal Funding Update-** Dorsey Newcomb discussed the \$9M federal funding that will be approved for the construction of the new terminal building. Mr. Newcomb is still waiting to hear if the \$3M from state funding will be approved.
 - v. **SkyWest Airline Update- 90 Day Termination Notice-** Due to pilot staffing challenges across the airline industry SkyWest Airlines has given a 90-Day notice to terminate Essential Air Service. Daniel Belmont stated that he will be able to provide a better understanding of their timeline after April 11.

- vi. **Transition of Air Service Providers**
 - a. Essential Air Service vs Alternate Essential Air Service- John Doyle discussed the transition that will have to take place in order to keep our airline service uninterrupted. Mr. Doyle stated that contact has been made with Mike Mooney with Volaire Aviation. Mr. Mooney provides services to help rebid the air service for the airport. There will be a closed session in order to give board members an opportunity to discuss the contract from Mr. Mooney.
 - vii. **SOP Marketing Report-** Erin Younkin provided the updated marketing report. Our optimization score rose to 73.7%. We made gains in all of the right places. Our ad had fewer impressions, but our click through rate and number of clicks went up yet our cost per click and total cost went down. This tells us that we have honed in on the right keywords and our ad is being shown to those who are interested in our service.
- 6. Closed Session-** The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to RSMo 610.021 for: (12) Contracts- Clarence Liberty made a motion to go into closed session. Randy Becht seconded the motion. Board entered closed session at 3:22pm. Board returned to open session at 3:31pm.
- 7. Other Business**
- a. Motion for Volaire Aviation Consulting Services- Clarence Liberty made a motion to accept the contract with Volaire Aviation for Consulting Services. John Doyle seconded the motion. Motion approved.

With no further business, Chairman George Lauritson adjourned the meeting at 3:33pm.

Next meeting: Tuesday, April 26, 2022 at 3pm at Saint Robert City Hall.