

WAYNESVILLE-ST ROBERT JOINT AIRPORT  
BOARD MEETING  
MINUTES  
July 26, 2022  
3:00pm

**Attendance:**

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

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

**Guests:** Ralph Parker, Erin Younkin, Bob Crain, Dave Robinson, Dorsey Newcomb, Walter Reese, Mark Parker, Carola Prewett, Allen Moll, Clint Dobry, Chris Reddington, Renea Lazzarini

**Media:** Darrell Maurina

1. **Call to Order:** John Doyle called the meeting to order at 3:00pm
2. **Approval of Minutes:** Clarence Liberty made a motion to approve the meeting minutes from June 28, 2022. 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 which reflects 58% of the year. Revenue is tracking at 66% and expenses tracking at 71%. Anita Ivey made a motion to approve the budget. Clarence Liberty seconded the motion. Motion approved.
    - ii. **Airport Operations Manager-** Mike Guy stated the price of jet fuel has gone down. The Fuel truck's 3,000 Gallon depth system is messed up so amount shown has gone down. The circuit board for the gate at the FBO has been repaired. The Veeter root and lights to still be repaired due to lightning strike.
5. **New Business:**
  - i. **SkyWest Airline Update**
    - a. **Application from SkyWest Charter for a Commuter Air Carrier Authorization-** No update provided.
  - ii. **Essential Air Service Selection Update-** Contour will provide service from TBN to Nashville with a potential start date of October 1.
  - iii. **Burns & McDonnell Engineering Update**
    - a. **NEPA Re-Evaluation and Environmental Baseline Survey-** Bob Crain stated MoDOT has emailed the grant out for final approval. Trying to schedule site visit for NEPA Re-Evaluation the first 2 weeks of August.
    - b. **Terminal Area Master Plan-** Next Follow up meeting- September 13, 2022 at 2:00pm- Waynesville City Hall
  - iv. **Grant Funding Update-** Bob Crain provided update on grant funding to be used for the Terminal. \$3M from State General Revenue Funding with no match, \$9M Federal Funding with a 90%/10% match, \$3M ATP BIL Funding with a 95%/5% match.
  - v. **Certified Weather Observer-** John Doyle stated there have been some issues with the weather instruments going down. Typically, does not affect a large block of flights however there is a requirement to have a certified weather observer to provide weather update when automated machines are down. Fort Leonard Wood does not provide this service on the weekends for commercial flights per agreement with cities. Mr. Doyle is looking for a back up plan in order to provide this service. Looking at options of training FBO personnel or utilizing personnel with Fort Leonard Wood who are already certified weather observers and update agreement to include these services.

- vi. **SOP Marketing Update-** Erin Younkin stated currently working to verify our account with Google. We need to submit certain documents to complete the verification process. Our ads account is paused until we can submit acceptable documents to Google for advertiser verification approval. Our optimization score rose to 70.5%. We've updated headlines to include more keywords in hopes of improving our impression numbers.

With no further business, John Doyle adjourned the meeting at 3:32pm. Next meeting: Tuesday, August 23, 2022 at 3pm at Saint Robert City Hall.