

WAYNESVILLE-ST ROBERT JOINT AIRPORT
BOARD MEETING
MINUTES
November 23, 2021
3:00pm

Attendance:

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

Staff: Miriam Jones, Douglas Potts

Guests: Erin Younkin, Robert Crain, Dave Hadel, Ryan Lorton, Carola Prewitt, Allen Moll, Daniel Belmont, Ted Christensen

Media: Darrell Maurina

1. **Call to Order:** Chairman Lauritson called the meeting to order at 3:00pm
2. **Approval of Minutes:** Clarence Liberty made a motion to approve the meeting minutes from October 25, 2021. Motion was seconded by Randy Becht. The motion passed.
3. **Reports by Staff**
 - a. **Administration:**
 - i. **Budget-** The current budget was provided to the Board which reflects 92% of the year. The 2022 Final Budget was also provided to the Board. Randy Becht made a motion to approve the budgets. Clarence Liberty seconded the motion. Budgets approved.
 - ii. **Airport Operations Manager-** There has been an increase in fuel sales since SkyWest has become the new Essential Air Service provider. Employees at the FBO have been coordinating and fueling planes, and winterizing equipment.
4. **New Business:**
 - i. **SkyWest Airline Update-** Daniel Belmont provided the update for SkyWest Airlines. Mr. Belmont stated that while service is still new, he is very pleased with bookings and impressed with the level of increase. The month of November so far is out performing October levels. October had a 25% load factor. November currently looking like a 30% load factor. December is looking to be up another 5-6% from November. January is trending above December numbers approximately 2-3% higher. Holiday Block Leave flights have booked well with 142 booked outbound and 149 booked coming back in at the end of holiday block leave.
 - a. **Fuel Requirements-** There are fuel requirements needed for the ground equipment that SkyWest uses. The cities have ordered unleaded and diesel fuel tanks to fuel the ground equipment along with a trailer that will hold the tanks. At this time, it will be approximately 10 weeks before receiving.
 - ii. **Part 139 ACM Update-** There was a need for the Part 139 Airport Certification Manual to be updated due to the change in Air Carrier Service and aircraft type. These revisions have been completed.
 - iii. **Furniture/TV/Cable at Airport-** There was a request for the Weather Channel to be added on and that request has been fulfilled. Carola Prewitt stated that the cable box wasn't working and that Cable America would be out to service it.
 - iv. **Burns & McDonnell Engineering Update**
 - a. **NEPA Re-Evaluation Scope of Services & Consultant Agreement-** The NEPA Re-Evaluation consultant agreement was presented to the board. After discussing the agreement Randy Becht made a motion to approve the NEPA Re-Evaluation Scope of Services and Consultant agreement. Clarence Liberty seconded the motion. Motion passed.

- b. **Capital Improvement Plan (CIP)- Due December 15, 2021-** Ryan Lorton stated that he will work with Miriam and cities to update and get out for review.
- v. **SOP Marketing Report-** Erin Younkin stated that she completed a new social media kit, updated rack cards and ordered new mats for the Terminal.

5. **Other Business-** Doug Spitalny stated that Carola Prewitt had mentioned that SkyWest was looking for a mechanic on site. Mr. Spitalny believes there is potential for Lake Aviation to come over and set up shop. He would like the City and SkyWest to consider a joint effort to funding the mechanic shop.

There will not be a meeting in December.

Next meeting: Tuesday, January 25, 2022 at 3pm at Waynesville City Hall.

With no further business, Chairman George Lauritson adjourned the meeting at 3:37pm.