

WAYNESVILLE-ST ROBERT JOINT AIRPORT  
BOARD MEETING  
MINUTES  
January 24, 2023  
3:00pm

**Attendance:**

**Board:** Chairman George Lauritson, Vice-Chairman John Doyle, Anita Ivey, Clarence Liberty, Randy Becht, Bill Taylor

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

**Guests:** Erin Younkin, Bob Crain, Ryan Lorton, Dave Robinson, Patrick Daniels, Kevin Downey, Dorsey Newcomb, Allen, Carola Prewett, Matt Chafeitz, Don Payne

**Media:** Darrell Maurina

1. **Call to Order:** Vice-Chairman Doyle called the meeting to order at 3:00pm
2. **Approval of Minutes:** Clarence Liberty made a motion to approve the meeting minutes from November 22, 2022. Motion was seconded by Randy Becht. The motion passed.
3. **Reports by Staff**
  - a. **Administration:**
    - i. **Budget-** The budget was provided to the Board. Key items are fuel sales and proceeds from grants.
    - b. **Airport Operations Manager-** Mike Guy provided the fuel sales update. Fuel sales are back to normal. 14 total aircrafts have been fueled so far this month. The normal round per month is roughly 20 to 25 aircrafts.
4. **New Business:**
  - i. **Contour Airlines Update-** Matt Chaifetz stated he didn't have much to report. Enplanement numbers are good. There were some issues with the deicer. Mr. Chaifetz said there are several aircrafts being added to ensure reliable service.
  - ii. **CIP Projects-** Mr. Doyle discussed NPE grant funds that need to be used within the year. Tracking projects that qualify which include sealant and paint for the hangar pavement area, FBO parking area and FBO concrete area by fuel containment pad. Also on the list is equipment which includes a tractor, snow plow, and brush hog.
  - iii. **Burns & McDonnell Engineering Update**
    - a. **NEPA Re-Evaluation and Environmental Baseline Survey-** The targeted time frame for submittal of the NEPA and EBS is next week.
    - b. **Terminal Area Master Plan-** Follow up meeting February 9, 2023, at 1 p.m. at Waynesville City Hall.
  - iv. **2023 Marketing Costs-** Mr. Doyle stated that marketing grant funds have come to an end. We would still like to continue marketing at some extent. \$1250 per month is the new marketing proposal. Mr. Lauritson made a motion to approve the new marketing budget. Clarence Liberty seconded the motion. Motion passed.
  - v. **SOP Marketing Report-** Erin Younkin provided the marketing report. There was a jump in social media when new airline was announced. There has been a good reach on Instagram. Currently been in the process of transferring the website domain.

There was a need for a closed session. Randy Becht made a motion to go into closed session. Clarence Liberty seconded the motion. Board entered closed session at 3:21pm. Board returned to open session at 3:37 p.m.

Clarence Liberty made a motion to approve restricted area signage to be posted on the door exiting the terminal and to paint a pathway outside passenger terminal area from the plane to the terminal so that passengers know where to go. Motion was seconded by Bill Taylor. Motion passed.

With no further business, Vice Chairman Doyle adjourned the meeting at 3:39 p.m. Next meeting: Tuesday, February 28, 2023 at 3pm at Waynesville City Hall.