

WAYNESVILLE-ST ROBERT JOINT AIRPORT
BOARD MEETING
MINUTES
May 23, 2023
3:00pm

Attendance:

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

Staff: Miriam Jones, Mike Guy

Guests: Allen Moll, Renea Lazzarini, Ryan Lorton, Bob Crain, Carola Prewett, Kristia Parker, Robert Osborne, Jerry Thomas, Matt Chaifetz

Media: Darrell Maurina

1. **Call to Order:** Chairman Lauritson called the meeting to order at 3:00pm
2. **Approval of Minutes:** John Doyle made a motion to approve the meeting minutes from April 25, 2023. Motion was seconded by Clarence Liberty. The motion passed.
3. **Reports by Staff**
 - a. **Administration:**
 - i. **Budget-** The budget was provided to the Board. Budget is tracking revenues at 30% and expenses at 25%.
 - b. **Airport Operations Manager-** Mike Guy stated fuel sales for the month are decent.
4. **New Business:**
 - i. **Contour Airlines Update-** Matt Chaifetz stated flights have been good with a total of 2,000 passengers for the month of April. May is already trending ahead of April. Only had two segment cancellations in April. Now with the flights to Nashville and Dallas more civilians are using the service.
 - ii. **Burns & McDonnell Engineering Update**
 - a. **NEPA Re-Evaluation and Environmental Baseline Survey-** Bob Crain stated that the NEPA and EBS were sent to DPW. Kristia Parker stated that the lease package was reviewed by legal and hopefully by end of week be sent to IMCOM. Could take six months or more once IMCOM receives it.
 - b. **Terminal Design Draft Scope of Work-** Ryan Lorton stated that the scope of work was sent out for review to the cities, MoDOT, FAA, FLW. There will be a lot more involvement from FAA with the project and we have been assigned a project manager Justin Collier.
 - c. **Independent Fee Estimate Scheduling Purpose-** Still in discussion on fees for design. FAA is requesting an IFE to be performed.
 - d. **Airport Terminal Project-** Follow up meeting to be held June 8, 2023, at 1:00 p.m. at Waynesville City Hall.
 - iii. **SOP Marketing Report-** Miriam Jones provided the update from Erin Younkin since she could not attend. Twitter engagement and impressions were up over the last month because we specifically spent time with each tweet tagging tourism profiles and Missouri attractions. We desperately need our own images for Instagram. If we could get 4-5 pictures from the airport each month, that would help immensely. People want to see what the airport is like, who works there. Google Ads are back up and running and were very successful for us this month. We'll continue to monitor the most successful keyword phrases and work to optimize our ad score so that we can reach as many potential passengers as possible.

With no further business, Chairman Lauritson adjourned the meeting at 3:21 p.m. Next meeting: Tuesday, June 27, 2023, at 3pm at Waynesville City Hall.