

WAYNESVILLE-ST ROBERT JOINT AIRPORT  
BOARD MEETING  
MINUTES  
September 28, 2021  
3:00pm

**Attendance:**

**Board:** Chairman Lauritson, Randy Becht, John Doyle, Doug Spitalny, Bill Taylor, Clarence Liberty

**Staff:** Miriam Jones, Mike Guy

**Guests:** Erin Younkin, Robert Crain, Dave Hadel, Ryan Lorton, Carola Prewitt, Matt Chaifetz, Allen Moll, Don Payne, Dave Robinson, Walter Matill, Renea Lazzarini, Dorsey Newcomb

**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 August 24, 2021. Motion was seconded by Clarence Liberty. The motion passed.
3. **Comments by Guests:** No comments
4. **Reports by Staff**
  - a. **Administration:**
    - i. **Budget-** Mr. Doyle provided the board with the budget. The budget reflects 75% of the fiscal year with revenue tracking at 78% and expenditures tracking at 77%.
    - ii. **Breakdown of Available Grant Funding-** Mr. Doyle discussed the grant funding that was still available for the Airport. The Airport has a total of \$775,309 NPE funds available. \$4,570 of these funds need to be spent as soon as possible. There is a total of \$701,053.57 in general revenue funding that will need to be used on the Environmental Assessment for the terminal building.
    - iii. **2022 Preliminary Budget Review- October 2021-** Mr. Doyle will bring the preliminary draft budget to the next Airport board meeting in October for review and the final draft will be brought forward in November.
  - b. **Airport Operations Manager-** Mike Guy provided the board with the fuel sales for the month. Total fuel sold 4,540.20.
5. **New Business:**
  - i. **Contour Airline Update-** For the month of August there was a total of 797 enplanements and 627 deplanements.
  - ii. **SkyWest Transition**
    - a. **TBN Ground Support Equipment Needs-** All needs below have been discussed and addressed.
      - i. **Lavatory Services**
      - ii. **Water**
      - iii. **Fuel Supply- Unleaded/Diesel temporary alternatives**
      - iv. **Power Requirements**
      - v. **Internet/Communication casings**
      - vi. **FFDO**
    - b. **Time Schedules-** Mr. Doyle stated that the time schedules are still being reviewed.
    - c. **Fuel Sales Agreement-** Fuel Sales agreement is being discussed.
  - iii. **Burns & McDonnell Engineering Update**
    - a. **Environmental Assessment for Terminal-** Robert Crain stated that there would be a meeting with Amy Ludwig from MODOT Aviation to discuss the Environmental Assessment and all that would be required. Mr. Crain will send out an update after

meeting. Mr. Crain also stated that the Terminal Area Master Plan should be wrapped up and submitted for review once information for funding is put together.

- iv. **SOP Marketing Report-** Erin Younkin provided the board with the social media and website marketing report. A 70% optimization score was received from Google Analytics which is the highest score the team has seen this year. Mrs. Younkin will be transferring the website over to replace Contour images with SkyWest images. Mrs. Younkin discussed doing an inaugural flight event for SkyWest. She would like the boards input on putting together event. SkyWest will not provide any support for the event. Dorsey Newcomb discussed options of doing coverage of the airline through news media and less of an inaugural flight event. Chairman Lauritson would like to get KY3 to do a segment on the airline.

Next meeting: Tuesday, October 26, 2021 at 3pm at Waynesville City Hall.

With no further business, Chairman George Lauritson adjourned the meeting at 3:38pm.