

WAYNESVILLE-ST ROBERT JOINT AIRPORT
BOARD MEETING
MINUTES
November 22, 2022
3:00pm

Attendance:

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

Staff: Miriam Jones, Mike Guy

Guests: Kristia Parker, Erin Younkin, Bob Crain, Dave Robinson, Dorsey Newcomb, Allen Moll, Renea Lazzarini, Ralph Parker, Walter Mattil, Mark Parker, Cyndee Irvine, Sean Wilson, Carola Prewett, Keith Pritchard, 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 October 25, 2022. Motion was seconded by Randy Becht. The motion passed.
3. **Comments by Guests-** Keith Pritchard stated a national conference of CASAs is planned May 8th through 12th at Fort Leonard Wood but people planning to travel to the conference by plane had issues when trying to book flight and could not find any flights with Contour through DTS the military internal travel system. Mr. Pritchard would like this issue looked into and addressed so they are able to book flights and utilize the airport.
4. **Reports by Staff**
 - a. **Administration:**
 - i. **Budget-** The budget was provided to the Board which reflects 92% of the year. Revenue is tracking slightly over 100% and expenses tracking at 98%.
 - ii. **Final Budget 2023-** Final budget for 2023 provided to the board for approval. Clarence Liberty made a motion to approve the final budget for 2023. Randy Becht seconded the motion. Motion passes.
 - iii. **Updated Hangar Rental Lease-** Mr. Doyle stated after reviewing the Tee Hangar Storage Rental Lease discovered that there are two different types of leases. One is for aircraft storage and the other was for storage of non-aircraft items. Mr. Doyle would like to do away with the non-aircraft lease. Dave Robinson stated per FAA rules you are only allowed to store aircraft in the hangars. Mr. Doyle reviewed the price increase from \$135 to \$150 for the monthly rental rate. Mr. Doyle would like to entertain a motion to do away with the lease for storage of non-aircraft and set the lease rental price at \$150 for storage of aircraft. Clarence Liberty made a motion. Randy Becht seconded motion. Motion passes.
 - b. **Airport Operations Manager-** Mike Guy stated fuel prices have dropped but will most likely increase again. Pole lights are being installed that were damaged due to lightning strike. The courtesy car, crown vic, no longer operable, bad transmission. The station wagon from Saint Robert not in good shape either. Mike Guy recommends thinking about new courtesy cars if still want to have those. George Lauritson said if want to replace then we can replace. We will revise existing budget to include courtesy cars.
5. **New Business:**
 - i. **Contour Airlines Update-** Matt Chaifetz stated everything is going well for Contour. Mr. Chaifetz discussed flight schedules and stated all through passengers count as enplanements. Dorsey Newcomb stated that TBN is an option in DTS (military travel system), but shows a warning banner stating nonrefundable restrictions apply for TBN and is redirecting people to book flights to and from Springfield airport instead. Matt Chaifetz stated he has no access to

- the DTS system so someone from DTS needs to look into it and let him know so that they can work on issue together.
- ii. **Burns & McDonnell Engineering Update**
 - a. **NEPA Re-Evaluation and Environmental Baseline Survey-** Bob Crain stated we are on target for completion of the EBS and NEPA for end of year. Meeting minutes from the last Terminal Area Master Plan follow up meeting were provided in the packet. There was concern of longer wait time to get everything approved. Next steps are to develop a list of requirements for the construction of the new terminal facility and coordinate a property valuation for the proposed property lease.
 - b. **Terminal Area Master Plan-** Follow up meeting December 13, 2022, at 1 p.m. at Waynesville City Hall.
 - iii. **Grant Funding Update-** Mr. Doyle discussed anticipated grant funding sources which appear to be enough to do the terminal.
 - iv. **SOP Marketing Report-** Contour Airlines was able to provide a graphic that shows the scheduled flight times to and from Nashville and Dallas. This graphic has been shared on social media and can be found on the flyflw.com website. The flights to and from WSRA are through flights for Nashville and Dallas. Local passengers may need to book their tickets early to ensure they have a seat on the plane.

With no further business, Chairman Lauritson adjourned the meeting at 3:45pm. Next meeting: Tuesday, January 24, 2023 at 3pm at Saint Robert City Hall.