

WAYNESVILLE-ST ROBERT JOINT AIRPORT
BOARD MEETING
MINUTES
June 28, 2022
3:00pm

Attendance:

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

Staff: Miriam Jones, Mike Guy, Doug Potts

Guests: Sean Wilson, Amanda Koren, Kenny Howard, Ralph Parker, Erin Younkin, Ryan Lorton, Bob Crain, Dave Robinson, Randy Becht, Keith Pritchard, Dorsey Newcomb, Walter Reese, Doug Spitalny, Kevin Downey, Martha Miller, Mark Parker

Media: Darrell Maurina

1. **Call to Order:** John Doyle called the meeting to order at 3:00pm
2. **Approval of Minutes:** Clarence Liberty made a motion to approve the meeting minutes from May 24, 2022. Motion was seconded by Anita Ivey. The motion passed.
3. **Comments by Guests-** Keith Pritchard stated that the airport is among the top three in the final selection of location for the 2023 Annual conference Navy Seabee team event to be held in June. There are 123 civilian aids that participate in this event and will land F/A-18's at the airport. Mr. Pritchard will update the board if Waynesville Saint Robert Airport is selected.
4. **Reports by Staff**
 - a. **Administration:**
 - i. **Budget-** The budget was provided to the Board which reflects 50% of the year. Revenue is tracking at 45% and expenses tracking at 49%. Randy Becht made a motion to approve the budget. Clarence Liberty seconded the motion. Motion approved.
 - ii. **Airport Operations Manager-** Mike Guy stated that fuel sales are up. The automatic fuel shut off system has been installed. Employees have been busy cutting grass and conducting normal daily operations.
5. **New Business:**
 - i. **SkyWest Airline Update**
 - a. **Application from SkyWest Charter for a Commuter Air Carrier Authorization-** No one from SkyWest attended the meeting. No update provided.
 - ii. **Essential Air Service Selection Update-** Mr. Doyle stated that the EAS selection has been made. Contour was selected and will provide service from TBN to Nashville. At this time a start date is unknown.
 - iii. **Burns & McDonnell Engineering Update**
 - a. **NEPA Re-Evaluation Grant-** Ryan Lorton stated that he has reached out to MoDOT and the grant has been delayed. The original start date was July 5. That will change now since it is taking longer than MoDOT anticipated to get moving forward.
 - b. **Environmental Baseline Survey (draft)-** Ryan Lorton stated that we found out that an Environmental Baseline Survey will be needed for the Terminal Area Master Plan project. This information was provided at the last follow up meeting. FAA will review and update accordingly. The intent will be to amend the NEPA grant in order for things to continue moving forward.
 - c. **Terminal Area Master Plan-** Next Follow up meeting- July 12, 2022 at 2:00pm-Waynesville City Hall
 - iv. **SOP Marketing Report-** Erin Younkin provided the marketing report update. Overall impressions dropped, but the click through rate went up, meaning ads were seen by more

people who found them relevant. We'd like to see more website traffic and more clicks on our ads. We'll be writing a new blog post next month and we have updated the Google ad for July. The optimization score rose to 68.9%. Google recommends updating our headlines and updating our ad. That work has been done for the next month of ads. Keywords have also been adjusted in hopes of improving the optimization score for next month.

With no further business, John Doyle adjourned the meeting at 3:27pm. Next meeting: Tuesday, July 26, 2022 at 3pm at Waynesville City Hall.