

WAYNESVILLE-ST ROBERT JOINT AIRPORT
BOARD MEETING
January 26, 2021
3:00pm

Attendance:

Board: Chairman Lauritson, Randy Becht, John Doyle, Bill Taylor, Doug Spitalny, Anita Ivey, Sean Wilson

Staff: Miriam Jones, Mitch McDonald, Mike Guy

Guests via Zoom: Don Payne, Matt Chaifetz, Erin Younkin, Robert Crain, Ryan Lorton

Guests: Dave Robinson, Alan Moll, Carola Prewitt, Clarence Liberty, Walter Matill

Absent: John Moore

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 minutes from November 24, 2020. Motion was seconded by Randy Becht. 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. Board approved.
 - b. **Airport Operations Manager:** Mike Guy stated that the fuel sales are up and he has ordered stairs to better assist employees when refueling airplanes.
5. **New Business:**
 - i. **Contour Airline Update-** Matt Chaifetz discussed the grant agreement between DOT and Contour. Due to the grant agreement, Contour is currently operating 3 flights a day, seven days a week in order to meet the deadline to use the extra flights they have. Mr. Chaifetz stated that you can now book itineraries involving connecting flights with Contour and American Airlines on Contour website.
 - ii. **EAS Update-** Mr. Doyle discussed the Essential Air Service update from the Department of Transportation which states that with the signing of the Congressional Appropriations Act, 2021, the 10,000-enplanement requirement, \$1,000 cap and \$200 cap would not apply to EAS communities for fiscal years 2020 and 2021. Also, the EAS has been funded through September 30, 2021.
 - iii. **Part 139 Airport Certification Manual-** Mr. Doyle stated that a compliance letter had been issued for discrepancies identified during the administrative review of the airport records. Those discrepancies have been addressed and a letter was received that the inspection is closed and we are in compliance.
 - iv. **FY 2021 Air Service Grant- Project No. AIR 206-057B-1-** Mr. Doyle stated that the airport was awarded \$30,000 for the FY2021 marketing grant. This is half of what we typically receive which was expected. Mr. Doyle presented the board with a renewal for a contract with Lamar for the billboard located in downtown Waynesville by the Roubidoux bridge. The contract is for \$5,460 to continue for another year. The Airport board voted not to renew the contract. Mr. Doyle presented the board with another contract regarding advertisement for the Airport website on the Pulaski County USA website. There would be an ad displayed on their website that when clicked would direct you to the Airport's website. Board member Doug Spitalny suggests that the ad direct you to the Contour website instead of having to go to the airport website and then click another link to get to the Contour website in order to book tickets. Airport board agreed.
 - v. **SOP Contract- Air Service Grant Project No. AIR 196-057B-1-** Mr. Doyle presented the board with a contract from LWI/SOP to continue marketing for the airport for 2021. This will be covered by the previous marketing grant that was extended to December 2021 due to having funds that still needed to be expended.

- vi. **SOP Marketing Report-** Erin Younkin stated that there was no marketing for month of December but they have picked back up for January. She stated that she needs to contact the St Louis airport. There will not be a grant for fiscal year 2021 from the St Louis airport but they did offer to sponsor some contests for free tickets which will be good publicity for the airport. Matt Chaifetz stated that Contour would provide tickets for giveaways for the contests.

6. **Other Business**

- a. **Water leak on waterline/main to Airfield trailer-** Mr. Doyle discussed a water leak on waterline/main at the airfield by the terminal trailer. Mr. Doyle stated that a dig rite was put in for the area and the leak was fixed the next day after he was made aware of the situation.
- b. **Heater not working in Contour break room trailer-** There was an issue with the heater not working in the Contour break room trailer on two different occasions. Carola Prewitt stated that the heater is fixed and working now.
- c. **Maintenance of Parallel Taxiway- Sweeping of Taxiway-** Mr. Doyle presented the board with the agreement between Fort Leonard Wood and the cities for the parallel taxiway. The cities assume responsibility for all maintenance repair items on the taxiway in the joint use area. The taxiway needs to be swept every two weeks. Chairman Lauritson will coordinate this.
- d. **2021 Utility Rate Charges-** A letter was received from DPW Utility Program Manager showing utility rate changes for 2021.

There was a need for a closed session. Randy Becht made a motion to enter closed session. Doug Spitalny seconded the motion. Board entered closed session at 3:35pm.

Board returned to open session at 3:54pm.

Next meeting: Tuesday, February 23, 2021 at 3pm at St Robert Municipal Center.

With no further business, Chairman George Lauritson adjourned the meeting at 3:54pm.