AIRPORT BOARD MEETING MINUTES

September 2, 2021

1. **Call to Order/ Roll Call**

   The meeting was called to order by chairman Colton Roberts at 5:30 p.m. and a roll was taken showing that board members, Clyde Stansfield, and JR Bird were present. Kim Silvester from JUB was also present.

2. **Minutes**

   Minutes from the previous board meeting were not available and will be prepared and provided at the next meeting.

3. **Items**

   a. **Min Standards / Rules and Regulations**

   Kim Silvester presented on the finalized Rules and Regulations and Minimum Standards. The City Attorney has reviewed the documents and had no comments, so they can be voted on by the Board and sent on to City Council. After review and discussion, JR Bird motioned to present the Rules and Regulations and Minimum Standards to City Council for approval. The motion was seconded by Colton Roberts and carried unanimously.

   b. **FBO RFP**

   Kim Silvester presented the FBO RFP. The board discussed what elements of the proposal that they may want to revise in order to attract a Fixed Base Operator. The list of Required Services was reviewed, and Mrs. Silvester suggested moving “maintenance mechanics” to the optional, rather than required section of the RFP. The Board also discussed fuel sales, hangar fees, hours, on- call hours, room & board, and hangar maintenance & materials. It was determined that Joshua Bake would meet with Krayden Haslem to further discuss the position and what Roosevelt City would need to offer in order to secure an FBO. In addition to discussing what it would take to attract an FBO, the Board discussed the potential benefits of having an FBO including, marketing, and attracting new clientele to the airport.

   c. **Hanger Roof Contract Discussion**

   The board discussed previous bids for hangar roof repair. The deadline had past for accepting some of the bids. It was decided that repairing the hangar roof was in fact in the budget for this year and the finance officer, Rhonda Goodrich would look into it further to determine how much of that funding would be coming from grants. There was also a discussion of supply chain issues and when the best time to purchase materials might be. A contract decision was not made at this time.

d. **Monthly Meeting Day Change Discussion**

Kim suggested changing the meeting day. She said Thursday is fine, but requested it not be the first Thursday of each month. JR suggested second Thursday of the month and the day change was decided on. Airport Board meetings will now be the second Thursday of each month.

e. **Update the Based Aircraft Inventory List**

Based Aircraft Inventory List needs to be updated and validated by December. We need to designate somebody to take that responsibility. Aircraft must be based here to validate; they can't be claimed by somebody else. We need to make sure we have 10 or more aircraft based here because we can lose entitlements if we don't keep our list updated or have too few aircraft based here. Kim will send validation website to Colton; he will be responsible for validating aircraft.

4. **Adjourn**

Board member JR Bird motioned to adjourn and was seconded by Colton Roberts. The motion passed unanimously and the meeting adjourned at 6:30 p.m.