

City of Watertown

Proposed Airport Board Agenda
Watertown Regional Airport, 2416 Boeing Avenue
Watertown, South Dakota
January 24, 2020, 12:00 PM



Page

A. APPROVAL OF AGENDA

B. CONSENT AGENDA

- (1) Approval of the minutes of the Airport Board Meeting held on December 13, 2019 2
[December 13, 2019 Meeting Minutes](#)

C. PUBLIC COMMENT

D. REGULAR AGENDA

- (1) Airport update
(2) Engineering Service Contract with Helms & Associates
(3) Final Pay Order for J&J Earthworks for Taxiway Work

E. OLD BUSINESS

F. NEW BUSINESS

G. EXECUTIVE SESSION

H. MOTION TO ADJOURN

There may be a quorum of City Council present

Agenda Item B.(1) Approval of the minutes of the Airport Board Meeting h...

13 December 2019 Airport Board Meeting:

Members Present: Shannon Kruse, President; Gerald Rieber, Vice President; Mike Cartney, Secretary; Mike Tomlinson, Board member (via phone); Wes Wilkens, Board Member; Airport Manager Todd Syhre, Ex-officio; City Councilman Reid Holien, Ex-officio

Excused: Mayor Sara Caron, Ex-officio

Others present: Dan Chrisler (Public Opinion).

The meeting was called to order by the president. Gerry motioned to approve the agenda, seconded by Wes. Motion carried unanimously.

Wes W. motioned to approve the minutes from 15 November meeting, seconded by Mike C. Motion carried unanimously.

Public Comment: None.

Airport Update. By Todd S.

1. Todd requested help from the board in getting the word out about bag checking, gate closings and final door closing times. People have been arriving late and are then unable to check baggage or get on the plane. If you are checking bags, you must arrive in time TO BE CHECKED IN 45 minutes before your flight. The check-in counter closes 30 minutes before flight departure. You must be in line for TSA at least 15 minutes before your flight departure time as the door closes 10 minutes before departure time.
2. Mike Tomlinson discussed the Dashboard. Capture rate, ticket prices, enplanements, competitiveness with other airports, and load factors. We are doing well on all fronts, but there is a ways to go yet.
3. Todd shared some excellent statistics for operations. Skywest had a 100% completion rate (not counting weather issues) this period. We have a 48% load factor, as we shoot for 75% load factor to request additional flights. We will likely end that year with over 12,000 enplanements, despite not having service from January to April 8th this year. Fees remain very competitive thanks in large part to the exceptional work of ArkStar.
4. With the upcoming \$14M terminal project, increasing passenger loads, charter, rental cars, and other new services, the board strongly suggested the airport look at workload and personnel with the eye of needing to add personnel.
5. Board members suggested the possibility of having "lunch and learns" with area travel agents to help spread the word of the new airport environment. Also, the board members would like a weekly or monthly paragraph on things the airport would like highlighted/stressed to the public. This will ensure board members are talking with a unified voice on topics.

UPDATE: Airport manager to seek bids for the Fuel Farm expansion with consideration of bid alternates as requested by the Board. This project is in the Independent Fee Evaluation (IFE) phase. Once completed, the airport manager will finish up the bid specification and release it for bids.

New Business. None not previously discussed.

Old Business. The terminal project is in IFE. Refinement continues on airport operations procedures and dashboard.

Executive Session. No subsequent action taken.

Next Meeting. The normal meeting, per rule of 2nd Monday of every month, was moved to 17 January 2020..

Adjournment. Adjournment Motioned by Mike T, seconded by Wes W. Motion carried unanimously..

Respectfully submitted,

/S/

Mike Cartney
Secretary