

**PROPOSED AGENDA**  
**AIRPORT BOARD**  
**Watertown Airport Conference room**  
**Monday October 15th 2018 2:00 p.m.**

1. Approval of the Agenda
2. Approval of Minutes from the August 29<sup>th</sup>, 2018 Meeting
3. Update from Mead and Hunt on Terminal project
4. Airport update
5. Old Business
6. New Business
7. Executive session
8. Motion to adjourn

There may be a quorum of city council present

29 August 2018 Airport Board Meeting:

Members Present: Mark Schroeder, Vice President; Mike Cartney, Secretary; Les McElhaney, board member; Shannon Kruse, Board member; Gerald Rieber, Board member, Airport Manager Todd Syhre, Ex-officio

Others present: Mike Tanner (KWAT) and Dan Chrisler (Public Opinion).

The meeting was called to order by the vice president. Gerald motioned to approve the agenda as amended to include election of Officers, which was seconded by Shan. Motion carried unanimously.

**Engineering Proposals.** Todd S presented proposal from three architectural firms the associated scores from the federal rubrics. An early review team of four members had scored each proposal in accordance with the guidelines, resulting in the following scores: JLG 633; TSP 742; and Mead-Hunt 799. Through meaningful exchange with the board members, it was determined:

1. The board supported the scoring as presented. The board noted the following items in the discussions:
  - a. The rubrics used in scoring the proposals was from the federal government and the team appeared to have properly followed the guidelines.
  - b. The rubric was predominately objective in nature.
  - c. Mead-Hunt was scored consistently higher by all the scoring team members. There appeared to be no anomalies in the scoring.
  - d. Costs was explicitly not included in the scoring or discussions. No cost data was provided or reviewed.
  - e. The board had a high level of confidence in both of the top scoring firms and their proposed teams.
2. The board understood and concurred with the proposals scores.

Mike motioned that having briefly reviewed the proposals and team scores, the board finds them reasonable and recommends them to the Airport Manager and City Council. Shan seconded the motion. Motion passed unanimously.

**Election of Officers.** Having reviewed the board's charter, specifically in the area of election of officers, Shan Kruse was nominated by Les for the office of President. Shan accepted the nomination and the board elected him unanimously. Gerald Rieber was nominated by Mike for the office of Vice President. Gerald accepted the nomination and the board elected him unanimously. No candidates stepped forward for the position of Secretary, therefore Mike will retain that position for another year.

**Airport Update.** There were NO CANCELLED flights in the last Month! In addition, boarding are up about 30%, and we anticipate meeting the 10000 enplanements number in October. Current projections are for 13000 enplanements by the end of the year. Under a new promotion, from starting 5 September for approximately 2 weeks the first ten seats on each flight from Watertown and from Denver will be \$75 (a 25% discount).

**New Business.** Inviting the FBO ownership to the board meetings was discussed and taken for action by the Airport Manager. LATI announced they have hired a new full time flight instructor.

**Next Meeting.** The next Airport Board meeting was tentatively scheduled for 18 October.

**Adjournment.** Mike Cartney motioned to adjourn, Les McElhane seconded. Motion carried.

Respectfully submitted,

Mike Cartney

Secretary