

PROPOSED AGENDA
AIRPORT BOARD
Watertown Airport Conference room
Tuesday October 23rd 2018 12:00 p.m.

1. Approval of the Agenda
2. Approval of minutes
3. Update on Mead and Hunt terminal project
4. Old Business
5. New Business
6. Executive session
7. Motion to adjourn

There may be a quorum of city council present

15 October 2018 Airport Board Meeting:

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

Others present: Glen Vilhauer (City Council), Bob Babcock (Helms), Don Egert (KXLG), Mike Tanner (KWAT) and Dan Chrisler (Public Opinion).

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

Mark S motioned to approve the minutes from August 29 meeting, seconded by Gerald. Motion carried unanimously.

Update by Mead and Hunt. Mitchell Walker present a briefing on the Terminal project and funding application process. The application is due 31 October to the federal government. It needs to include solid cost estimates and the proposed building design details. While it was original thought the Airport Board would need to make a recommendation, since a vote of the city council is not required for the application to be submitted, the board does not need to make a recommendation. It was however noted that the board should voice their thoughts, insights, and support for the project, as well as indicate agreement with any proposed numbers, design, or building sites.

Although 3 possible locations were presented, the board really only saw two as viable: 1) the current location, and 2) a location off of taxi-way B. The board wanted to highlight emphasizing that this will be the terminal's location for the next 30 to 50 years at least, so it should not be made in haste. There are issues, but current and future, with the current location -- mainly stemming from the close proximity of all the airport operations.

Mitchell reported that there are approximately 144,619 potential passengers in the airport's catchment area. He also highlighted that several aspects of the current facility were significantly undersized. The holding area in particular was too small and lacked attributes like adequate private screening areas and amenities.

Mead and Hunt were to develop the application further and submit to the airport board for review by Friday. The board would collect inputs and return the application by October 26th.

The next meeting was set for Tuesday, 23 October, to allow for the board to publically review the application draft.

Airport Update. The 10000 passenger was recognized just prior to the start of the board meeting. The airport is on track to exceed 13000 commercial enplanements for the year.

New Business. None.

Next Meeting. The next Airport Board meeting was tentatively scheduled for 23 October.

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

Respectfully submitted,

Mike Cartney

Secretary