



Springfield Branson
NATIONAL AIRPORT

5000 WEST KEARNEY - SUITE 15 - SPRINGFIELD, MISSOURI 65803 - 417 869-0300 - FAX 417-869-1031

MINUTES

SPRINGFIELD/BRANSON NATIONAL AIRPORT BOARD
THURSDAY, June 21, 2007, 8:00 A.M.
INTERMODAL FACILITY CONFERENCE ROOM
5000 WEST KEARNEY STREET, SPRINGFIELD, MISSOURI

CALL TO ORDER

Presentations were made to Harry Kirkpatrick, Chip Mason and Todd Parnell.

Chair Charles Cowherd introduced the new Airport Board Members, Louis Griesemer, Thomas Barr, and Richard Bottorf.

Employees, Rick Becker and Greg Wiley could not be present to accept their service awards.

APPROVAL OF MINUTES OF May 17, 2007 REGULAR MEETING and JUNE 8, 2007 CONFERENCE CALL

Robert Spence moved to approve the minutes as written, Howard Fisk seconded, and the motion carried by the following votes: **AYES:** Cowherd, Spence, Gannaway, Griesemer, Enyart, Essary, Fisk, Grubaugh, Barr and Bottorf. **NAYS:** None. **ABSENT:** Vanaman.

CONSENT AGENDA

Tom Barr moved to approve the consent agenda as presented, Neal Grubaugh seconded, and the motion carried by the following votes: **AYES:** Cowherd, Spence, Gannaway, Griesemer, Enyart, Essary, Fisk, Grubaugh, Barr and Bottorf. **NAYS:** None. **ABSENT:** Vanaman.

GENERAL BUSINESS

Marketing Report – Marketing & Communications Coordinator Kent Boyd reported this last year he has been working on market research, corporate look and creating a meaningful and useful website. The Website had been under development for the past year by a company named Power of the Web. Two weeks ago, Billy Gilbert, the principle of that company, announced they were quitting the project. Since that time, Mr. Boyd said he and Graphic Artist Danee Avery have been busy creating a new website from scratch, and hope to have it fully operational by September 1, 2007. Mr. Boyd said one of the developments from our market research was realizing there is a lack of awareness with the public about the Airport. He said after Labor Day, he will be starting an extensive advertising campaign in which the Airport Administration has committed \$100,000 and the Springfield Building Development Corporation, a subsidiary of the Springfield Chamber, will contribute \$10,000 and he thanked them for their contributions.

Operation's Report – Assistant Director of Aviation-Operations Shawn Schroeder reported that he met with Human Resources regarding new personnel needs and he needs an additional ten employees when we move into the Mid-Field Terminal. We are converting all of our ground handling contract employees to regular full time employees. Our Ground Services Department currently has 21 contract employees. We advertised for the Police Supervisor position due to the retirement of Rick Speciale, and his last day will be August 20. We cannot fill the position until then. We have three of the four Aircraft Ground Services Lead positions filled and hopefully will have the fourth position filled by the end of next week. We have been working with a fence company to install a temporary fence around the construction of the Burgess Hangar. We are getting close to DeWitt being off-site, and McAninch will be off-site within 2 to 4 weeks. Firefall is scheduled for June 30 which does have a small impact on us. Last week, we submitted an entire Airport Security Plan (ASP) to the FAA, and it was approved. It will need to be re-written when we move to the new terminal.

Director's Report – Director Gary Cyr announced that Shawn Schroeder had been appointed the Co-Chair of the Great Lake Chapter's Air Service Conference which is also starting his move through the chairs of that organization. Mr. Cyr said he did a presentation on the Ground Handling procedures at the Annual AAEE Conference in Washington, D.C. Dr. Spence added the presentation was extremely well done, and he thought it would be helpful to present it to the Airport Board with all the new members. Mr. Cyr said he would at the retreat.

Chair and Committee Reports – Chair Charles Cowherd said there were about 3,000 in attendance at the Annual AAAE Conference. He said it was a very good conference. Mr. Fisk added that he realized that our airport is not heavily subsidized, and we are so fortunate to have this stand-alone facility. Dr. Spence added that he also realized what an outstanding airport we have as compared to other airports, and we are all facing the same issues. Shirley Jefferis-Essary added this was the first conference she has attended with 2500+ attendees, and everyone she spoke with knew Gary Cyr and had good things to say about the Airport. Charles Cowherd added that his return flight was cancelled (with about 300 other people) and the only customer service they provided was handing out blankets. Mr. Cyr added the same night, we had a flight (approximately 140 people) to Las Vegas that was delayed from 8:30 p.m. until 3:00 a.m. and our ground handling staff took charge, and decided to provide a pizza party for them. Tom Barr commended Director Cyr and the staff and thought it was a great decision to make everyone feel good about flying out of Springfield/Branson National Airport. Mr. Cowherd added the Airport has very limited control of those types of things, the airlines run the show as far as the schedules are concerned, but that doesn't mean we can't provide appropriate service to the people that use our facility, and we want to make sure we do that. Director Cyr said Dr. Spence, Mr. Schroeder, my wife and I visited "the hill" and met with Senator McCaskill's staffers and Senator Bond's staffers.

Chair Cowherd announced that we have scheduled the Airport Board Retreat on Thursday, August 2, from 8:00 a.m. to 1:00 p.m. He added that he will be making committee assignments this week and requested any preferences be mentioned. We will also be having a Nominating Committee meeting very soon. Mr. Cyr said there's a conference coming up in Kansas City, September 30 through October 3 and he encouraged everyone to attend.

NEW BUSINESS

Change Order No. 7 - After a brief discussion, Howard Fisk moved to approve Change Order No. 7, Richard Bottorf seconded, and the motion carried by the following votes: AYES: Cowherd, Spence, Gannaway, Griesemer, Enyart, Essary, Fisk, Grubaugh, Barr and Bottorf. NAYS: None. ABSENT: Vanaman.

Concessionaire Request for Proposals - Robert Spence moved to publish the Request for Proposals for the Mid-Field Terminal parking lot concessionaire, Tom Barr seconded, and the motion carried by the following votes: AYES: Cowherd, Spence, Gannaway, Griesemer, Enyart, Essary, Fisk, Grubaugh, Barr and Bottorf. NAYS: None. ABSENT: Vanaman.

OLD BUSINESS

MSU Spring 07 Departing Passenger Project

Dr. Kent and Derrick T. Grimpo presented the Missouri State University Departing Passenger Survey which will be made available to the Board after the meeting.

CLOSE MEETING UNDER REVISED MISSOURI STATUTE § 610.021(2) PROPERTY ACQUISITION

The Closed Session was cancelled due to pending information.

ADJOURN

Tom Barr moved to adjourn the meeting at 9:10 a.m., Neal Grubaugh seconded, and the motion carried by the following votes: **AYES: Cowherd, Spence, Gannaway, Griesemer, Enyart, Essary, Fisk, Grubaugh, Barr and Bottorf. NAYS: None. ABSENT: Vanaman.**

The next regular Airport Board meeting will be Thursday, July 19, 2007, at 8:00 a.m. at 5000 West Kearney Street, Intermodal Facility Conference Room, Springfield, Missouri.

In accordance with ADA guidelines, if you need special accommodations when attending any Airport Board meeting, please notify the Director of Aviation's Office at 869-0300 at least twenty-four (24) hours prior to the scheduled meeting.

Approved as Written:

Robert Spence, Secretary

Charles Cowherd, Chair