



Owen Lindblom, President  
Luke Malyurek, Vice President  
Brock Porch, Secretary Treasurer  
Lewis Barnum, Member  
Elgin Faber, Member

**Northeast Wyoming Regional Airport Board Agenda**  
**4:00 p.m. Wednesday, February 15, 2023**  
**General Aviation Facility**  
**2000 Airport Road Building #16**

A. 4:00 P.M. Meeting Called To Order - Pledge Of Allegiance

B. Consent Agenda Items For Consideration

Documents:

[JANUARY 2023 .PDF](#)  
[FEBRUARY 2023 ACCOUNTS PAYABLE REPORT.PDF](#)

C. 4:05 P.M. Director's Report - Todd Chatfield

Documents:

[DIRECTORS REPORT FEBRUARY2023.PDF](#)

D. 4:15 P.M. Engineer's Report - Morrison Maierle - Pat Stetson

Documents:

[GCC MONTHLY ENGINEERS REPORT 02.15.2023.PDF](#)

E. 4:25 P.M. FY 23/24 IT Budget - Director Chatfield

Documents:

[IT .PDF](#)

F. 4:30 P.M. FY 23/24 Vehicle Request - Director Chatfield

Documents:

[VEHICLE REQUEST.PDF](#)

G. 4:35 P.M. FY 23/24 Capital Construction And Outlay Budgets - Director Chatfield

Documents:

[CAPITAL OUTLAY .PDF](#)

[CAPITAL CONSTRUCTION .PDF](#)

H. 4:40 P.M. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, March 15, 2023 at 4 p.m. at the GA terminal building. Agenda items for consideration must be approved by the Airport Director no later than the Thursday prior to the board meeting.

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
January 18, 2023**

Airport Board President Lindblom called the meeting to order at 4:00 p.m. Member's present were Mr. Barnum, Mr. Malyurek and Mr. Faber and Mr. Porch.

**Workshop 12:00 p.m.-4:00 p.m.:**

A workshop was held to discuss airport funding sources, Capital Improvement Projects, upcoming projects, upcoming events, and to discuss the airport goals for 2023.

**Pledge of Allegiance**

**Welcome – Elgin Faber and Brock Porch, Newly Appointed Board Members:**

Elgin Faber has been appointed to fill Curtis Burdette's unexpired term. His term will run from 12/1/2022 through 12/31/2026. Brock Porch has been appointed to fill outgoing board member Adrian Gerrits position. His term will run from January 1, 2023 through December 31, 2027.

**Election of Airport Board Officers:**

- **Mr. Malyurek moved to nominate Owen Lindblom as President of the Airport Board, second by Mr. Porch. Motion carried.**
- **Mr. Porch moved to nominate Luke Malyurek as Vice-President of the Airport Board, second by Mr. Faber. Motion carried.**
- **Mr. Malyurek moved to nominate Brock Porch as Secretary/Treasurer of the Airport Board, second by Mr. Faber. Motion carried.**

**Approve Consent Agenda:**

**Motion by Mr. Porch, second by Mr. Malyurek to approve the Consent Agenda, including the Purchase Order Summary, and the December 21, 2022, Airport Board Minutes as presented. Motion carried.**

**Director's Report – Todd Chatfield:**

Mr. Chatfield presented the following items to the Airport Board.

- Passenger Statistics – The airport had 4,119 passengers go through the airport in December. This brings the total for 2022 to 48,108 total passengers. The airport was down 1% in total passengers compared to 2021 and 28% from 2019. 2022 was 47% over the year 2020 numbers.
- Wings and Wheels Event 2023 – The airport staff has decided on the date of July 15, 2023, to host their 3<sup>rd</sup> annual Wings and Wheels event. The previous year's events conflicted with other events, so we are hoping we might be able to settle on the July 15th weekend date for the event's future. We decided this weekend so we could kick off

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
January 18, 2023**

the National High School Finals Rodeo for a free event for not only the local people but also for the many contestants and their families who will attend the rodeo.

- County Board Training – The county board training canceled in December has been rescheduled for February 22<sup>nd</sup> from 530 pm to 8 pm or February 23<sup>rd</sup> from 9 am to 11 am. Both trainings will be held at the Gillette College Presentation Hall. As a county board member, everyone is asked to attend at least one training if they haven't attended one of these classes in the past.
- Next airport board meeting – The next meeting will be a joint board meeting will be held at the new General Aviation Building 2000 Airport Road building 16, on February 15, 2023, at 4 pm

**Engineers Report – Pat Stetson:**

Mr. Pat Stetson of Morrison and Maierle presented the Engineer's Report to the Airport Board.

- 2021 General Aviation Terminal:  
The project is still under suspended work until Van Ewing can begin the demolition on the existing building. A temporary Certificate of Occupancy was issued on Tuesday, July 1, 2022.
- Rehabilitate RW 16/34 Study  
Task Order 5 – 80% State 20% GCC PFC.  
The runway design is slotted for 2024 with construction in 2025.
- SRE Midsized Loader  
Task Order 6 – 90% State 10% GCC  
The bid opening was held on July 28, 2022, with one bid received in the amount of \$342,930.00 (90% State Grant and 10% Local PFC). The equipment was delivered on January 5, 2023 with the equipment training being completed the same day. The pay application has been submitted to the contractor for signature.
- Terminal Generator  
Task Order 7 – 100% FAA CRSSA  
50% of the plans were submitted to the county for review. The Project Manual has been drafted and will be submitted for review with the 90% submittal near the end of January.
- Airport Sewer Lift Station  
Task Order 8

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
January 18, 2023**

90% of the design has been submitted to the County for review and a Design Review meeting between Morrison-Maierle, County Facilities, and the airport was held on December 20, 2022, at the Airport Operations Building. Morrison-Maierle submitted to DEQ on January 18, 2023.

- PFC Application

Task Order 9

The notice has been posted on the airport website for public comments. Airline letters were submitted to the Airlines. Currently we are waiting on any Airline response.

- Request for Proposals for Fixed Base Operator

Task Order 10

The Request for Proposal was delivered in October and is currently out for selection. Addendum 1 was issued on November 28, 2022 and Addendum 2 was issued on January 4, 2023..

Advertise RFP - October 27, 2022

Site Visit by Applicants by Appointment with Todd Chatfield

Deadline for Questions January 13, 2023

RFP Due to Airport January 23, 2023

Shortlist Notification February 3, 2023

Applicant Interview February 15, 2023

Board Meeting - March 15, 2023. Announce anticipated Board selection.

- Acquire SRE – Dedicated Broom

Task Order 11 – FAA Entitlement (93.75% FAA, 3.75% State, 2.5% PFC)

Morrison and Maierle is working on a draft of the design which includes the contracts, Special Provisions and Equipment Technical Specifications.

- Rehabilitate GA Apron

Task Order 12

Morrison and Maierle submitted a Scope of Work at the November board meeting, for board consideration, and have Task Order 12 on the January board agenda. The cost of the total project is expected to be around \$1 Million using FY 2022 FAA Bipartisan Infrastructure Law (BIL) Funds. An independent fee estimate (IFE) has been completed and Director Chatfield has completed the IFE negotiations.

- FAA Bipartisan Infrastructure Law (BIL) Funds for Terminals

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
January 18, 2023**

These funds have been applied for and if approved will be used for upgrades to the Main Terminal. There has not been any notification of approval to date.

- South Side Hangar Development

Task Order 13

Morrison and Maierle will look at costs and come up with a design concept for the layout of the utilities to begin the South Side Hangar Development. Water, sewer, storm sewer and runoff, electrical, and natural gas demands will all be reviewed in conjunction with existing infrastructure.

They are proceeding with the CATEX and retrieving as-built drawings of latest utilities on the area. Also, the airport can use the remainder of the CARES Funds, \$470,000 to install utility infrastructure (power, water, sewer, etc.).

**Task Order 12 – Pat Stetson:**

This item was tabled at the December board meeting. **Mr. Malyurek moved to remove the item from the table for discussion, second by Mr. Faber. Motion carried.** After discussion on the independent fee estimate, **motion carried.**

**Schamber Hangar Development – Mr. Schamber:**

Mr. Schamber was present to give a general overview of the proposed hangar development and of the site selection for construction. After discussion regarding placement of the hangar it was the consensus of the board and Mr. Schamber that the newly constructed hangar would be placed as close to the existing hangars as possible to minimize wasted land. Mr. Faber did express concern with a pole barn style construction and would rather the build be an insulated steel style building. Mr. Schamber stated they will submit a final set of drawing to the board for acceptance prior to obtaining a permit to construct the hangar. **Mr. Malyurek moved to approve the hangar development as presented emphasizing the construction of the hangar be placed as close to the existing hangar as possible, second by Mr. Barnum. Motion carried.**

**Budget Committee – Director Chatfield:**

Director Chatfield requested that two board members join airport staff to create a budget committee. President Lindblom stated Mr. Malyurek and Mr. Porch had volunteered to sit on the committee.

**Flightline LFS Introduction of Staff:**

Ms. Steward introduced her staff to the airport board.

Regular Meeting of the Northeast Wyoming Regional Airport Board  
January 18, 2023

**Adjourn**

There being no further business before the Airport Board a motion for adjournment was called.

**Motion by Mr. Porch to adjourn the meeting, second by Mr. Barnum. Motion carried.**

Respectfully Submitted,

Brock Porch, Secretary/Treasurer

Owen Lindblom, President

DRAFT

FEBRUARY 2023  
ACCOUNTS PAYABLE SUMMARY

INVOICE DATE	INVOICE NUMBER	VENDOR NAME	INVOICE DESCRIPTION	GROSS AMOUNT
02/08/2023	inv-9497	AdBay.Com Inc.	January 2023 SERVICES	1,850.00
01/31/2023	971-7	Bethesda Christian Broadcasting	JANUARY 2023 ADVERTISING	330.00
01/27/2023	249658	Big Horn Tire Inc.	TIRES AND LABOR	340.32
01/27/2023	249657	Big Horn Tire Inc.	TIRES AND LABOR	825.87
02/13/2023	250183	Big Horn Tire Inc.	TIRE	103.99
02/07/2023	2507474663/0223	Black Hills Energy	Northeast Wyoming Regional Airport	11,585.75
01/23/2023	66239096	Bomgaars Supply Inc.	SNOW SHOVEL	29.99
10/04/2022	66188466	Bomgaars Supply Inc.	STAPLES	24.29
12/27/2022	A13943	Central Truck & Diesel Inc.	FIX HYDRAULIC LEAK	1,799.99
01/14/2023	0016194011423/FEB23	Charter Communications	8313300720016194	216.53
02/02/2023	312/300029/0223	City of Gillette	1400 W. LAKEWAY ROAD	43.76
01/01/2023	2550336	DBT Transportation Services LLC	1/1/23-3/31/23 NAVAID MNT	6,501.50
01/04/2023	301427467	Douglas Budget LTD Partnership	JANUARY 2023 ADVERTISING	300.00
01/11/2023	301427509	Douglas Budget LTD Partnership	JANUARY 2023 ADVERTISING	150.00
01/25/2023	301427648	Douglas Budget LTD Partnership	JANUARY 2023 ADVERTISING	150.00
01/15/2023	6379351	Hawkins Inc.	CHLORINE CYLINDERS	20.00
02/06/2023	100782	KBAB & JJ LLC	TAHOE OIL CHANGE	136.98
01/31/2023	23010087	Keyhole Broadcasting LLC	JANUARY 2023 ADVERTISING	96.00
01/31/2023	23010088	Keyhole Broadcasting LLC	JANUARY 2023 ADVERTISING	156.00
10/31/2022	INV645711	L.N. Curtis & Sons	FIREFIGHTING BOOTS	430.36
01/31/2023	INV-1230147447	Legend Communications of Wyoming LLC	JANUARY SERVICES	295.02
01/05/2023	12573	Lisa A. Levasseur	JANUARY 2023 ADVERTISING	42.00
02/03/2022	5712	Lynn's Auto Repair, Inc.	REPLACE FUEL PUMP/TAHOE	768.16
01/25/2023	36859146	Norco Inc.	GLOVES AND SAFETY GLASSES	84.28
02/05/2023	US1045457	OAG Aviation Worldwide LLC	FEBRUARY 2023 SERVICES	225.67
02/06/2023	US1045468	OAG Aviation Worldwide LLC	FEBRUARY 2023 SERVICES	351.58
01/19/2023	285948052001	ODP Business Solutions LLC	CHAIRMAT	79.73
02/08/2023	1308/0223	Powder River Energy CORP	AIRPORT METERS	12,353.79
01/31/2023	11440	Powder River Examiner LLC	JANUARY 2023 ADVERTISING	120.00
02/06/2023	273050-1760	Record Distributing LLC	WHEEL STUD	3.49
02/10/2023	16128134/0223	Reserve Account	PREPAID POSTAGE	300.00
01/11/2023	96019	Serton Publishing Co.Inc.	JANUARY SERVICES	202.50
01/25/2023	96558	Serton Publishing Co.Inc.	JANUARY SERVICES	202.50
01/31/2023	96812	Serton Publishing Co.Inc.	JANUARY SERVICES	319.00
02/02/2023	181072	Slattery Enterprises Inc.	FUEL FARM PORTA POTTY	149.00



FEBRUARY 2023  
ACCOUNTS PAYABLE SUMMARY

01/05/20233603411	Sundance Times Inc.	JANUARY 2023 ADVERTISING	325.00
01/18/20231584	Tami Waldner LLC	BOARD WORKSHOP LUNCHEON	165.00
01/31/2023504532	Thunder Basin Ford LLC	POWER STEERING PUMP REPLACEMENT	237.49
01/24/20232016979	Tower Comm. & Automation Inc.	EXTERNAL SPEAKER	285.00
01/31/202318367	TWS Aviation Fuel Systems LLC	REPLACE SUMP DRAIN VALVE TANK #1	6,438.87
01/31/202318368	TWS Aviation Fuel Systems LLC	REPLACE SUMP DRAIN VALVE TANK #2	4,448.13
01/31/20234165606T020/JAN23	Waste Connections of Wyoming	30201020207001	906.62
01/31/20232023-37	Water Guy LLC	JANUARY 2023 SERVICE	552.00
02/02/2023PAYEST#1	Wyoming Machinery Co.,Inc.	2023 CATERPILLAR	325,783.50
<hr/>			379,729.66

## Directors Report

### February 15, 2023, Airport Board Meeting

- Passenger Statistics – The airport had 4,015 passengers go through the airport in January. This is a forty-nine percent increase over January of 2022. Hopefully, these numbers will stay up. March, April, and May are also looking to be good months for air traffic.
- RFQ for Marketing – The airport has put out an RFQ to hire a new marketing firm to help with the marketing of the airport. We are unhappy with the company we use now and hope to find another company to replace them.
- County Board Training – The county board training canceled in December has been rescheduled for February 22<sup>nd</sup> from 5:30 pm to 8 pm or February 23<sup>rd</sup> from 9 am to 11 am. Both pieces of training will be held at the Gillette College Presentation Hall. As county board members, members are asked to attend at least one training if they haven't attended one of these classes in the past.
- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road building 16, on March 15, 2023, at 4 pm.

# ENGINEER'S REPORT

Northeast Wyoming Regional Airport Board Update  
February 8, 2023



## **2021 General Aviation Terminal – FAA AIP 047, AIP 050; WYDOT AGC003A**

Task Order 3

AIP 47 Grant - \$3,010,742.00; AIP 50 Grant - \$300,000; Awarded to Van Ewing Const.

### Items to Note:

- Still under suspended Work. Work expected to continue mid-late summer 2023.

### Action Items:

- None

## **Rehabilitate RW 16/34 Study – WYDOT AGC011**

Task Order 5 – 80% State 20% GCC PFC

### Items to Note:

- Runway design is slotted for 2024 with construction in 2025.

### Action Items:

- None

## **SRE Midsized Loader – WYDOT AGC002**

Task Order 6

### Items to Note:

- Bid Results: Wyoming Machinery Company, CAT 938M
  - \$342,930.00 - (90% State, Grant); (10% Local, PFC's)
- Delivered Jan 5, 2023, with Training the same day.

### Action Items:

- Pay App 1 signed, Pay App 2 for Retainage sent to WMC.
- 40 Day advertising ends March 5<sup>th</sup>, 2023. Retainage can be released at that time.

## **Terminal Generator**

Task Order 7

### Items to Note:

- 90% Plans and Specs to be sent to County this week.

### Action Items:

- Set up bid schedule for advertising, pre-bid meeting, bid opening. Will be in concurrence with Sewer Lift Station project.

## **Airport Sewer Lift Station**

Task Order 8

### Items to Note:

- 50% plans submitted to County on 10/28/2022
- 90% plans submitted to DEQ on 1/19/2023.
- DEQ Review was received on 1/27/23. Their comments were addressed and returned for their 2/6/23.

### Action Items:

- Set up bid schedule for advertising, pre-bid meeting, bid opening. Will be in concurrence with Terminal Generators project.

## **PFC Application**

Task Order 9

### Items to Note:

- Public notice advertised from 10/31/22 – 11/30/2022
- Letters sent out to Airlines on 12/09/2022

### Action Items:

- FAA Submittal is the next step

## **Request for Proposals for Fixed Base Operator**

Task Order 10

~~Advertise RFP~~ ~~October 27, 2022~~

~~Site Visit by Applicants~~ ~~By Appointment with Todd Chatfield~~

~~Deadline for Questions~~ ~~January 13, 2023~~

~~RFP Due to Airport~~ ~~January 23, 2023~~

~~Shortlist Notification~~ ~~February 3, 2023~~

**Applicant Interview February 15 and 16, 2023**

Board Meeting March 15, 2023. Announce anticipated Board selection.

### Items to Note:

- Six Proposals received.

### Action Items:

- Interviews

## **Acquire SRE – Dedicated Broom**

Task Order 11 – FAA Entitlement (93.75% FAA, 3.75% State, 2.5% PFC's)

### Items to Note:

- Looking to purchase a front mounted broom with a cab forward chassis.

Action Items:

- 95% Specs are being drafted along with a design report.
- Go over specs with NEWRA Staff.

**Rehabilitate GA Apron**

Task Order 12 – FAA BIL (93.75% FAA, 3.75% State, 2.5% PFC's)

Items to Note:

- CATEX submitted to FAA on January 11<sup>th</sup>.
- IFE was approved by WYDOT, Waiting on FAA.

Action Items:

- 50% Plans and Specs are being drafted. Design report is drafted and to be submitted by the end of the week.

**South Side Hangar Development Utility Study**

Task Order 13

Items to Note:

- None

Action Items:

- CATEX being drafted now to be submitted to FAA in coming weeks.
- MMI has researched documents for As-Builts of existing water and sewer construction plans.
- MMI has started water modeling of existing system.

**FAA Bipartisan Infrastructure Law (BIL) Funds for Terminals**

GCC applied for these funds for upgrades to the Main Terminal.

**Campbell County Technology Capital Request**  
Budget Year 2023-2024

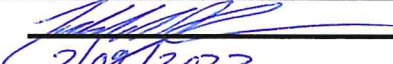
Department Name: Airport  
Date: 2/13/2023  
Preparer's Name: Shelly Besel

Item	Quantity	Price	Total	Quarter	Justification
<b>Computers:</b>					
Replacement Desktop PC	1	\$ 1,650.00	\$ 1,650.00	1	IT recomends replacement
Replacement Laptop		\$ 2,600.00	\$ -	1	
Replacement monitor		\$ 300.00	\$ -	1	
Additional Desktop PC		\$ 1,650.00	\$ -	1	
Additional Laptop		\$ 2,600.00	\$ -	1	
Additional monitor		\$ 300.00	\$ -	1	
<b>Printers:</b>					
Zebra GX420T	1	\$ 700.00	\$ 700.00	Q1	Our department is remote, and it isn't always convenient to go to town to pick up asset tags. This printer will ensure our tags are printed immediately and our new assets are tagged in a timely fashion.
			\$ -		
			\$ -		
			\$ -		
<b>Other:</b>					
Phone (includes licensing)		\$ 440.00	\$ -		
Wireless Headset		\$ 270.00	\$ -		
Televisions	3	\$ 670.00	\$ 2,010.00	Q1	1 Replacement of current digital display due to burn-in image. 1 TV for and additional flight information display. 1 TV for a digital display that will be utilized to assist travelers in finding transportation and lodging, display local information and alerts and proximity marketing.
Brightsign Player	1	\$ 550.00	\$ 550.00	Q1	For the digital display that will be utilized to assist travelers in finding transportation and lodging, display local information and alerts and proximity marketing. The player also requires additional licensing to the for \$250 per year that will be going into IT operating budget moving forward. .
Full Motion TV Mount	1	\$ 75.00	\$ 75.00	Q1	
HDMI Amp/Splitter/Transmitter and Recievers	1	\$ 200.00	\$ 200.00	Q1	
<b>Software:</b>					
Full Microsoft License	0	\$ 1,150.00	\$ -		
Email Only License		\$ 625.00	\$ -		
Desktop Central License	0	\$ 20.00	\$ -		
Anti-Virus License	0	\$ 40.00	\$ -		
Carousel channel license	1	\$ 250.00	\$ 250.00	Q1	Additional license (annual fee) for digital display utilized for travler information and proximity marketing at the airport.
			\$ -		
			\$ -		
<b>Total</b>			<b>\$ 5,435.00</b>		
Director Signature: _____					
Board Chair Signature: _____					

###

## Campbell County Vehicle Request Form

Budget Year 2022-2023

Department & Current Vehicle Information	
Department/Board: <u>Airport</u>	
Position Needing Vehicle:	<u>Operations</u>
Replacer: <input checked="" type="checkbox"/>	Internal Transfer: <input type="checkbox"/> New/Additional: <input type="checkbox"/>
<b>Vehicle Being Replaced:</b>	<u>2006 Ford F-150 Extended Cab Long Box 4x4</u>
County License Plate:	<u>1682</u>
Asset Tag #:	<u>75071002</u>
Mileage as of (list date):	<u>92,408</u>
Mechanical Condition (include annual repair/maintenance costs): _____	
Can vehicle be driven longer:	Yes <input type="checkbox"/> x      No <input type="checkbox"/>
Reason for Replacement:	_____
Requested Vehicle Information	
Description of New Vehicle:	<u>Half Ton crew cab 4x4 short box truck</u>
Additional Equipment:	Tool Box <input checked="" type="checkbox"/> Emergency Equipment <input checked="" type="checkbox"/>
	Running Boards <input type="checkbox"/> Safety Equipment <input type="checkbox"/>
	Topper <input type="checkbox"/> Emergency Lighting <input checked="" type="checkbox"/>
	Mobile Radio <input checked="" type="checkbox"/> Outsource Installation <input type="checkbox"/>
Priority:	_____
Other (Please describe):	_____
Justification (please use additional sheets if needed)	
Vehicle seats are worn out. Engine has large oil leak and rusty out around wheel well and door panels. Engine issues are making this vehicle unreliable to drive out of town.	
Department Head/Board Approval:	
Department Head/Board Signature:	<u></u>
Date:	<u>2/08/2023</u>