



Owen Lindblom, President
Lewis Barnum, Vice President
Curtis Burdette, Secretary/Treasurer
Luke Malyurek, Member
Adrian Gerrits, Member

Northeast Wyoming Regional Airport Board Agenda
4 p.m. Wednesday, February 16, 2022
Fulkerson Operations Facility
2440 Airport Road

A. Pledge Of Allegiance

B. Consent Agenda Items For Consideration

Documents:

[JANUARY 2022 BOARD MEETING MINUTES.PDF](#)
[FEBRUARY 2022 PURCHASE ORDER SUMMARY.PDF](#)

C. Director's Report - Todd Chatfield

Documents:

[DIRECTORS REPORT FEBRUARY 2022.PDF](#)

D. Engineer's Report - Morrison Maierle - Pat Stetson

Documents:

[GCC MONTHLY ENGINEERS REPORT 02.10.2022.PDF](#)

E. FAA-Snow Removal Equipment Calculator-Pat Stetson

Documents:

[FAA - SRE CALCULATIONS.PDF](#)
[SNOW EQUIPMENT LIST.PDF](#)

F. Capital Construction Budget FY22/23 - Todd Chatfield

Documents:

PROPOSED CAPITAL CONSTRUCTION BUDGET FY22-23.PDF

G. Vehicle Request Budget FY 22/23 - Todd Chatfield

Documents:

VEHICLE REQUEST .PDF

H. Flightline LFS, Inc. Update

I. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, March 16, 2022 at 4 p.m. at the Fulkerson Airport Operations Facility. 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 19, 2022**

Airport Board President Malyurek called the meeting to order at 4:00 p.m. Member's present were Mr. Barnum, Mr. Gerrits and Mr. Burdette via telephone.

Pledge of Allegiance

County Commissioner's Agenda:

- **GA Terminal Construction Update**
 - Pat Stetson gave a brief update to the Commissioners on the GA Terminal Construction. The project is at budget and on schedule with the completion date at the end of April.
- **SkyWest Performance Update**
 - Director Chatfield updated the Commissioners and Airport Board regarding the most recent SkyWest performance issues. Mr. Chatfield recently attended a meeting in St. George where he and other Airport Directors along with Wyoming Aeronautics representatives were updated on the status of SkyWest operations. SkyWest has suffered a pilot shortage and other issues related to COVID. The SkyWest executives informed Mr. Chatfield and the group that their priority is to take care of Delta, United, American and Alaska airlines. They do intend on entering the new contract but may need to execute the 60 days out. Currently GCC has two flights a day through May and should be getting the third flight a day back in the summer months. Since the first of the year there have been 13 delays or cancelations, none of which have been due to the Airport Operations staff.
- **Air Service Enhancement/Revenue Guarantee**
 - Ms. Seeger requested information for the upcoming budget be made available to the Commissioners as soon as possible.

Welcome – Curtis Burdette, Newly Appointed Board Member:

Curtis Burdette has been appointed to replace outgoing board member Greg Schreurs. His term will run from 1/1/2022 through 12/31/2026.

Election of Airport Board Officers:

- **President Malyurek moved to nominate Owen Lindblom as President of the Airport Board, second by Mr. Gerrits. Motion carried.**
- **Mr. Gerrits moved to nominate Lew Barnum as Vice-President of the Airport Board, second by Luke Malyurek. Motion carried.**
- **Mr. Gerrits moved to nominate Curtis Burdette as Secretary/Treasurer of the Airport Board, second by Luke Malyurek. Motion carried.**

Approve Consent Agenda:

Motion by Mr. Gerrits, second by Mr. Barnum to approve the Consent Agenda, including the Purchase Order Summary, and the December 15, 2021, 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 finished strong considering our year with COVID, delayed, and canceled flights. In December, 4,598 passengers came through the Airport. The total number of passengers for the year was 48,481. We were down 23% from pre COVID 2019 but up 63% from 2020.

Airport Staffing Update

The two open Operation Tech position interviews were conducted on January 12th and 13th. Nine candidates were interviewed and offers have been made to two of the candidates. Upon successful background checks they should begin employment in February.

FAA Inspection Update

Todd went over the deficiencies and explained the plan to address these issues.

Aircraft fuel income from July 2021 to January 1, 2022

In July 2021, the airport started charging ten cents per gallon of fuel delivered into airport tanks. The airport was paid \$35,409.80 for the fuel produced in that time frame. Mr. Chatfield feels this is a better way of handling the fuel being sold by Flightline. This agreement works well for both the airport and Flightline especially tracking the fuel going through airport tanks.

Next airport board meeting

The next airport board meeting will be at the Fulkerson Operations Facility on February 16, 2022.

Engineers Report – Pat Stetson:

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

2021 General Aviation Terminal:

The funding for this project is through AIP 47 Grant - \$3,010,742.00 and AIP 50 Grant - \$300,000. The Notice of Award for Van Ewing Construction (VEC) with a Notice to Proceed was given on August 16, 2021.

As of January 7th, 2022, Project was approximately 30% complete, 145 / 285 Days used, and 7 weather days requested. The interior floor and structural steel are complete. The building's exterior walls are complete with sheeting, trusses, glulam's, and CLT roofing panels are complete. The interior framing is complete for the bathrooms, pilots lounge, mechanical room. They will begin the pilot privacy rooms, command center room, and offices and framing for exterior furring walls. The light poles are still being erected and the site storm sewer is complete. Site grading has not started yet, and the HVAC duct work is to be started. The weather has played a factor in the contractor's progress these past few weeks with the high winds, below 0 temperatures and wind chills. Van Ewing Construction is still confident they are close to their original schedule.

Rehabilitate RW 16/34 Study

Scope of work is to be reviewed and approved.
Task Order 5 – 80% State 20% GCC PFC.

Mr. Wick and Mr. Stetson will reach out to WYDOT for guidance on how they would like them to perform the study. They will then begin counting the failing panels on both runways and setting up report structure for a cost benefit / life cycle analysis.

SPCC

This is in progress, but due to the Airport being short staffed it has been put on hold. Once the Airport is fully staffed Pat will resume the update with Fuel Farm upgrades, the Flightline Fuel Truck changes, and airport staff changes.

Terminal Generator

A request was sent to use CRSSA Funds to FAA on 11/29/2021 and was approved on 12/13/2021 to upgrade the Terminal Generator to run the entire terminal and an additional generator to run the new GA Terminal.

SRE Midsized Loader

The Airport staff and MMI are working on what piece of equipment is needed at the airport and to keep it within budget. This is a State and Local grant in the amount of \$300,000.

State (90%) – \$270,000.00
Local (10%) – \$30,000.00
Total (100%) – \$300,000.00

Task Order 6 – Pat Stetson:

Mr. Stetson presented Task Order No. 6 to the Airport Board for their consideration. **Mr. Gerrits moved to approve Task Order No. 6 between the Airport Board and Morrison-Maierle, Inc. for the 2022 purchase of a snow removal equipment loader in the amount not to exceed \$300,000 as presented. Second by Mr. Barnum. Motion carried.**

Task Order 7 – Pat Stetson:

Mr. Stetson presented Task Order No. 7 to the Airport Board for their consideration. **Mr. Gerrits moved to approve Task Order No. 7 between the Airport Board and Morrison-Maierle, Inc. for the 2022 purchase of a terminal generator and an additional generator to run the GA terminal as presented. Second by Mr. Barnum. Motion carried.**

Financial Software Update – Shelly Besel:

Shelly updated the Airport Board on the current status of the county’s financial software upgrade.

Budget Committee – Director Chatfield:

Director Chatfield requested that two board members join airport staff to create a budget committee. Mr. Malyurek suggested that President Lindblom be one of the participants and Mr. Burdette volunteered to sit on the committee as well.

Airline Cancelations and Delays – Director Chatfield:

This agenda item was covered during the Commissioner’s agenda.

Flightline LFS, Inc Update:

Ms. Steward updated the board on the following items:

- **Part 139 Aircraft**
 - The aircraft is flight worthy and should be back in operation in the Spring.
- **Fuel Truck**
 - The new fuel truck is in service.
- **Future Move to the New GA Terminal**
 - Ms. Steward requested assistance moving items from the existing building to the new building. Additionally, Director Chatfield will meet with Ms. Steward and the Engineers to discuss FF&E for the new Terminal.

Adjourn

There being no further business before the Airport Board a motion for adjournment was called. **Motion by Mr Gerrits to adjourn the meeting, second by Mr. Barnum. Motion carried.**

Respectfully Submitted,

Curtis Burdette, Secretary/Treasurer

Owen Lindblom, President

DRAFT

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
TIRE ON LOADER	22006626	OP	106649 BIG HORN TIRE	02/10/22	EA			
NATURAL GAS JAN 2022	22006627	OP	623495 BLACK HILLS ENRG GAS	02/10/22	EA			241.54
EGGS AND ISSUES SHELLY/TODD	22006628	OP	133225 CC CHAMBER OF COMMER	02/10/22	EA			9,072.38
M TERM CBL 1/14/22-2/13/22	22006629	OP	477634 CHARTER COMM CABLE	02/10/22	EA			50.00
PA SYSTEM REPAIR	22006630	OP	107254 COLLINS COMMUN	02/10/22	EA			188.99
CONNECTOR AND AUTO ENJ.	22006631	OP	276074 L N CURTIS & SONS	02/10/22	EA			300.00
SHIPPING	22006631	OP	276074 L N CURTIS & SONS	02/10/22	EA			718.90
CHLORINE CYLINDER	22006632	OP	477378 HAWKINS	02/10/22	EA			36.17
NAME PLATE CURTIS, EMP BADGES	22006633	OP	111974 JLC SIGN GRAPHIC	02/10/22	EA			10.00
MISC. SUPPLIES	22006634	OP	640913 MENARDS AIRPORT	02/10/22	EA			90.00
BOARD BINDER SUPPLIES	22006635	OP	389167 OFFICE DEPOT	02/10/22	EA			6.45
INDEX DIVIDERS	22006635	OP	389167 OFFICE DEPOT	02/10/22	EA			97.23
PENS AND TONER	22006635	OP	389167 OFFICE DEPOT	02/10/22	EA			6.90
FUEL FARM VALVE REPAIR	22006636	OP	6697869 PDO SERVICE	02/10/22	EA			188.69
HYDRAULIC FILTER	22006637	OP	6697543 RECORD SUPPLY	02/10/22	EA			1,670.81
HYDRAULIC FILTERS	22006637	OP	6697543 RECORD SUPPLY	02/10/22	EA			41.15
SHIPPING	22006637	OP	6697543 RECORD SUPPLY	02/10/22	EA			74.54
BUSINESS CARDS-SHELLY	22006638	OP	139758 SIMPSONS PRINTING	02/10/22	EA			3.00
REPAIR PLOW RADIO	22006639	OP	432015 TOWER COMMUNICATION	02/10/22	EA			70.00
WASTE REMOVAL JANUARY 2022	22006640	OP	298441 WASTE CONNECTIONS	02/10/22	EA			165.00
JANUARY 2022 SERVICE	22006641	OP	71524 WATER GUY	02/10/22	EA			753.33
BACTERIA SAMPLE JANUARY 2022	22006641	OP	71524 WATER GUY	02/10/22	EA			438.00
JANUARY 2022 - AIRPORT	22006647	OP	586961 RAIN LOCKER CAR WASH	02/10/22	EA			22.00
1400 W LAKEWAY RD JAN 2022	22006649	OP	107203 CITY GILLETTE UTIL	02/10/22	EA			8.55
FUEL FARM PORTA POTTY	220066810	OP	111587 PAINTERUSH SERVICES	02/15/22	EA			38.61
FLAGS	220066812	OP	209517 CARROT TOP INDUSTRIE	02/15/22	EA			136.00
SHIPPING	220066812	OP	209517 CARROT TOP INDUSTRIE	02/15/22	EA			901.50
HWY 14-16 4605	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			23.10
ENTRANCE SIGN	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			56.65
51-72-32-010 SESE	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			1,488.85
LOCALIZER	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			91.23
TOWER	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			82.08
GLIDE SLOPE	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			725.73
S GENERATOR	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			157.11
S&P 1A HANGAR	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			136.89
HANGAR N	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			40.00
OLD TERMINAL	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			176.75
H2O	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			1,544.29
TERMINAL	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			899.53
GATE N&N OF OLD TERMINAL	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			5,407.46
UTILITY	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			60.86
RESTROOM	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			189.13
50-72-04-106 NWNW	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			121.33
ARFF BUILDING	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			40.00
1 PHASE DROP N OF TAXIWAY	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			1,306.13
VAULT	220066814	OP	238140 POWDER RIVER ENER UT	02/15/22	EA			51.17
ARFF INT AND CBL 2/10-3/9/22	220066861	OP	477634 CHARTER COMM CABLE	02/16/22	EA			1,395.89
								265.76
								26,611.98
Northeast Wyoming Regional								26,611.98

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 2/16/22

Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
AIP47 GA TERM CONST PR 7	22006643	OP	396295 VAN EWING CONST	02/10/22	EA			176,175.14
AIP47 GA TERM CONST PAY REQ 7	22006645	OP	618767 MORRISON MAIERLE	02/10/22	EA			41,686.39
								217,861.53
FAA AIRPORT IMPROVEMENT PROG								217,861.53

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 2/16/22

Branch/Plant . 10440
FAA CARES ACT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
AIP50 CARES GA TERM CONST PR7	22006644	OP	396295 VAN EWING CONST	02/10/22	EA			24,023.88
AIP50 GA TERM CONST CARES PR7	22006646	OP	618767 MORRISON MAIERLE	02/10/22	EA			5,684.51
								29,708.39
FAA CARES ACT								29,708.39

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 2/16/22

Branch/Plant . CRSSA 10450

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
REPLACE WELL METER	22006642	OP	571524 WATER GUY	02/10/22	EA			5,384.01
								5,384.01
			CRSSA					5,384.01

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MRKT GNT WINTER ADS SMMNG	22006615	OP	556210 ADBAY COM	02/10/22	EA			415.25
50% CO MTCH WINT ADS SM MNG	22006615	OP	556210 ADBAY COM	02/10/22	EA			415.25
50% MRKT GNT JAN 2022 WEB AD	22006616	OP	621667 BLACK HILLS PIONEER	02/10/22	EA			159.50
50% CO MTCH JAN 2022 WEB AD	22006616	OP	621667 BLACK HILLS PIONEER	02/10/22	EA			159.50
50% MRKT GNT 1/12/22 PRINT AD	22006616	OP	621667 BLACK HILLS PIONEER	02/10/22	EA			99.37
50% CO MTCH 1/12/22 PRINT AD	22006616	OP	621667 BLACK HILLS PIONEER	02/10/22	EA			99.37
50% MRKT GNT 1/19/22 PRINT AD	22006616	OP	621667 BLACK HILLS PIONEER	02/10/22	EA			99.37
50% CO MTCH 1/19/22 PRINT AD	22006616	OP	621667 BLACK HILLS PIONEER	02/10/22	EA			99.37
50% MRKT GNT SUMMER FLY PROG	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			70.00
50% MRKT GNT SUMMER FLY PORG	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			70.00
50% MRKT GNT SUM FLY CREDIT	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			70.00
50% CO MATCH SUM FLY CREDIT	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			70.00
50% MRKT GNT JAN 2022 WEB ADV	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			150.00
50% CO MATCH JAN 2022 WEB ADV	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			150.00
50% MRKT GNT 1/12/22 PRNT AD	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			70.00
50% CO MATCH 1/12/22 PRNT AD	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			70.00
50% MRKT GNT 1/28/22 PRNT AD	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			70.00
50% CO MATCH 1/28/22 PRNT AD	22006617	OP	361092 DOUGLAS BUDGET	02/10/22	EA			70.00
50% MRKT GNT FEB22 FIDS/WEB	22006618	OP	575963 OAG FLIGHTVIEW	02/10/22	EA			262.33
50% CO MTCH FEB 22 FIDS/WEB	22006618	OP	575963 OAG FLIGHTVIEW	02/10/22	EA			262.33
50% MRKT GNT GET AWAY SECTION	22006620	OP	113275 NEWS RECORD	02/10/22	EA			337.50
50% CO MTCH GET AWAY SECTION	22006620	OP	113275 NEWS RECORD	02/10/22	EA			337.50
50% MRKT GNT JANUARY 2022 WEB	22006620	OP	113275 NEWS RECORD	02/10/22	EA			212.50
50% CO MTCH JANUARY 2022 WEB	22006620	OP	113275 NEWS RECORD	02/10/22	EA			212.50
50% MRKT GNT KOAL JAN 22 ADV	22006621	OP	573263 KEYHOLE BROADCASTING	02/10/22	EA			65.00
50% CO MTCH KOAL JAN 22 ADV	22006621	OP	573263 KEYHOLE BROADCASTING	02/10/22	EA			65.00
50% MRKT GNT KOOL JAN 22 ADV	22006621	OP	573263 KEYHOLE BROADCASTING	02/10/22	EA			40.00
50% CO MTCH KOOL JAN 22 ADV	22006621	OP	573263 KEYHOLE BROADCASTING	02/10/22	EA			40.00
50% MRKT GNT JAN 2022 ADV	22006622	OP	661941 KSLT KLMP KTPT	02/10/22	EA			150.00
50% CO MTCH JAN 2022 ADV	22006622	OP	661941 KSLT KLMP KTPT	02/10/22	EA			150.00
50% MRKT GNT JAN 2022 PRINTAD	22006623	OP	623689 POWDER RIVER EXAM	02/10/22	EA			60.00
50% CO MTCH JAN 2022 PRINT AD	22006623	OP	623689 POWDER RIVER EXAM	02/10/22	EA			60.00
50% MRKT GNT JAN 2022 P ADV	22006624	OP	199566 SUNDANCE TIMES	02/10/22	EA			162.50
50% CO MTCH JAN 2022 PRINT AD	22006624	OP	199566 SUNDANCE TIMES	02/10/22	EA			162.50
50% MRKT GNT JAN 2022 PRNT AD	22006625	OP	625713 WESTON CO GAZETTE	02/10/22	EA			21.00
50% CO MTCH JAN 2022 PRINT AD	22006625	OP	625713 WESTON CO GAZETTE	02/10/22	EA			21.00
								4,748.66
AIRPORT MARKETING								4,748.66
								284,314.57

CAMPBELL COUNTY
 Airport Open Purchase Orders

Branch/Plant . 751
 Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
DEC 2021 SERVICE	22005859	OP	571524 WATER GUY	01/13/22	EA			438.00
MONTHLY BACTERIA SAMPLE	22005859	OP	571524 WATER GUY	01/13/22	EA			22.00
CHLORINE ALARM REPAIR	22005859	OP	571524 WATER GUY	01/13/22	EA			243.75
MATERIALS FOR REPAIR	22005859	OP	571524 WATER GUY	01/13/22	EA			531.83
GENERAL LABOR FOR REPAIR	22005859	OP	571524 WATER GUY	01/13/22	EA			162.50
								1,398.08
Northeast Wyoming Regional								1,398.08

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 1/20/22

Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
AIP47 PAY GA TERM PAY EST 5	22006137	OP	396295 VAN EWING CONST	01/20/22	EA			171,377.65
								171,377.65
			FAA AIRPORT IMPROVEMENT PROG					171,377.65

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 1/24/22

Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
AIP47 PAY GA TERM PAY EST 5	22006137	OP	396295 VAN EWING CONST	01/20/22	EA			171,377.65
								171,377.65
			FAA AIRPORT IMPROVEMENT PROG					171,377.65

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 1/24/22

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
DEC 2021 SERVICE	22005859	OP	571524 WATER GUY	01/13/22	EA			438.00
MONTHLY BACTERIA SAMPLE	22005859	OP	571524 WATER GUY	01/13/22	EA			22.00
CHLORINE ALARM REPAIR	22005859	OP	571524 WATER GUY	01/13/22	EA			243.75
MATERIALS FOR REPAIR	22005859	OP	571524 WATER GUY	01/13/22	EA			531.83
GENERAL LABOR FOR REPAIR	22005859	OP	571524 WATER GUY	01/13/22	EA			162.50
AIRLINE TICKET DC/CHATFIELD	22006218	OP	566240 FIB MSTRCRD AIRPORT	01/24/22	EA			787.20
								2,185.28
Northeast Wyoming Regional								2,185.28

Directors Report

February 16, 2022, Airport Board Meeting

- Passenger Statistics – The airport had a good January to start the year off. A total of 3,765 passengers flew in and out of the airport. That’s up from 2,962 total passengers for January 2021. In January, SkyWest had two flights a day except for Tuesdays and Thursdays, where they only had one flight a day.
- Airport staffing update – The airport operations department has two new staff members. I want to welcome Dalton Robinson and Cole Layman. Both started on February second, and I would like to welcome them to our team here at the airport. The operations department is now down one employee, and we look to fill that position in the first part of March.
- Fire school new employees – We will be sending the new employees to a fire school in Kentucky from February 20 – 25. We usually like to wait until our new employees have more time to train on-site; however, with so many employees down, we need to get them certified as soon as possible. We are in a critical situation with barely having the number of employees required by the FAA. The final employee who will be hired will go to the Casper Fire School in May.
- Director Travel – I will be in Cheyenne on February 22 and 23 for the WAC board meeting and the Aeronautics Commission Board meeting. I will also be in Washington D.C. from February 28 through March 4th to meet with TSA, FAA, and our Wyoming Congressional Delegation.
- Next airport board meeting – The next airport board meeting will be at the Fulkerson Operations Facility on March 16, 2022, at 4 pm.

ENGINEER'S REPORT

Northeast Wyoming Regional Airport Board Update



2021 General Aviation Terminal – FAA AIP 47, AIP 50; WYDOT AGC003A

Task Order 3

AIP 47 Grant - \$3,010,742.00

AIP 50 Grant - \$300,000

Notice of Award for Van Ewing Construction (VEC) with a Notice to Proceed date of August 16, 2021

As of February 4th, 2022, Project was approx. 40% complete, 173 / 285 Days used, and 7 weather days requested.

Contractor has been staying busy through the weather, mainly the wind. They poured the exterior concrete sidewalks on the north and east side of the building, wrapped the building with Tyvek, installed exterior furring walls with insulation and nail-able insulation, installed sheet rock on the interior side of the exterior walls, electrical rough in, mechanical rough in, HVAC rough in, and window frames. In the coming weeks they will finish drywall, windows, roof, and siding.

SPCC

Task Order 4 – 100% GCC CARES

In progress, need to update with Fuel Farm upgrades, Flightline Fuel Truck changes, airport staff changes. Met with Ron last week and plan to go over the report soon.

Rehabilitate RW 16/34 Study – WYDOT AGC011

Task Order 5 – 80% State 20% GCC PFC

Began existing pavement survey. Counting failing panels on both runways. Setting up report structure for a cost benefit / life cycle analysis. Looking at some WYDOT projects for case studies for asphalt overlays over concrete. Some examples are HWY 59 in Douglas and I-25 near Kaycee.

SRE Midsized Loader – WYDOT AGC002

Task Order 6 - 90% State 10% GCC

The Airport staff and MMI are working on what piece of equipment is needed at the airport and to keep it within budget. This is a State and Local grant in the amount of \$300,000.

Meeting with WYDOT was held 2/3/2022 to review scope. WYDOT has agreed and the specifications are underway.

Terminal Generator

Task Order 7 – 100% FAA CRSSA

Sent request to use CRSSA Funds to FAA on 11/29/2021. Was approved on 12/13/2021 with upgrading the Terminal Generator to run the entire terminal and an additional generator to run the new GA Terminal.

Meeting with FAA was held 1/27/2022. Denver ADO is waiting for procedures from FAA Headquarters on how to produce a Development Grant from CRSSA and/or ARPA.

2022 Capitol Construction Budget

We are working with Airport Staff on devolving budgets for 2022-2023.

Snow Removal Equipment Calculations

* Data entry required

Airport Name

Location

*Average Annual Snow Fall

*Type of Airport

*Annual Operations

Time allowed for removal per AC 150/5200-30 hours

Users requiring assistance or reasonable accommodation may contact the FAA Central Region at 816-329-2600

Refer to AC 150/5220-20, Airport Snow and Ice Control Equipment, and AC 150/5200-30, Airport Winter Safety and Operations for specific guidance.

Critical Snow Removal Areas:

*Primary Runway (usually one)

length (ft) x width (ft) = sq. ft.
 length (ft) x width (ft) = sq. ft.

*Parallel taxiway and one or two principle connecting taxiways

length (ft) x width (ft) = sq. ft.
 length (ft) x width (ft) = sq. ft.
 length (ft) x width (ft) = sq. ft.
 length (ft) x width (ft) = sq. ft.

*Terminal, Cargo, and General Aviation Aprons

Critical apron area assumed as 1/2 of the apron.

<input type="text" value="50"/> % Req' x	<input type="text" value="600"/> length (ft) x	<input type="text" value="250"/> width (ft)	=	<input type="text" value="75,000"/> sq. ft.
<input type="text" value="50"/> % Req' x	<input type="text" value="850"/> length (ft) x	<input type="text" value="300"/> width (ft)	=	<input type="text" value="127,500"/> sq. ft.
<input type="text" value="50"/> % Req' x	<input type="text" value="350"/> length (ft) x	<input type="text" value="350"/> width (ft)	=	<input type="text" value="61,250"/> sq. ft.
<input type="text" value="50"/> % Req' x	<input type="text" value=""/> length (ft) x	<input type="text" value=""/> width (ft)	=	<input type="text" value="0"/> sq. ft.
<input type="text" value="50"/> % Req' x	<input type="text" value=""/> length (ft) x	<input type="text" value=""/> width (ft)	=	<input type="text" value="0"/> sq. ft.

Other critical areas (ie. emergency or ARFF access roads)

length (ft) x width (ft) = sq. ft.
 length (ft) x width (ft) = sq. ft.
 length (ft) x width (ft) = sq. ft.
Total Area= sq. ft.

*Snow Depth (in)

*Snow Density (lbs/cu ft)

Tons of Snow tons

Rotary Plow

*Rotary Plow Efficiency %

Minimum Rotary Plow snow removal rate tons/hr

Displacement Plow

*Operating Speed (mph)

*Plow Efficiency %

*Plow Cutting Angle (degrees)

Effective Blade Length (ft) Required ft.

Actual Blade Length (ft) Required ft.

Snowfall Maps can be found here:

Iowa:

<http://www.hprcc.unl.edu/wrcc/states/ia.html>

Kansas:

<http://www.hprcc.unl.edu/wrcc/states/ks.html>

Missouri:

<http://www.hprcc.unl.edu/wrcc/states/mo.html>

Nebraska:

<http://www.hprcc.unl.edu/wrcc/states/ne.html>

- Refer to Figure 2-6 AC 150/5220-20 for GVW & HP rating @ carrier vehicles.

- Refer to AC 150/5220-20, Chapter 6, Paragraph 38 for minimum equipment requirements at Commercial Service and General Aviation airports. Program Guidance Letter, PGL 08-04 limits non Primary airports to one SRE vehicle

Eligible Items Max Quantity Size

Eligible Items	Max Quantity	Size	tons/hr Total
Rotary Plow	<input type="text" value="4"/>	<input type="text" value="5,680"/>	<input type="text" value="22,720"/> tons/hr Total
Displacement Plow	<input type="text" value="8"/>	<input type="text" value="48"/>	<input type="text" value="384"/> ft, Total
Sweeper	<input type="text" value="3"/>		
Hopper Spreader	<input type="text" value="3"/>		
Front End Loader	<input type="text" value="1"/>		

Class 2 (up to 1500 tons/hr, 75' casting distance)

Up to 2 times the # of snow blowers (displacement plows should have equal capacity as max rotary plow capacity)

Sweeper per 750,000 sq. ft. of pavement (rounded up)

Hopper Spreader per 750,000 sq. ft. of pavement

Front End Loader per 500,000 sq. ft. of critical apron space

Snow Equipment List

1. 2005 International 7600 truck, with 12-foot reversible snowplow.
2. 2005 International 7600 truck, with 12-foot reversible snowplow.
3. 1989 Michigan L-140 front-end loader with an interchangeable 12 & 24-foot reversible snowplow.
4. 2001 Kodiak carrier vehicle with an 18-foot sweeper and 4,000 TPH snowblower.
5. 2007 John Deere 7320 tractor and snowblower.
6. 2012 Bobcat/Tool Cat V-plow and snowblower.
7. 2020 Bobcat/Tool Cat with plow and broom
8. 2016 MB-5 Carrier Vehicle with 24-foot reversible snowplow and 22-foot sweeper.
9. 2006 Small John Deer 1445 mower tractor with 6-foot snow blade 6 foot broom, and 5-foot snowblower
10. 2019 small John Deer 1445 mower tractor with 6-foot snow blade, 6-foot broom, and 5-foot snowblower.

Northeast Wyoming Regional Airport Proposed Capital Construction Budget
Fiscal Year 2022/2023

Priority Number	Project Description	FAA	State	CRRSA	Local	Total Proposed Budget Request
1	Sewer Lift Station Replacement			Upon Approval	Unless paid for with CRSSA Funds	\$343,000.00
2	Terminal Backup Generators			Upon Approval	Unless paid for with CRSSA Funds	\$288,000.00
3	Water Booster Pump Station Replacement			Upon Approval	Unless paid for with CRSSA Funds	\$420,000.00
4	Terminal Hold Room Flooring			Upon Approval	Unless paid for with CRSSA Funds	\$120,000.00
5	Rehabilitate GA Apron	\$1,000,000.00	\$40,000.00		\$25,666.67	\$1,065,666.67
6	Terminal Business Center Update			Upon Approval	Unless paid for with CRSSA Funds	\$150,000.00
		\$1,000,000.00	\$40,000.00	\$1,321,000.00	\$1,346,666.67	\$2,386,666.67

Campbell County Vehicle Request Form
Budget Year 2022-2023

Department & Current Vehicle Information	
Department/Board:	<u>Airport</u>
Position Needing Vehicle:	<u>Operations</u>
Replacement: <input checked="" type="checkbox"/>	Internal Transfer: <input type="checkbox"/> New/Additional: <input type="checkbox"/>
Vehicle Being Replaced:	<u>2006 Ford F-150 Extended Cab Long Box 4x4</u>
County License Plate:	<u>1682</u>
Asset Tag #:	<u>75071003</u>
Mileage as of (list date):	<u>98,655</u>
Mechanical Condition (include annual repair/maintenance costs):	_____
Can vehicle be driven longer:	Yes <input checked="" type="checkbox"/> 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"/>
Other (Please describe):	Priority: _____
Justification (please use additional sheets if needed)	
Vehicle seats are worn out. Engine has large oil leak and rusted out around wheel wells and door panels. Engine issues are making this vehicle unreliable to drive out of town.	
Department Head/Board Approval:	
Department Head/Board Signature:	_____
Date:	_____