



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, April 19, 2023
General Aviation Facility
2000 Airport Road Building #16

- A. Meeting Called To Order - Pledge Of Allegiance
- B. 4:00 P.M. Commissioner's Agenda
1. 2023/2024 Budget
 2. Tri-Annual Disaster Drill
 3. Wings and Wheels
 4. Mobile Control Tower for Camporee
 5. CGI Digital Video
 6. Selection to Negotiate RFP/GateOne Gillette
- C. 4:20 P.M. Consent Agenda Items For Consideration

Documents:

[MARCH 2023.PDF](#)
[APRIL 2023 ACCOUNTS PAYABLE SUMMARY.PDF](#)

- D. 4:25 P.M. Director's Report - Todd Chatfield

Documents:

[DIRECTORS REPORT APRIL 2023.PDF](#)

- E. 4:30 P.M. Engineer's Report - Morrison Maierle - Pat Stetson

Documents:

GCC MONTHLY ENGINEERS REPORT 04.19.2023.PDF

- F. 4:40 P.M. FBO Lease Agreement Recommendation - Brock Porch
- G. 5:00 P.M. Public Comment

Documents:

PUBLIC COMMENT RULES.PDF

- H. 5:10 P.M. Executive Session
- I. 5:10 P.M. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, May 17, 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
March 15, 2023**

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

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Malyurek, second by Mr. Faber to approve the Consent Agenda, including the March Accounts Payable Summary, and the February 15th and February 16th, 2023, Special Airport Board minutes, and the February 15, 2023, Regular Board Meeting 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 4,112 passengers go through the airport in February. This is a thirty percent increase over 2022. Our load factors are running at 80% to 90% over the next few months.
- Sign replacement on perimeter fence – The signs on the Airport perimeter fence that say, "Airport Operations, No Trespassing", need to be replaced. There are approximately one hundred sixty signs that need replaced. We will use grant funds for this and will start this project in a few weeks.
- Fuel tank cleaning and inspection – The fuel tanks are due for an inspection and cleaning, so we will have this done before the end of the fiscal year. We plan on using some of our grant money for this project as the cost will be thirty-two thousand.
- T hangar lock replacement – We have re-keyed all twenty-four county-owned T-hangars. The locks on the T-hangars are over fifteen years old. We are having issues with many of the hangar locks not working correctly. Also, it's always good to change the locks after so many years.
- Next airport board meeting – The next meeting will be a joint meeting held with the County Commissioner's and held at the new General Aviation Building, 2000 Airport Road building 16, on April 19, 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. The contractor has requested a portion of the retainage be released.

**Regular Meeting of the Northeast Wyoming Regional Airport Board
March 15, 2023**

- Rehabilitate RW 16/34 Study
Task Order 5 – 80% State 20% GCC PFC.
The runway design is slotted for 2024 with construction in 2025.
Morrison and Maierle has resumed talks with the Geotechnical Engineer. The FAA wants and in-depth geotechnical investigation.

- 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 closeout report has been submitted for this project.

- Terminal Generator and Airport Sewer Lift Station
These projects are out for bid with advertising on March 11, 18, and 25 and the Pre-Bid meetings scheduled for March 21, 2023. The Bid Opening for both projects will be held on April 4, 2023

- PFC Application
Currently waiting FAA 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)
Looking into purchasing a front mounted broom with a cab forward chassis. Morrison and Maierle has drafted 95% of the specs and design report and will go over the specs with the airport staff.

Regular Meeting of the Northeast Wyoming Regional Airport Board
March 15, 2023

- Rehabilitate GA Apron

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

The CATEX was submitted to the FAA on January 11, 2023. The IFE has been approved by WYDOT and we are waiting for FAA approval. 50% of the Plans and Specs are being drafted. Advertisement for this project is projected for the end of March and the bid opening toward the end of April.

- South Side Hangar Development

Task Order 13

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

- FAA Bipartisan Infrastructure Law (BIL) Funds for Terminals

These funds have been applied for and if approved will be used for upgrades to the Main Terminal and was not awarded. The airport will apply for funding again in the Fall.

2023/2024 Airport Operations Budget – Todd Chatfield:

Mr. Chatfield presented the 2023/2024 Airport Operations Budget to the airport board for their consideration. **Mr. Porch moved to approve the 2023-2024 Operations Budget as presented, second by Mr. Malyurek. Motion carried.**

2023-2024 Airport Revenue Budget (Rates and Charges) – Todd Chatfield:

Mr. Chatfield presented the Revenue Budget Committee and Airport Staff recommendations to the board for their review and approval.

- Flowage Fee – current rate .10 new rate determined based on lease negotiations
- Landing Fee – No Change
- County Hangar Fee – No Change
- Private Hangars – Increase .01 per sq ft from .21 per sq ft to .22 per sq ft
- Displays/Signage – No Change
- Car Rental Agencies – Increase by 1% from 7% of Gross Sales to 8% of Gross Sales
- Airlines – Increase by the NE Wyoming 4th Quarter CPI
- TSA – Automatically Adjusted by GSA
- Habitat Management – No Change
- CC Car Wash - Increase by the NE Wyoming 4th Quarter CPI
- FBO – Rate determined based on lease negotiations

Mr. Faber moved to approve the 2023-2024 Airport Rates and Charges as presented, second by Mr. Porch. Motion carried.

**Regular Meeting of the Northeast Wyoming Regional Airport Board
March 15, 2023**

FBO RFP Selection – Owen Lindblom:

On behalf of the FBO selection committee, Board member Porch gave a summary of the process leading up to the recommendation of an FBO. After consideration of the proposals and interviews, the committee recommended the Board enter negotiations with GateOne FBO. **Mr. Malyurek moved to enter negotiations with GateOne FBO, second by Mr. Porch.** Following a brief clarification regarding materials submitted by GateOne FBO, **motion carried by majority.**

Executive Session:

None required.

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. Faber. Motion carried.**

Respectfully Submitted,

Brock Porch, Secretary/Treasurer

Owen Lindblom, President

APRIL 2023
ACCOUNTS PAYABLE SUMMARY

INVOICE DATE	INVOICE NUMBER	VENDOR NAME	INVOICE DESCRIPTION	GROSS AMOUNT
04/02/2023	INV-9617	AdBay.Com Inc.	MARCH 2023 GRAPHIC DESIGN SERVICES	\$1,860.00
04/04/2023	287238365131/APR23	AT&T Mobility	MARCH 5-APRIL 4 2023 CELL PHONES	\$175.55
03/31/2023	971-9	Bethesda Christian Broadcasting	MARCH 2023 ADV	\$330.00
04/11/2023	66271062	Bomgaars Supply Inc.	WASP & HORNET SPRAY AND LYSOL	\$16.97
04/13/2023	269217	Bortz Inc.	WATER	\$37.25
03/20/2023	INV115693	Carrot-Top Industries Inc.	FLAGS	\$621.61
03/26/2023	384583	Casper Star Tribune	ADV FOR RFO FOR MARKETING SERVICES	\$249.72
03/14/2023	30016194031423/MAR23	Charter Communications	8313300720016194	\$220.10
04/10/2023	30016186041023/APR23	Charter Communications	8313300720016186	\$275.18
04/05/2023	312/300029/0423	City of Gillette	1400 W LAKEWAY RD	\$44.20
03/03/2023	3043946	Denver Cutlery Inc.	TWO DOOR FREEZER AND REFRIGERATOR	\$9,122.48
03/22/2023	301430589	Douglas Budget LTD Partnership	MARCH 2023 ADV WEB	\$150.00
03/08/2023	301430413	Douglas Budget LTD Partnership	MARCH 2023 ADV WEB	\$150.00
03/01/2023	301430322	Douglas Budget LTD Partnership	MARCH 2023 ADV WEB	\$300.00
03/04/2023	303983012	Gillette News Record LLC	MARCH 2023 WEB AD	\$425.00
03/15/2023	6422347	Hawkins Inc.	CHLORINE CYLINDERS	\$20.00
04/15/2023	6446916	Hawkins Inc.	CHLORINE CYLINDERS	\$20.00
03/31/2023	23030092	Keyhole Broadcasting LLC	MARCH 2023 ADV	\$156.00
03/31/2023	230300093	Keyhole Broadcasting LLC	MARCH 2023 ADV	\$96.00
07/13/2021	S0622959	L.N. Curtis & Sons	OVERPAYMENT ON ACCOUNT CREDIT	-\$518.42
03/28/2023	INV689467	L.N. Curtis & Sons	BUNKER GEAR	\$7,738.98
03/31/2023	IN-1230347846	Legend Communications of Wyoming LLC	MARCH 2023 ADVERTISING	\$308.43
03/02/2023	12736	Lisa A. Levasseur	MARCH 2023 ADVERTISING	\$42.00
03/08/2023	271882	M-B Companies Inc.	MB WASHER	\$137.58
04/01/2023	US1046529	OAG Aviation Worldwide LLC	FIDS DISPLAY MARCH 2023	\$225.66
04/06/2023	US1046697	OAG Aviation Worldwide LLC	FIDS DISPLAY MARCH 2023	\$351.62
03/06/2023	US1046078	OAG Aviation Worldwide LLC	FIDS DISPLAY MARCH 2023	\$351.58
03/29/2023	304563710001	ODP Business Solutions LLC	OFFICE CHAIR	\$455.99
03/08/2023	301698624001	ODP Business Solutions LLC	OFFICE SUPPLIES	\$108.42
04/06/2023	1308/APR23	Powder River Energy CORP	NORTHEAST WYOMING REGIONAL AIRPORT	\$12,435.05
03/31/2023	11700	Powder River Examiner LLC	MARCH 2023 ADV	\$120.00
04/05/2023	577673-1760	Record Distributing LLC	BATTERY	\$155.58
04/04/2023	577421-1760	Record Distributing LLC	DEF FOR THE LOADER	\$37.98
04/13/2023	16128134/041323	Reserve Account	POSTAGE MACHINE REFILL	\$400.00
03/08/2023	98274	Serton Publishing Co.Inc.	MARCH 2023 ADV	\$202.50
03/22/2023	98765	Serton Publishing Co.Inc.	MARCH 2023 ADV	\$202.50

APRIL 2023
ACCOUNTS PAYABLE SUMMARY

03/31/202399235	Serton Publishing Co.Inc.	MARCH 2023 ADV	\$319.00
02/13/2023EMPRMB/041323	Shelly R. Besel	AIRFARE - SAN ANTONIO TYLER CONF.	\$72.85
03/30/2023182755	Slattery Enterprises Inc.	FUEL FARM PORTA POTTY	\$149.00
03/02/20233603460	Sundance Area Chamber of Commerce	MARCH 2023 ADV	\$325.00
04/11/202396034	Tami Waldner LLC	PUBLIC WORKS LUNCH	\$26.00
03/10/202392	TD Investments Inc.	AIRPORT CAR WASH	\$28.64
03/31/2023166	TD Investments Inc.	AIRPORT CAR WASH	\$20.00
06/22/202214382	That Embroidery Place & Design LLC	UNIFORMS	\$16.00
11/18/202216426	That Embroidery Place & Design LLC	UNIFORMS	\$68.00
01/25/202316803	That Embroidery Place & Design LLC	UNIFORMS	\$24.98
04/14/202213734	That Embroidery Place & Design LLC	UNIFORMS	\$40.00
10/20/202215761	That Embroidery Place & Design LLC	UNIFORMS	\$55.50
03/02/202317089	That Embroidery Place & Design LLC	UNIFORMS	\$8.00
04/19/2023EMPRMB/041923	Todd Chatfield	RURAL WATER MEAL REIMB	\$57.51
04/01/20234209572T020/0323	Waste Connections of Wyoming	30201020207001	\$906.62
03/31/20232023-217	Water Guy LLC	MONTHLY SERVICE-MARCH 2023	\$552.00
03/22/202380003020	Wyoming First Aid & Safety Supply LLC	FIRST AID CABINET RESTOCK	\$178.99

\$39,873.60

Directors Report

April 19, 2023, Airport Board Meeting

- Passenger Statistics – The airport had 4,849 passengers go through the airport in March. Our load factors continue to be in the ninety percent each month.
- DEQ Fuel Tank Operator Certified Employee – The airport now has a class B AST operator licensed with the Wyoming DEQ.
- Concrete Pile – Melgaard Construction has completed crushing the concrete pile for the road and bridge. The material will be used at the airport for a perimeter road inside the fence. The rest will be hauled off and used by the road and bridge. We plan to start on the perimeter road this summer and finish it over a few years.
- Airport Fare Comparison – Gillette’s business fares dropped \$5 each way from February’s level in all markets beyond Denver except for Seattle. The Seattle business fare dropped by \$55 each way, returning to the fare level we saw in the market in December. The Gillette to Denver business fare remained the same. All GCC leisure fares remained the same as what we saw in February. Compared to last year, business fares average up to about \$60, while leisure fares are up almost \$30 on average.

Compared to its peer market Rapid City, GCC averages \$41 higher on business fares but \$29 lower on leisure fares. The gap vs. Denver has narrowed considerably as Denver fares took a big jump up this month. GCC business fares average \$143 higher than Denver’s, about half the gap we saw last month, while leisure fares average only \$21 higher than Denver’s, less than a third of the gap we saw last month.

- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road Building 16, on May 17, 2023, at 4 pm.

ENGINEER'S REPORT

Northeast Wyoming Regional Airport Board Update
April 19, 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:

- Contractor has requested a portion of the retainage to be released. Advertisement complete, 41 day notice ends April 24, 2023.

Rehabilitate RW 16/34 Study – WYDOT AGC011A

Task Order 5 – 80% State 20% GCC PFC

Items to Note:

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

Action Items:

- A draft is complete, performing an internal review and will go over with the airport staff.

Terminal Generator

Task Order 7 – County Only Project

Items to Note:

- One bid received on 4/11/23: Scott Brothers Electric, Inc.
 - Schedule 1 – Commercial Terminal \$753,631.90
 - Schedule 2 – GA Terminal \$47,978.00
 - TOTAL – \$801,609.90
- Engineers Estimate:
 - Schedule 1 – Commercial Terminal \$429,700.00
 - Schedule 2 – GA Terminal \$75,000.00
 - TOTAL – \$504,700.00
- Difference:
 - Schedule 1 – Commercial Terminal \$323,931.90 (75% increase)
 - Schedule 2 – GA Terminal \$27,022.00 (36% decrease)
 - TOTAL – \$296,909.90 (59% increase)

Action Items:

- Currently reviewing the bid, evaluating where a cost savings can come from. Bid award recommendation will be sent to Campbell County Board of Commissioners for the May 2nd meeting.

Airport Sewer Lift Station

Task Order 8 – County Only Project

Items to Note:

- One bid received on 4/11/23: DRM, Inc.
 - TOTAL – \$376,206.00
- Engineers Estimate:
 - TOTAL – \$420,000.00
- Difference:
 - TOTAL – \$43,794.00 (11% decrease)

Action Items:

- Bid award recommendation was sent to Campbell County Board of Commissioners this week for the April 18th meeting.

PFC Application

Task Order 9

Items to Note:

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Action Items:

- Approved, will begin collecting on this application June 1st, 2023.

Request for Proposals for Fixed Base Operator

Task Order 10

Items to Note:

- None

Action Items:

- None

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:

- Advertising in the Casper Star for 4/20/23, 4/27/23, 5/4/2023.
- Pre bid meeting set for May 4th, 2023.
- Bid Opening on May 11th, 2023.

Rehabilitate GA Apron

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

Items to Note:

- None

Action Items:

- Advertising in the Casper Star for 4/6/23, 4/13/23, 4/20/2023.
- Pre bid meeting set for April 20th, 2023.
- Plan Holders list includes 3 concrete primes.
- Bid Opening on April 27th, 2023.

South Side Hangar Development Utility Study

Task Order 13

Items to Note:

- CATEX submitted to FAA on March 16th, 2023.

Action Items:

- 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.
- **WAS NOT AWARDED. Will try again this fall.**

Northeast Wyoming Regional Airport Board Meeting Rules for Public Comment

1. **SIGN UP:** Each speaker wishing to speak needs to sign in on the sign-up sheet
2. **TIME LIMIT:** Each speaker is allowed 2 minutes for public comment
3. **RELEVANT TOPICS:** Only topics relevant to the Airport Board are allowed
4. **RESPECTFUL LANGUAGE:** Speakers should use respectful language and refrain from personal attacks or derogatory comments
5. **Be Courteous**