

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, July 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
- C. 4:15 P.M. Consent Agenda Items For Consideration

Documents:

[JUNE 2023.PDF](#)
[ACCOUNTS PAYABLE SUMMARY JULY 2023.PDF](#)

- D. 4:20 P.M. Director's Report - Todd Chatfield

Documents:

[DIRECTORS REPORT JULY 2023.PDF](#)

- E. 4:25 P.M. Engineer's Report - Morrison Maierle - Pat Stetson

Documents:

[GCC MONTHLY ENGINEERS REPORT 07.19.2023.PDF](#)

- F. 4:30 P.M. Civil Air Patrol Lease - Toni Brown And Greg Schreurs
- G. 4:40 P.M. Public Comment
- H. 4:50 P.M. Executive Session - If Necessary

- o Wyoming Statue § 16-4-405 - Statutory Reasons for Executive Sessions

- o Matters Posing Threat to Security of Private or Public Property, or Threat to Public Access ▪ Pending or Potential Litigation ▪ National Security Matters ▪ Real Estate - Site Selection or Purchases ▪ Attorney-Client Privileged Information

I. 5:00 P.M. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, August 16, 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
June 21, 2023**

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

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Porch, second by Mr. Malyurek to approve the Consent Agenda, including the June Accounts Payable Summary, and the May 17, 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 4,579 passengers go through the airport in May. This makes 22,105 passengers for the year.
- Triennial Drill – The airport conducted our annual FAA full-scale Triennial exercise on June 13. One Airport Board member was in attendance, and multiple state, federal, and local agencies participated. The airport staff did an excellent job with their part of the drill. The exercise went well, with some minor issues that will be addressed in the future with the participating groups. The training had agencies that wouldn't respond to the airport, and if they did would be under different circumstances. Todd thanked Ron and the entire operations crew for doing such a great job. He also thanked Brock for coming out and supporting us.
- TSA Inspection – TSA inspected the airport on May 23rd. During the inspection, a few minor suggestions were noted that need to be changed in our ASP, but everything went smoothly with no significant issues. Ron and Todd were both gone that day, so Todd thanked Shelly and Dalton for stepping up and helping the inspector find the needed information to conduct the inspection.
- ILS/ 16 PAPI – Operations Director Smith updated the board on this project. The ILS installation and flight check are complete. Currently, the airport is waiting for the FAA to send a verification letter that certifies the technicians allowing them to work on the new equipment. In addition, the 16 PAPI was aligned during the flight check.
- Next airport board meeting – The next meeting will be held at the GateOne board room, 2000 Airport Road Building 16, on July 21, 2023, at 4 pm.

**Regular Meeting of the Northeast Wyoming Regional Airport Board
June 21, 2023**

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. Van Ewing plans on resuming the demo of the old GA terminal after July 15th.
- Rehabilitate RW 16/34 Study
Task Order 5 – 80% State 20% GCC PFC.
The runway design is slotted for 2024 with construction in 2025.
A draft was sent for comment to WYDOT and the FAA for comments on June 12, 2023.
WYDOT has requested a meeting on either July 5th or 6th to give direction on how to proceed.
- Terminal Generator
One bid was received on April 11, 2023, from Scott Brothers Electric, Inc totaling \$801,609.90. This bid is \$296,909.90. The submittals are being reviewed.
- Sewer Lift Station
Task Order 8 – County Only Project
The bid totaling \$376,206.00 was awarded to DRM, Inc.
The submittals are being reviewed.

DRM sent a tentative schedule.
 - The underground electrical – August 2023
 - Install new Lift Station in January 2024. This could be moved up to an earlier date depending on when the new pump package is received.
- Acquire SRE – Dedicated Broom
Task Order 11 – FAA Entitlement (93.75% FAA, 3.75% State, 2.5% PFC)
The airport is looking into purchasing a front mounted broom with a cab forward chassis. The Bid Opening took place on May 11, 2023, with M-B Companies coming in as low bid at \$791,637.00, which is below the Engineers Estimate. A grant offer signed by the FAA is anticipated by the end of this week or the first part of the next. Once the FAA signs the grant the grant offer will be presented to the Commissioner's for approval.
- Rehabilitate GA Apron
Task Order 12 – FAA BIL (93.75% FAA, 3.75% State, 2.5% PFC)
The Bid Opening took place on April 27, 2023, with Powder River Construction coming in as low bid at \$765,904.00, which is below the Engineers Estimate.

**Regular Meeting of the Northeast Wyoming Regional Airport Board
June 21, 2023**

The Commissioner's approved the grant offer at their June 20th meeting. Currently the submittals are being reviewed and Powder River Construction plans on beginning the project after Labor Day. The project has a 45-day completion window so it should be completed prior to the weather turning colder.

- South Side Hangar Development
Task Order 13

CATEX was submitted to the FAA on March 16, 2023. Response from the FAA regarding the submitted CATEX requests some revisions. Morrison and Maierle is working on the revisions and will submit a revised CATEX addressing the FAA comments. Morrison and Maierle has started water modeling of the existing system and will be working with the FAA and State to revise the WACIP for the FY2024 taxiway project.

- FAA Bipartisan Infrastructure Law) BIL) Funds for Terminals

This will be submitted for FY 2024 this fall.

Café and Private Hangar Land Lease Agreements:

Mr. Chatfield presented both lease agreements to the board for approval. **Motion by Mr. Porch, second by Mr. Malyurek to approve the Café lease agreement as presented. After discussion by the board, motion carried.** The Private Hangar Land Lease was amended to reflect the annual rental payment for the premises shall be the sum of "\$ 0.22" per square foot. **Motion by Mr. Malyurek to approve the Private Hangar Land Lease as amended, second by Mr. Barnum. Motion carried.**

Flightline Lease Final Day of Operations:

Director Chatfield discussed the Flightline decommission schedule that was included in the airport board packet. According to the schedule Flightline's final day of operations will be June 29th. However, Flightline counsel has advised the Deputy County Attorney that Flightline will fuel aircraft through June 30th at 5 p.m. at which point they will complete fuel inventory and cease operations. This schedule will make it impossible for GateOne to complete calibration on the fuel trucks and be prepared to assume operations on July 1st. Mr. Schulte, GateOne General Manager requested the board approve GateOne to order fuel and utilize the empty tank at the fuel farm. Director Chatfield expressed concern that Flightline will object to this as it would comeingle fuel. After discussion, Airport Board President Lindblom requested the Deputy County Attorney correspond with Flightlines legal council to resolve this issue.

Habitat Management Lease/GateOne Agreement:

GateOne is requesting approval to sublease the Habitat Management building with the intent to purchase the property in one year. Director Chatfield reviewed the lease and does not see an issue with subleasing the building, however GateOne will need to enter a land lease with the

**Regular Meeting of the Northeast Wyoming Regional Airport Board
June 21, 2023**

airport should they purchase the property. After discussion, and by board consent President Lindblom directed Todd to notify Habitat Management that GateOne is approved to sublease the building.

GateOne Signage:

GateOne requested approval to place a GateOne sign in the new GA Terminal. An image of the sign was included in the board packets. At this point GateOne will place one 4X4 sign but does plan on placing more signs in the future. **Motion by Mr. Porch, second by Mr. Barnum to approve the sign placement. Motion carried.**

Executive Session:

None required.

Adjourn

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

Respectfully Submitted,

Brock Porch, Secretary/Treasurer

Owen Lindblom, President

JULY 2023
ACCOUNTS PAYABLE SUMMARY

INVOICE DATE	INVOICE NUMBER	VENDOR NAME	INVOICE DESCRIPTION	GROSS AMOUNT
06/26/2023	1WX1-CDFT-QJX9	Amazon Capital Services	VAC CLEANER	179.00
06/23/2023	11LC-Q3HH-DVLF	Amazon Capital Services	BADGE HOLDERS	58.99
06/28/2023	1FFW-4FT4-6Q3W	Amazon Capital Services	PRINTER TONER	419.67
06/26/2023	1CRT-NCHX-T491	Amazon Capital Services	A2X62WHJ718MZZ/DESK CALENDAR	23.99
06/30/2023	971-12	Bethesda Christian Broadcasting	JUNE 2023 ADV	330.00
07/10/2023	2507474663/JULY23	Black Hills Energy	AIRPORT NATURAL GAS METERS	1,925.74
06/22/2023	66308572	Bomgaars Supply Inc.	RELIEF VALVE FOR T-HANGAR RESTROOM	25.99
07/12/2023	66318982	Bomgaars Supply Inc.	8x12 sign	10.43
07/11/2023	272757	Bortz Inc.	1 JUG OF 5GAL WATER	7.25
07/17/2023	12277956	C & B Operations LLC	MOWER BLADES	189.90
05/28/2023	85588	Casper Star Tribune	INVITATION TO BID ON AP IMPROVEMENTS	712.96
04/30/2023	85454	Casper Star Tribune	INVITATION TO BID ON AP IMPROVEMENTS	1,572.64
07/10/2023	0016186071023/JULY23	Charter Communications	8313300720016186	275.18
05/30/2023	DMH5002715	Denison's Publishing Inc.	ALTITUDES - CADET EDITION	245.00
06/07/2023	301433982	Douglas Budget LTD Partnership	JUNE 2023 ADV	300.00
06/14/2023	301434069	Douglas Budget LTD Partnership	WINGS AND WHEELS ADV	150.00
06/28/2023	301434284	Douglas Budget LTD Partnership	WINGS AND WHEELS ADV	150.00
06/27/2023	1684702	EDMO Distributors Inc.	NEW RADIOS FOR TRUCKS AND HANDHELDS	1,741.81
07/06/2023	9-654-26281	Fedex	SHIPPING	4.66
07/01/2023	2023-006	Gillette Junior Hockey LLC	SCOREBOARD SIGN AND WEBSITE BANNER 2023/2024	2,000.00
07/01/2023	2023/2024	Gillette Main Street	2023 COMMUNITY PARTNERSHIP DIAMOND	2,500.00
06/30/2023	7266	Gillette News Record LLC	JUNE 2023 ADV	425.00
07/15/2023	6524753	Hawkins Inc.	CHLORINE CYLINDER	10.00
06/30/2023	23060073	Keyhole Broadcasting LLC	JUNE 2023 ADV	156.00
06/30/2023	23060074	Keyhole Broadcasting LLC	JUNE 2023 ADV	96.00
06/30/2023	IN-1230648483	Legend Communications of Wyoming LLC	JUNE 2023 ADV	295.02
06/01/2023	13094	Lisa A. Levasseur	WINGS AND WHEELS ADV	42.00
06/15/2023	13125	Lisa A. Levasseur	WINGS AND WHEELS ADV	45.50
06/26/2023	2113/JULY23	Mastercard	MEAL IN CASPER FOR ARFF TRAINING	34.39
06/29/2023	3367/JULY23	Mastercard	LODGING CHEYENNE/WATER CLASS	430.20
07/06/2023	2113/JULY23	Mastercard	LANDFILL DUMP FEE-REFRIGERATOR	35.00
06/30/2023	2113/JULY23	Mastercard	MEAL IN CASPER FOR ARFF TRAINING	34.39
06/26/2023	83555	Menard Inc.	COFFEE AND DEGREASER	21.39
07/08/2023	84334	Menard Inc.	SUPPLIES	11.99

JULY 2023
ACCOUNTS PAYABLE SUMMARY

07/12/202384669	Menard Inc.	SUPPLIES	12.82
07/10/202384489	Menard Inc.	SUPPLIES	42.60
07/13/202384727	Menard Inc.	SUPPLIES FOR WINGS AND WHEELS	349.95
07/13/202384693	Menard Inc.	SUPPLIES FOR WINGS AND WHEELS	17.54
07/18/202384987	Menard Inc.	TAPCON BIT	17.25
06/29/2023IN-510323	MG Oil Company	LUBRICANTS	1,248.53
06/29/2023000233724	Morrison Maierle, Inc.	PFC APPLICATION	8,000.00
06/29/2023000233727	Morrison Maierle, Inc.	SOUTH SIDE DEV	32,451.33
06/29/2023000233728	Morrison Maierle, Inc.	REHABILITATE GA APRON TASK ORDER 12	59,370.00
06/29/2023000233725	Morrison Maierle, Inc.	RFP FOR FBO	5,139.00
06/29/2023000233721	Morrison Maierle, Inc.	GCCA-REHAB RUNWAY 16/34 & 3	41,600.00
07/10/2023100528	Next Level Glass & Graphics LLC	PERIMETER SIGNAGE	13,748.80
07/01/2023US1048397	OAG Aviation Worldwide LLC	FIDS AND WEB COMPONENTS	635.00
07/10/20231308/JULY23	Powder River Energy CORP	AIRPORT ELECTRICAL METERS	11,806.06
06/30/202312033	Powder River Examiner LLC	JUNE 2023 ADV	120.00
06/26/20231022	Razor City Locksmith LLC	RELOCK AND DUPLICATE KEYS	59.90
06/30/20231027	Razor City Locksmith LLC	RELOCK AND DUPLICATE KEYS	520.75
06/28/2023605675-1760	Record Distributing LLC	MISC SHOP SUPPLIES	241.40
06/28/2023605718	Record Distributing LLC	CREDIT FOR SUPPLIES	-83.88
06/30/2023103534	Serton Publishing Co.Inc.	JUNE 2023 ADV	319.00
06/07/2023102652	Serton Publishing Co.Inc.	WINGS AND WHEELS	202.50
06/21/2023103126	Serton Publishing Co.Inc.	WINGS AND WHEELS	202.50
06/28/2023139512	Simpson's Creative Printers Inc.	FLYERS FOR WINGS AND WHEELS	155.00
06/22/2023186323	Slattery Enterprises Inc.	FUEL FARM PORTA POTTY	143.00
06/01/20233603555	Sundance Times Inc.	JUNE 2023 ADV	325.00
07/13/20231646	Tami Waldner LLC	LUNCHEON	56.00
06/30/2023EMPRMB06/30/23	Todd Chatfield	REIMB CHEYENNE WATER CLASS - MEALS	115.45
07/01/202398	Visweswara Rao Viswanadha	ANNUAL SUBSCRIPTION	6,000.00
07/31/20232023-674	Water Guy LLC	JULY 2023 SERVICE AND BACTERIA SAMPLE	552.00
06/22/202323-WY-14-FA	Wildlife Services	2023 WILDLIFE TRAINING	862.40
06/29/2023IV56019	Winter Equipment Company	PLOW BLADES	7,020.00
07/01/2023PO7688409	Wyoming Machinery Co.,Inc.	BATTERY	801.56
			206,511.55

Directors Report

July 19, 2023, Airport Board Meeting

- Passenger Statistics – The airport had 4,171 passengers go through the airport in June. This makes 26,276 passengers for the year.
- Wings and Wheels – I will report on the event.
- Demolition of Old GA Building – On Wednesday last week, the contractors met with the airport engineers and staff to discuss the demolition process. Starting this week, the utilities will be disconnected from the demolition areas. The airport asked the contractor to wait to start the demo until after the wings and wheels event. The demo is planned to begin on August 1 and will take two weeks to complete.
- ILS – The ILS system was removed from service on May 8, 2023. The new system was installed, and construction was completed with the flight inspection on June 8. We still haven't gotten the FAA's approval to turn the equipment on. I have contacted Senator Barrasso's office to see if they could help us with this. Charles with the Senator's office said they would ping the FAA and give them a nudge.
- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road Building 16, on August 16, 2023, at 4 pm.

ENGINEER'S REPORT

Northeast Wyoming Regional Airport Board Update
July 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.

Action Items:

- Water was leaking in the new terminal from a northern storm. Contractor has sealed the areas the leaks may have been coming from.
- A pre demolition meeting was held last week. Utilities will begin the disconnect process and main building demolition in first week of August.

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:

- An original draft was sent for WYDOT and FAA for comments on June 12, 2023. Returned to FAA and WYDOT on June 26th addressing their comments.
- A meeting was held with NEWRA, MMI, WYDOT and FAA on July 5th to discuss the latest edition. FAA and WYDOT wants a more detailed analysis on the RW/RW intersection.

Terminal Generator

Task Order 7 – County Only Project

Awarded to Scott Brothers Electric, Inc. - \$ 713,549.90

Items to Note:

Action Items:

- Reviewing Submittals.
- Contractor submitted a generator with options. Getting a better explanation from the contractor on why some options outside of the specifications were included.

Airport Sewer Lift Station

Task Order 8 – County Only Project

Awarded to DRM, Inc. - \$376,206.00

Items to Note:

- Waiting on submittals.

Action Items:

- DRM sent a tentative schedule.
 - Underground electrical in Aug 2023,
 - Install new Lift Station in January 2024. Could be earlier depending on when the new pump package is received.

Acquire SRE Carrier Vehicle with Dedicated Broom – FAA AIP 054; WYDOT AGC021A

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.
- M-B Companies, Inc. low bidder – \$ 791,639.00

Action Items:

- Waiting for grant offer to be signed by FAA. County to sign after FAA.
- FAA updated us last week the grant offer is being reviewed by the regional office.
- 60 Day bid hold ended on July 10th. M-B has offered to honor their bid for an additional 30 days. After that, they will have to reevaluate their bid.

Rehabilitate GA Apron – FAA AIP 053; WYDOT AGC014A

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

Items to Note:

- Powder River Construction, Inc. low bidder - \$ 765,904.00

Action Items:

- Reviewing Submittals.
- PRC planning on beginning after Labor Day.

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.
- Received response from FAA on CATEX.
- Will submit a revised CATEX addressing FAA Comments in the next project.
- Revised WACIP for a FY 2024 Taxilane project utilizing 2023 and 2024 BIL monies.

2024 Statewide Airport Crack Sealing (WYDOT AGMP37A)

80% State, 20% Local

Items to Note:

- WYDOT handles all the bidding, plans, and specs with MMI input.
- Construction anticipated for Spring 2024.
- MMI has already performed field measurements and submitted to WYDOT.

Action Items:

- Bidding early 2024.

2024 Mark Pavements (AGC015A)

Task Order 14? –90% State, 10% Local

Items to Note:

- WYDOT handles all the bidding, MMI handles the plans and specs.
- Construction anticipated for Spring 2024.

Action Items:

- Sign Task Order 14 with MMI at a later date.

2023 WACIP Update

Items to Note:

- WACIPs opened July 17th, Close September 1st.

Action Items:

- Evaluate current WACIP.
- Individual CIP Meeting with WYDOT on August 1st @ 1:00 p.m.

FAA Bipartisan Infrastructure Law (BIL) Funds for Terminals

- Will submit for FY2024 this fall.