



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, July 20, 2022**  
**Fulkerson Operations Facility**  
**2440 Airport Road**

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

B. Commissioner's Agenda

1. FBO Terminal Construction Update
2. SkyWest Files for Part 135 Charter Certificate
3. FY2022=2023 Budget
4. Other

**Upcoming Meetings**

October 19, 2022 at 4:00 p.m.

C. Consent Agenda Items For Consideration

Documents:

[AIRPORT BOARD MEETING MINUTES JUNE 2022.PDF](#)  
[JULY 2022 AP REPORT.PDF](#)

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

Documents:

[DIRECTORS REPORT JULY 2022.PDF](#)

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

Documents:

[GCC MONTHLY ENGINEERS REPORT 07.20.2022.PDF](#)

F. 4:35 P.M. Adjourn

G. Tour Of New FBO Facility

Note: The next Airport Board meeting is scheduled for Wednesday, August 17, 2022 at 4 p.m. at the new 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 15, 2022**

Airport Board President Lindblom called the meeting to order at 4:00 p.m. Members present were Mr. Burdette, Mr. Barnum, and Mr. Malyurek.

**Pledge of Allegiance**

**Approve Consent Agenda:**

**Motion by Mr. Burdette, second by Mr. Malyurek to approve the Consent Agenda, including the Purchase Order Summary, and the May 18, 2022, Airport Board Minutes as presented. Motion carried.**

**Hay Bid - Director Chatfield:**

The airport received two bids for the 2022, 2023, and 2024 hay seasons. President Lindblom opened the bids, the apparent successful high bid was submitted by Darrin Davidson in the amount of \$35 per ton. **Mr. Barnum moved to accept the bid as submitted by Darrin Davidson in the amount of \$35 per ton for the 2022, 2023 and 2024 hay seasons, second by Mr. Malyurek. Motion carried.**

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

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

- Passenger Statistics – The airport had 4,196 passengers go through the airport in May. Making the year total 20,152 total passengers. The airport was at 14,026 at the same time in 2021.
- Airport staffing update – The airport is down one staff member in the operations department. We will begin looking to fill the open position after July 4.
- CPA contract – The CPA contract has been signed by both SkyWest and WYDOT. The agreement between WYDOT and Campbell County will be sent out soon for signatures.
- Letter of Support – The airport was asked to sign a letter of support for SkyWest as they try to secure a Part 135 air carrier. As a Part 135 carrier, an airline isn't required to have their second officer or co-pilot have as many hours as a part 139 air carrier. These planes also can't have over thirty passenger seats. They plan to fly these planes in their EAS markets that the federal government won't let them out of. Both SkyWest and WYDOT feel this will help the airline build up their pilot pipeline and open more aircraft for our market. The other airports in the state agreed and GCC did send a letter of support to the United States Department of Transportation.

- Last Quarter CPA – In the last quarter of the CPA, GCC had a credit of \$46,657.73. So not only did we meet the required subsidy we also made money. This money will stay in the account to be used if needed in the future.
- Next airport board meeting – The next airport board meeting will be at the new Fixed Based Operator Building 2000 Airport Road building 16, on July 20, 2022, at 4 pm. This will be a quarterly meeting with the County Commissioners.

**Engineers Report – Pat Stetson:**

Mr. Tim Wick 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 June 1<sup>st</sup>, 2022, the project was approx. 88% complete, 288 / 285 Days used, and 17 weather days requested. A Certificate of Substantial Completion for Schedules 1 & 2 were given. A Suspend Work Order was also given to stop the clock and there will be 14 days of the contract remaining once a notice to continue work is issued to begin Bid Alternate 2- Demolition of the old FBO Building. A small remodel of a portion of the maintenance hangar is also part of the scope for Bid Alternate 2.

Interior is approximately 99% complete. A substantial punch list for the exterior was supplied to the contractor on June 6<sup>th</sup>. The contractor will work to complete the said punch list. The fence, drainage, rock, stonework and all roofing with gutters and metal accents are complete. The final site grading has been delayed until the site dries up. There are currently two delays on site. The first delay is the emergency automatic callout can't be installed until Century Link has installed the new phone line. The building cannot be occupied until this is done. The second delay is the new pivot gate is delayed due to a delay in the arrival of the specified aluminum and paint required for the gate. The manufacturer has no time frame as to when they can get the products. Mr. Stetson has asked the contractor to investigate the matter and suggest an alternative to the specified paint. Also, a temporary sliding gate has been installed and is fully operational until such time the permanent gate has been installed. The contractor will install the gate when it arrives.

- 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 of Morrison and Maierle have begun the existing pavement

survey by counting failing panels on both runways and setting up the report structure for a cost/benefit/life cycle analysis. The Engineers are 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. The survey should wrap up by the end of this fiscal year with the project start date in 2025.

- SPCC

Task Order 4 – 100% GCC CARES

The SPCC has been submitted to Airport Staff for review. Some changes on Fuel Farm upgrades and some Flightline Fuel Truck changes need to be edited.

- 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.

There was a meeting with the FAA on January 27, 2022. The Denver ADO is waiting for procedures from the FAA on how to produce a Development Grant form CRSSA and/or ARPA.

Main Terminal – 450kW NG generator - \$290,500

GA Terminal (New) – MMI designed an 80kW generator. Natural gas would be preferred. Scott Brothers Electric installed a few conduits from the GA Terminal stubbing out under the concrete to prevent having to remove any concrete for the generator installation. The new gas line (2" Poly) is now installed for the GA Terminal with the availability to install a tee to feed the backup generator as part of the generator project.

- SRE Midsized Loader

The Airport staff and MMI are working on what piece of snow removal 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.

Task Order 6 – 90% State 10% GCC

State (90%) – \$270,000.00

Local (10%) – \$30,000.00

Total (100%) – \$300,000.00

Minimum specification is set for a CAT 938 Loader, John Deere 624P Loader and a CASE 721G Loader with a Snow Wolf Quattro Plow HD 170" (14'2") Auto Wing Angle Plow. Specifications have been given to Ron and sent to WYDOT for review.

**Home Fire Foods Café Lease – Director Chatfield:**

Mr. Chatfield and Ms. Besel had the opportunity to discuss the topics discussed regarding Home Fire Foods that were brought before the board at the May 2022 meeting with Ms. Waldner. Ms. Waldner, owner of Home Fire Foods has addressed the staffing issue hiring a part-time employee to assist through August 22<sup>nd</sup> at which time that person will be moved to a full-time status. The frozen/cold food vending machine is on order with no deliver date, but Ms. Waldner has secured a microwave and plans on placing that in the secure area when the vending machine arrives. She is willing to adjust her hours to include additional hours as needed once her part-time employee is moved to a full-time status. After discussion, Mr. Chatfield presented an annual lease agreement between Home Fire Foods and the airport with an effective date of July 1, 2022, through June 30, 2023, for the purpose of leasing the airport café to the airport board for review and approval. **Mr. Malyurek moved to approve the lease between the Airport Board and Home Fire Foods with an effective date of July 1, 2022, until June 30, 2023, as presented, second by Mr. Burdette. Motion carried.** The board extended their willingness to work with Ms. Waldner in the future making certain her business is a success and inviting her to bring new ideas and challenges to the board for a cooperative working relationship.

**Civil Air Patrol (CAP) Hangar Rental – Greg Schreurs:**

Civil Air Patrol has an agreement with the airport board, that due to financial difficulties in the past year they were able to forgo rent until June 30, 2022. Greg Schreurs representing Civil Air Patrol was present at the meeting stating Civil Air Patrol has limited funding to pay for the upcoming year's rent at a rate of \$250.00 and must expend those funds prior to June 30, 2022. However, this offer would be made with the caveat the rent be paid in a lump sum prior to June 30, 2022, for the upcoming year and due to budget constraints he didn't know the exact amount Civil Air Patrol would be able to pay indicating that he didn't believe it would be for an entire year of the lease amount. After discussion, the board agreed that they would offer Civil Air Patrol a rental rate of \$250.00 per month to be paid in a lump sum amount prior to June 30, 2022, for a period extending from July 1, 2022, through June 30, 2023, with the total amount dependent upon fiscal year end funding and will revisit this agreement in the upcoming year during the budget meetings. **Mr. Burdette moved to approve the agreement to accept the rental rate of \$250.00 per month for the period of July 1, 2022, through June 30, 2023, to be paid in a lump sum amount with the total amount to be determined dependent upon Civil Air Patrol's fiscal year end funding, second by Mr. Barnum. Motion carried.**

**T-Hangar Annual Increase – Director Chatfield:**

Director Chatfield brought discussion before the board regarding a clause being added to the hangar lease agreements authorizing the airport to increase at their will the lease rate on an annual basis not to exceed 1%. The current lease agreement does not specify an amount that the lease may be increased which is problematic for budgeting purposes for hangar tenants. Director Chatfield stated it would be more consistent to apply the verbiage

of the airport board's ability to increase the lease rate by no less than one percent on an annual basis. After discussion amongst the board is in favor of this concept and will bring it into discussion during the budgeting meetings in January and February of 2023.

**Adjourn**

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

Respectfully Submitted,

Curtis Burdette, Secretary/Treasurer

Owen Lindblom, President

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DRAFT



NORTHEAST WYOMING REGIONAL AIRPORT  
JULY 2022 ACCOUNTS PAYABLE REPORT

INVOICE DATE	INVOICE NUMBER	VENDOR NAME	INVOICE DESCRIPTION	GROSS AMOUNT
07/01/2022	INV-9088	AdBay.Com Inc.	SUMMER CAMPAIGN, JUNE ADS, SM CONTENT	2,186.00
07/05/2022	INV-9091	AdBay.Com Inc.	WINGS AND WHEELS GRAPHIC DESIGN WORK	900.00
07/01/2022	2022/2023SPONS	American Legion Post 42	GRAND SLAM CLUB 2022 SPONSORSHIP	2,000.00
06/30/2022	287238365131/JUL22	AT&T Mobility	AIRPORT CELL PHONES JUNE 2022	190.96
05/31/2022	132313-0006	Bethesda Christian Broadcasting	MAY 2022 ADVERTISING	300.00
06/30/2022	2507474663/JUN22	Black Hills Energy	NEW REG AIRPORT NATURAL GAS	3,610.76
05/17/2022	66124433	Bomgaars Supply Inc.	GLOVES	31.48
06/01/2022	66132293	Bomgaars Supply Inc.	MISC. SHOP SUPPLIES	63.99
06/09/2022	66136393	Bomgaars Supply Inc.	BARBED WIRE AND WATER	89.98
06/14/2022	258158	Bortz Inc.	10-5 GALLON JUGS OF WATER	74.50
06/21/2022	11709192	C & B Operations LLC	LH DOOR	367.59
06/24/2022	11716248	C & B Operations LLC	SPINDLE FOR OLD JOHN DEERE MOWER DECK	203.75
06/14/2022	0016194061422/JUNE22	Charter Communications	8313300720016194	216.53
07/10/2022	0016186071022/JUL22	Charter Communications	8313300720016186	266.13
07/10/2022	0016186071022/JUL22	Charter Communications	8313300720016186	266.13
07/14/2022	0016194071422/AUG22	Charter Communications	8313300720016194	216.53
06/30/2022	301/300029/0622	City of Gillette	1400 W LAKEWAY RD	40.48
06/30/2022	061622	Curtis Wash Systems Inc.	AIRPORT-17515081	11.64
06/01/2022	301415229	Douglas Budget LTD Partnership	6/8/2022 AD	300.00
06/08/2022	301415280	Douglas Budget LTD Partnership	6/8/2022 AD	150.00
07/01/2022	2022/2023	Gillette Hockey Association Inc.	GILLETTE WILD HOCKEY SPONSORSHIP	2,000.00
07/02/2022	522	Gillette Main Street	522	1,500.00
06/04/2022	303974411	Gillette News Record LLC	WEB ADV JUNE 1-4, 2022	212.50
06/15/2022	6210887	Hawkins Inc.	CHLORINE CYLINDERS	20.00
06/30/2022	220660076	Keyhole Broadcasting LLC	JUNE 2022 ADV	52.00
06/30/2022	20060077	Keyhole Broadcasting LLC	JUNE 2022 ADV	48.00
07/01/2022	1220645430	Legend Communications of Wyoming LLC	1220645430	467.10
06/02/2022	11773	Lisa A. Levasseur	JUNE 2022 ADV	42.00
06/22/2022	8040/JUL22	Mastercard	PIZZA HUT/6/22/22/MEAL FOR WILDLIFE TRAINING	54.77
07/20/2022	3367/JUL22	Mastercard	TRAVEL EXPENSES/JULY2022	1,700.76
06/23/2022	58701	Menard Inc.	WINDSHIELD WIPER BLADES	19.98
07/05/2022	USA1041257	OAG Aviation Worldwide LLC	JULY FIDS AND WEB COMPONENTS	577.25
07/19/2022	35900	On Time Sports	CCHS FALL 2023	675.00
07/19/2022	35903	On Time Sports	TBHS FALL 2023	675.00
07/19/2022	35902	On Time Sports	TBHS SPRING 2023	675.00
07/19/2022	35899	On Time Sports	CCHS SPRING 2023	675.00
07/19/2022	35898	On Time Sports	CCHS WINTER 2022	675.00
07/19/2022	35901	On Time Sports	TBHS WINTER 2022	675.00

NORTHEAST WYOMING REGIONAL AIRPORT  
JULY 2022 ACCOUNTS PAYABLE REPORT

06/30/20221308/JUNE22	Powder River Energy CORP	NEW REG AIRPORT ELECTRICAL METERS	11,547.73
04/27/2022460854-1760	Record Distributing LLC	BRAKE PART	6.58
06/16/2022478625-1760	Record Distributing LLC	PLOW BOLT	44.50
06/15/202214181	Scott Brothers, Inc.	ELEC FOR SKULLYS AT FUEL STATION	3,661.58
06/08/202285883	Serton Publishing Co.Inc.	6/8/2022 AD	198.75
06/30/202286899	Serton Publishing Co.Inc.	6/8/2022 AD	319.00
06/23/2022173052	Slattery Enterprises Inc.	FUEL FARM PORTA POTTY JUNE 2022	143.00
07/11/202291417	The Grease Barrel LLC	Oil Change	112.10
07/07/2022EMPRMB072022	Todd Chatfield	REIMBURSMENT FOR MEAL	9.58
05/02/202212545	Vista Leasing Company Inc.	ANNUAL COPIER LEASE 6/1/22-6/1/23	2,880.00
06/30/20223998474T020/JUNE22	Waste Connections of Wyoming	3020-1020207-001	824.20
06/30/20222022-613	Water Guy LLC	SODIUM SILICATE	130.00
06/30/20222022-534	Water Guy LLC	June 2022 Service and Bacteria Sample	460.00
07/31/20222022-668	Water Guy LLC	JULY 2022 SERVICES AND BACTERIA SAMPLE	552.00
07/02/20222022/2023	Western Surety Company	BOND 58579168	100.00
07/17/2022562765-071922	Ziplocal Lp	CAMPBELL CROOK PHONE BOOK 22/23	680.00

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43,899.83

## Directors Report

### July 20, 2022, Airport Board Meeting

- Passenger Statistics – The airport had 3,969 passengers go through the airport in June. Making the year total 24,121 total passengers. The airport was at 19,190 at the same time in 2021.
- Airport staffing update – The airport will be looking to fill one open Operations Tech position.
- CPA contract – All parties have signed the CPA contract. The Aeronautics Director drove up on June 30 to physically pick up the signed copies and return them to SkyWest.
- June Fuel Sales – The FBO pumped 59,014 total gallons through the fuel farm giving the airport a June revenue of \$5,901.40.
- Airport Café – The café has hired another employee, so the café will be open this week while the National High School Rodeo is in town. I want to thank Home Fire Foods for working so hard to staff the Airport Café while she has other events in town.
- Wings and Wheels – Just a reminder that our Wings and Wheels event will be on August 20, from 11 am to 4 pm.
- Next airport board meeting – The next meeting will be at the new Fixed Based Operator Building 2000 Airport Road building 16, on August 17, 2022, at 4 pm.

# ENGINEER'S REPORT

Northeast Wyoming Regional Airport Board Update  
July 20, 2022



## **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

Project is still under suspended work until Van Ewing can begin the demolition of the existing building. A temporary Certificate of Occupancy was issued Tuesday, 7/12/22.

### **SPCC**

Task Order 4 – 100% GCC CARES

Submitted to Airport Staff, some changes on Fuel Farm upgrades and some Flightline's Fuel Truck changes need to be edited.

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

Task Order 5 – 80% State 20% GCC PFC

Runway design is slotted for 2024 with construction in 2025. Talked with the state last week and would like to hold that schedule. A lot of new information on the current state of the economy will play a big factor in this report. Latest being the shortage of fly ash and cement, two big components in concrete construction.

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

Task Order 6

\$270K (90% State, Grant); \$30K (10% Local, PFC's) - \$300k Total

Set minimum specifications for a CAT 938M Loader, John Deere 624P Loader, and a Case 721G Loader with a SnowWolf QuattroPlowHD 170" (14'2") Auto Wing Angle Plow.

Advertising now with a prebid meeting set up for 7/20/22. Will update board at the meeting to discuss how that went. Bid opening is set for 7/28/22.

## **Terminal Generator**

Task Order 7 – 100% FAA CRSSA

Main Terminal – Looking towards a 450kW generator for the main terminal to fit the needs of the existing chiller.

~~200kW diesel – \$67,850\*~~

~~200kW NG - \$140,250\*~~

~~350kW diesel – See 450kW~~

~~350kW NG - \$ 224,300\*~~

~~450kW diesel – \$117,166\*~~

450kw NG - \$290,500\*

\*Pricing was from March 1, 2022. We are seeing a substantial price increase as well as a substantial lead time since these costs were quoted. Lead times are around 68 weeks.

GA Terminal (New) – MMI designed an 80kW generator. Natural gas would be preferred. Scott Brothers Electric installed a few conduits from the GA Terminal stubbing out under the concrete to prevent having to remove any concrete for the generator installation. The new gas line (2" Poly) is now installed for the Ga Terminal with the availability to install a tee to feed the backup generator as part of the generator project.

## **Airport Sewer Lift Station**

Morrison Maierle will prepare a Scope of Work and Task Order for a Design, Bid, Construct project to upgrade the airport sewer lift station. The Scope and Task Order will be submitted to the board prior to the August 17<sup>th</sup> meeting for review and approval.