



Luke Malyurek, President
Adrian Gerrits, Vice President
Owen Lindblom, Secretary/Treasurer
Greg Schreurs, Member
Lewis Barnum, Member

Northeast Wyoming Regional Airport Board Agenda
4 p.m. Wednesday, November 17, 2021
Fulkerson Operations Facility
2440 Airport Road

- A. Pledge Of Allegiance
- B. Consent Agenda Items For Consideration:

Documents:

[AIRPORT BOARD MINUTES OCTOBER 2021.PDF](#)
[NOVEMBER 2021 PURCHASE ORDER SUMMARY.PDF](#)

- C. Director's Report - Todd Chatfield

Documents:

[NOVEMBER 2021 DIRECTORS REPORT.PDF](#)

- D. Engineer's Report - Morrison Maierle - Tim Wick And Pat Stetson

Documents:

[NOVEMBER 2021 ENGINEERS REPORT.PDF](#)

- E. Flightline LFS, Inc. Update
- F. Executive Session - Personnel
- G. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, December 15, 2021 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
October 20, 2021**

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

Pledge of Allegiance:

Commissioners Agenda:

The October meeting was a joint Commissioner and Airport Board meeting.

FBO Construction Update:

Tim Wick of Morrison and Maierle updated the Commission that the General Aviation construction is 14% complete. All construction materials are on site so there will be no delays in material delivery and this project is on track to be completed as scheduled.

Airport By-laws Update:

Mr. Chatfield updated the Commission that the board has formed a committee and hope to receive input from the Deputy County Attorney, County Clerk and Commissioner Lesion to assist in drafting new by-laws for the Airport Board.

Fuel Shortage Update:

Mr. Chatfield stated the shortage has been remedied, however there is still a shortage of truck drivers which in turn could have an effect on the timely delivery of the fuel.

SkyWest, DIA, and other airline effects on GCC:

Director Chatfield led a discussion in the challenges that the State may face in the upcoming negotiation with SkyWest regarding the CPA. While the CPA has a 10-year term, every two years the State enters negotiations with SkyWest to discuss the financial terms of the agreement. At this point Mr. Chatfield is just making certain the Commission and Airport Board are informed of the situation and is not requiring any action on their part. He will keep both the Commission and Airport Board informed of any developments.

Water Main Break:

Director Chatfield added this item to the Commissioner's agenda. The airport has a water main break under the ramp area. Public Works is working with DRM and Scott Brothers to remedy the issue and to date the impact to the airport has been minimal.

Approve Consent Agenda:

Motion by Mr. Lindblom, second by Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary, the September 15, 2021 Airport Board Minutes. Motion carried.

Director's Report – Todd Chatfield:

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

Passenger Statistics:

In September 2021, 2,158 passengers departed and 2,085 arrived for a total of 4,243 total for the month. Total passengers for 2021 are 33,792 up from 21,207 in 2020. In 2019 the total passenger count was 42,186 at the same time.

By-Laws Update:

Mr. Chatfield sent a doodle poll to the county officials that the board requested to be on the by-law committee and did not receive a response. The board then decided to go ahead with the committee consisting of the two board members and Mr. Chatfield.

SkyWest Update:

SkyWest has gone through some changes recently that affect our airport. Greg Atkins, the Chief Operating Officer that we have always worked with, has been replaced by the company's Chief Financial Officer Wade Steel. The new management is dedicated more to profit than customer service and now we see why many things have changed in the last few months. If SkyWest isn't making a certain profit in a community, they will pull out, as we have seen with Durango, Rapid City and Casper recently losing their service to Salt Lake. Our CPA agreement with the State and SkyWest will end on June 30, 2022. Currently, we are unsure where this leaves the four airports that are in the CPA now. The State will most certainly have to negotiate a new deal and is fully aware of the circumstances and everything happening. Mr. Chatfield is certain the State will do what's best for themselves and the four airports in the agreement. In the meantime, the Director of WYDOT, Director of Aeronautics, and two Airport Directors are going to St. George November 8 and 9 to meet with the new SkyWest management. They are also setting up a meeting with United Airlines for the near future. Mr. Chatfield will be one of the Directors going to St. George in November and will keep the board up to date on the progress.

Water main break update

The airport has a water main break under the ramp area. Public Works is working with DRM and Scott Brothers to remedy the issue and to date the impact to the airport has been minimal.

CRSSA Funds

If approved by the FAA I would like to use CRSSA funds to purchase two back-up generators. One for the terminal and one for the new FBO terminal building.

Wings and Wheels update

The airport had a good turnout for our first event. Staff calculates around 250 participants going off the number of people who signed up for the free airline tickets and free flights around Gillette. We received good feedback from all who attended and have had some businesses and locals offer to support the event in the future. We plan on putting these types of events together each year into the future.

FAA Inspection

The airport will have their next Part-139 inspection the week of December 13-17. It will have been 25 months since our last inspection, mostly due to COVID and the FAA unable to travel. In years past all inspections must be done within a 24-month period, so this is something the Director hasn't seen before. In the last 15 years we have always had a yearly inspection.

Next airport board meeting

The next airport board meeting will be November 17, 2021 in the Fulkerson Operations Facility

Engineers Report – Pat Stetson:

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

2021 General Aviation Terminal:

AIP 47 Grant - \$3,010,742.00

AIP 50 Grant - \$300,000

Notice of Award for Van Ewing Construction

Notice to Proceed August 16, 2021

Project 14% complete at end of last month.

All construction materials are on site.

Rehabilitate RW 16/34:

Scope of work to be reviewed and approved

Task Order 5 – 80% State 20% GCC PFC

Began existing pavement survey.

SPCC:

In progress, need to update with Fuel Farm upgrades

WACIP:

Submitted to State September 22, 2021.

Economic Development Request for Letter of Support – Todd Chatfield:

Mr. Chatfield presented a letter of support for Economic Development for the board to review and offer direction. The board reviewed the letter and gave direction to Mr. Chatfield to proceed with sending the letter of support.

GA Terminal Building Modification Request – Micky Steward–

Ms. Steward discussed several concerns with the design of the new GA building and redesign of the Maintenance Hangar once the demo has occurred on the existing FBO. She initially had requested a design modification to the office spaces in the new building so they could accommodate space for Guardian Air. Board Member Gerrits stated he felt there are other places on the airport property that are better suited to housing Guardian than the FBO. As discussion ensued, Ms. Steward distributed “Fixed Base Operations Challenges” packets to the board and staff for their review. After reviewing the document and further discussion by the board and Ms. Steward, Director Chatfield suggested that he set up a meeting with himself, Mr. Love, Ms. Steward and any other Flightline representatives she would like present to go over concerns and issues that she has regarding the Maintenance Hangar redesign and other issues outside of lease negotiations that arose from the lengthy conversation had during the meeting. It was advised that lease negotiations would be held later with the presence of airport board members and prior to renewing the lease. The forthcoming meeting will be to discuss the design of the Maintenance Hangar and other issues that were laid out in the document Ms. Steward distributed and only those issues that are not dealing with lease renewal negotiation.

Flightline LFS, Inc Update:

Ms. Steward stated that fuel sales were at an all time high in September and the new fuel truck should be in next week.

Adjourn

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

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Luke Malyurek, President

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Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	To Receive Amount
NATURAL GAS OCTOBER 2021	22004052	OP	623195 BLACK HILLS ENRG GAS	11/09/21	EA			3,293.01
MOWER BLADE	22004053	OP	615241 C B OPERATIONS	11/09/21	EA			79.47
CHLORINE CYLINDERS	22004054	OP	477378 HAWKINS	11/09/21	EA			10.00
MOLE & GOPHER PELLETS	22004055	OP	640913 MENARDS AIRPORT	11/09/21	EA			14.98
KLEENEX & BATTERIES	22004055	OP	640913 MENARDS AIRPORT	11/09/21	EA			74.54
PAPER (3) CASES	22004056	OP	389167 OFFICE DEPOT	11/09/21	EA			172.19
CALENDARS	22004056	OP	389167 OFFICE DEPOT	11/09/21	EA			61.26
CALENDAR	22004056	OP	389167 OFFICE DEPOT	11/09/21	EA			24.99
DRY ERASE CALENDARS (2)&MRKS	22004056	OP	389167 OFFICE DEPOT	11/09/21	EA			76.57
BUSINESS CARDS	22004057	OP	139758 SIMPSONS PRINTING	11/09/21	EA			165.00
SPROCKETS & CONNECTOR LINK	22004058	OP	562071 TITAN MACHINERY	11/09/21	EA			336.60
FREIGHT	22004058	OP	562071 TITAN MACHINERY	11/09/21	EA			22.50
SUSPENSION REPAIRS	22004058	OP	562071 TITAN MACHINERY	11/09/21	EA			2,525.65
REPLACE HYD HOSES & OIL LEAK	22004058	OP	562071 TITAN MACHINERY	11/09/21	EA			7,584.97
WASTE REMOVAL OCTOBER 2021	22004059	OP	298441 WASTE CONNECTIONS	11/09/21	EA			677.14
RESTOCK 1ST AIDE CABINETS	22004060	OP	573407 RESPOND FIRST AID	11/09/21	EA			109.90
MONTHLY PLAN OCT 2021	22004301	OP	592683 ATT AIRPORT	11/17/21	EA			61.16
257-3137	22004301	OP	592683 ATT AIRPORT	11/17/21	EA			32.13
660-8623	22004301	OP	592683 ATT AIRPORT	11/17/21	EA			29.13
680-7698	22004301	OP	592683 ATT AIRPORT	11/17/21	EA			29.13
TABLET	22004301	OP	592683 ATT AIRPORT	11/17/21	EA			43.23
OPS CABLE 11/10/21-12/9/21	22004302	OP	477634 CHARTER COMM CABLE	11/17/21	EA			246.56
1400 W LAKEWAY RD OCT 2021	22004303	OP	107203 CITY GILLETTE UTIL	11/17/21	EA			38.52
FLIGHT TO ST GEORGE	22004304	OP	566240 FIB MSTRCRD AIRPORT	11/17/21	EA			871.11
ADM CAUC LUNCHEON	22004304	OP	566240 FIB MSTRCRD AIRPORT	11/17/21	EA			179.63
JOB POSTING-30 DAYS	22004304	OP	566240 FIB MSTRCRD AIRPORT	11/17/21	EA			185.00
FUEL FARM PORTA POTTY	22004305	OP	111587 PAINTBRUSH SERVICES	11/17/21	EA			136.00
GIL HWY 14-16 4605	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			56.20
ENTRANCE SIGN	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			53.24
51-72-32-010	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			84.57
LOCALIZER	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			67.47
TOWER	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			638.02
GLIDE SLOPE	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			108.19
SOUTH GENERATOR	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			112.50
S&P 1A HANGAR	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			40.00
HANGAR N	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			206.09
AIRPORT BY OLD TERMINAL	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			1,303.20
H2O	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			429.84
MAIN TERMINAL	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			5,322.15
GATE N OF TERMINAL	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			54.67
UTILITY	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			122.61
RESTROOM METER	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			105.78
50-72-04-106 NWNW	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			40.00
ARFF BLDG	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			965.81
1 PHASE DROP N OF TAXIWAY	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			49.13
VAULT	22004306	OP	238140 POWDER RIVER ENER UT	11/17/21	EA			907.74
BATTERY AND CORE DEP	22004308	OP	687543 RECORD SUPPLY	11/17/21	EA			482.88
CORE DEP	22004308	OP	687543 RECORD SUPPLY	11/17/21	EA			108.00
FOOT PEDAL SENSOR	22004310	OP	618610 ROSENBAUER MINNESOTA	11/17/21	EA			50.00
SHIPPING	22004310	OP	618610 ROSENBAUER MINNESOTA	11/17/21	EA			13.05
10-5 GALLON JUGS WATER	22004312	OP	413403 WYOMING WATER SOL	11/17/21	EA			70.00
11 RETURNS	22004312	OP	413403 WYOMING WATER SOL	11/17/21	EA			34.50
								28,221.01

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 11/17/21

Branch/Plant . Northeast 751 Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount

			Northeast Wyoming Regional					28,221.01

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 11/17/21

Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
AIP 47 GA TERM PAY EST #3	22004296	OP	396295 VAN EWING CONST	11/17/21	EA			326,286.05
								326,286.05
			FAA AIRPORT IMPROVEMENT PROG					326,286.05

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 11/17/21

Branch/Plant . 10440
FAA CARES ACT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
AIP 50 GA TRM CONST PAY EST#3	22004297	OP	396295 VAN EWING CONST	11/17/21	EA			43,422.02
								43,422.02
			FAA CARES ACT					43,422.02

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MRKT GNT GRPH DSN FALL	22004015	OP	556210 ADBAY COM	11/09/21	EA			762.50
50% CO MTCH GRPH DSN FALL	22004015	OP	556210 ADBAY COM	11/09/21	EA			762.50
50% MRKT GNT OCT 2021 WEB AD	22004019	OP	621667 BLACK HILLS PIONEER	11/09/21	EA			159.50
50% CO MATCH OCT 2021 WEB AD	22004019	OP	621667 BLACK HILLS PIONEER	11/09/21	EA			159.50
50% MRKT GNT 10/6/21 PRINT AD	22004019	OP	621667 BLACK HILLS PIONEER	11/09/21	EA			99.37
50% CO MATCH 10/6/21 PRINT AD	22004019	OP	621667 BLACK HILLS PIONEER	11/09/21	EA			99.37
50% MRKT GNT 10/20/21 PRNT AD	22004019	OP	621667 BLACK HILLS PIONEER	11/09/21	EA			99.37
50% CO MATCH 10/20/21 PRNT AD	22004019	OP	621667 BLACK HILLS PIONEER	11/09/21	EA			99.37
50% MRKT GNT OCT 2021 WEB AD	22004021	OP	361092 DOUGLAS BUDGET	11/09/21	EA			150.00
50% CO MATCH OCT 2021 WEB AD	22004021	OP	361092 DOUGLAS BUDGET	11/09/21	EA			150.00
50% MRKT GNT 10/13/21 PRNT AD	22004021	OP	361092 DOUGLAS BUDGET	11/09/21	EA			70.00
50% CO MATCH 10/13/21 PRNT AD	22004021	OP	361092 DOUGLAS BUDGET	11/09/21	EA			70.00
50% MRKT GNT 10/27/21 PRNT AD	22004021	OP	361092 DOUGLAS BUDGET	11/09/21	EA			70.00
50% CO MATCH 10/27/21 PRNT AD	22004021	OP	361092 DOUGLAS BUDGET	11/09/21	EA			70.00
50% MRKT GNT OCT 2021 WEB AD	22004046	OP	113275 NEWS RECORD	11/09/21	EA			212.50
50% CO MATCH OCT 2021 WEB AD	22004046	OP	113275 NEWS RECORD	11/09/21	EA			212.50
50% MRKT GNT 10/21 KOOL ADV	22004047	OP	573263 KEYHOLE BROADCASTING	11/09/21	EA			40.00
50% CO MATCH 10/21 KOOL ADV	22004047	OP	573263 KEYHOLE BROADCASTING	11/09/21	EA			40.00
50% MRKT GNT 10/21 KOAL ADV	22004047	OP	573263 KEYHOLE BROADCASTING	11/09/21	EA			65.00
50% CO MATCH 10/21 KOAL ADV	22004047	OP	573263 KEYHOLE BROADCASTING	11/09/21	EA			65.00
50% MRKT GNT OCT 2021 ADV	22004048	OP	661941 KSLT KLMP KPPT	11/09/21	EA			150.00
50% CO MATCH OCT 2021 ADV	22004048	OP	661941 KSLT KLMP KPPT	11/09/21	EA			150.00
50% MRKT GNT NOV 2021 FIDS	22004049	OP	575963 OAG FLIGHTVIEW	11/09/21	EA			159.79
50% CO MATCH NOV 2021 FIDS	22004049	OP	575963 OAG FLIGHTVIEW	11/09/21	EA			159.79
50% MRKT GNT NOV 2021 WEB CMP	22004049	OP	575963 OAG FLIGHTVIEW	11/09/21	EA			102.54
50% MRKT GNT NOV 2021 WEB CMP	22004049	OP	575963 OAG FLIGHTVIEW	11/09/21	EA			102.54
50% MRKT GNT OCT 2021 ADV	22004050	OP	623689 POWDER RIVER EXAM	11/09/21	EA			60.00
50% CO MATCH OCT 2021 ADV	22004050	OP	623689 POWDER RIVER EXAM	11/09/21	EA			60.00
50% MRKT GNT OCT 2021 ADV	22004051	OP	199566 SUNDANCE TIMES	11/09/21	EA			162.50
50% CO MATCH OCT 2021 ADV	22004051	OP	199566 SUNDANCE TIMES	11/09/21	EA			162.50
50% MRKT GNT NOV 21 GRPH DSGN	22004299	OP	556210 ADBAY COM	11/17/21	EA			123.00
50% CO MTCH NOV 21 GRPH DSGN	22004299	OP	556210 ADBAY COM	11/17/21	EA			123.00
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AIRPORT MARKETING								-----
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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 11/04/21

Branch/Plant . Northeast Wyoming Regional
751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
QUICKBOOKS RENEWAL 2021/2022	22003898	OP	566240 FIB MSTRCRD AIRPORT	11/04/21	EA			270.00
								270.00
Northeast Wyoming Regional								270.00
								270.00

Directors Report

November 17, 2021

1. Passenger statistics

October 2021, we had a total passenger count of 4,896. This makes total passengers for the year 39,135. That's a 73% increase over 2020 but a 14% decrease from 2019.

2. By-Laws Update

The by-laws have been sent over to the county attorney and the county clerk to look over and make suggestions. They both have been extremely busy, but I hope to have something back by the first of the year from them.

3. SkyWest update

I have been invited to go to St. George the second week of December with WYDOT Aeronautics and other airport directors involved with the CPA. We are expecting to meet the new team at SkyWest and gain some insight of what might be coming in June 2022 when our contract with them is up for renewal.

4. Water main break update

The water main break that ran under the main ramp at the intersections of Charlie and Delta has been repaired. That section of the water system has been turned back on.

5. Flightline Meeting

Flightline, MMI, and I met to discuss options for when the new FBO terminal is built. We had a good discussion and I feel that both Flightline and the airport have come up with ideas that will work for both groups. Flightline will use the back maintenance hangar for more office space. The group has some questions into the architect to see what can be done with better heating and cooling in the suggested office space area. I'm confident that something can be done to make our ideas work.

6. Job Opening

We have an open Director of Operations position we are currently trying to fill. The position was posted on November 1 and we already have a few qualified applications. I hope to have someone in place before the end of the year.

7. Next airport board meeting

The next airport board meeting will be December 15, 2021 in the Fulkerson Operations Facility.

ENGINEER'S REPORT
Northeast Wyoming Regional Airport
November 2021 Board Meeting



2021 General Aviation Terminal

AIP 47 Grant - \$3,010,742.00

AIP 50 Grant - \$300,000

Notice of Award for Van Ewing Construction

Notice to Proceed August 16, 2021

As of October 31st, 2021, Project was approx. 20% complete, 77 / 285 Days used, and 4 weather days requested.

Interior floor is complete, Structural steel is complete, Building exterior walls are being erected, Site electrical and site storm sewer in progress.

Rehabilitate RW 16/34

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

Began existing pavement survey. Counting failing panels on both runways. Setting up report structure

SPCC

In progress, need to update with Fuel Farm upgrades, Flightline Fuel Truck changes, airport staff changes.

Taxiway Construction 2019

1 – Year warranty walk through was conducted on November 8, 2021
Two items: Seeding - will re evaluate next spring; Fading sign panels – Airside Solutions