



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, March 15, 2023
General Aviation Facility
2000 Airport Road Building #16

- A. Meeting Called To Order - Pledge Of Allegiance
- B. Consent Agenda Items For Consideration

Documents:

[FEBRUARY 2023.PDF](#)
[SPECIAL BOARD MEETING JFEBRUARY 15 2023.PDF](#)
[SPECIAL BOARD MEETING JFEBRUARY 16 2023.PDF](#)
[MARCH 2023 ACCOUNTS PAYABLE SUMMARY.PDF](#)

- C. 4:05 P.M. Director's Report - Todd Chatfield

Documents:

[DIRECTORS REPORT MARCH 2023.PDF](#)

- D. 4:15 P.M. Engineer's Report - Morrison Maierle - Pat Stetson

Documents:

[GCC MONTHLY ENGINEERS REPORT 03.15.2023.PDF](#)

- E. 4:25 P.M. Airport Operations Budget FY 2023/2024 - Todd Chatfield

Documents:

[OPERATIONAL BUDGET SPREADSHEET FOR COMMITTEE.PDF](#)

- F. 4:30 P.M. Airport Revenue Budget FY 2023/2024 - Todd Chatfield

Documents:

[RATES AND CHARGES COMMITTEE AND STAFF
RECOMMENDATIONS FY 23 24.PDF](#)

- G. 4:35 P.M. FBO RFP Selection - Todd Chatfield
- H. 4:50 P.M. Executive Session
- I. 5:00 P.M. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, April 19, 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
February 15, 2023**

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

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Malyurek, second by Mr. Barnum to approve the Consent Agenda, including the Purchase Order Summary, and the January 18, 2023, 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 had 4,015 passengers go through the airport in January. This is a forty-nine percent increase over January of 2022. Hopefully, these numbers will stay up. March, April, and May are also looking to be good months for air traffic.
- RFO for Marketing – The airport has put out an RFO to hire a new marketing firm to help with the marketing of the airport. We are unhappy with the company we are currently using and hope to find another firm to replace them.
- County Board Training – The county board training canceled in December has been rescheduled for February 22nd from 530 pm to 8 pm or February 23rd from 9 am to 11 am. Both pieces of training will be held at the Gillette College Presentation Hall. As county board members, members are asked to attend at least one training if they haven't attended one of these classes in the past.
- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road building 16, on March 15, 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. A temporary Certificate of Occupancy was issued on Tuesday, July 1, 2022.
- Rehabilitate RW 16/34 Study
Task Order 5 – 80% State 20% GCC PFC.
The airport and engineers have a call with the FAA and WYDOT to discuss the use of asphalt vs. concrete on Friday morning.

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

The runway design is slotted for 2024 with construction in 2025.

- 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 pay application has been processed for payment and upon commissioner approval will be mailed by March 10, 2023

- Terminal Generator
Task Order 7 – 100% FAA CRSSA
90% of the plans were submitted to the county for review. The bid schedule for advertising, pre-bid meeting, and the bid opening will be in concurrence with the Sewer Lift Station project.

- Airport Sewer Lift Station
Task Order 8
50% of the design has been submitted to the County for review and a Design Review meeting between Morrison-Maierle, County Facilities, and the airport was held on December 20, 2022, at the Airport Operations Building. Morrison-Maierle submitted to DEQ on January 19, 2023. The DEQ review was received on January 27, 2023, and their comments were addressed and returned on February 6, 2023. The bid schedule for advertising, pre-bid meeting, and bid opening will be in concurrence with the Terminal Generators project.

- PFC Application
Task Order 9
The notice was advertised from October 31, 2022, through November 30, 2022. Airline letters were submitted to the Airlines on December 9, 2022. FAA submittal is the next step.

- 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

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

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.
- 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. The Design Report is drafted and will be submitted by the end of the week.
- 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. There has not been any notification of approval to date.
- 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.

2023/2024 IT Budget:

Mr. Chatfield presented the Technology Capital Request for budget year 2023-2024 to the airport board for their consideration. **Mr. Porch moved to approve the 2023-2024 IT budget as presented, second by Mr. Barnum. Motion carried.**

2023-2024 Vehicle Request:

Mr. Chatfield presented the Vehicle Request for budget year 2023-2024 to the airport board for their consideration. **Mr. Malyurek moved to approve the 2023-2024 Vehicle Request as presented, second by Mr. Barnum. Motion carried.**

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

2023-2024 Capital Construction/ Capital Outlay Budgets:

Mr. Chatfield presented the 2023-2024 Capital Construction Budget to the airport board for their consideration. **Mr. Faber moved to approve the 2023-2024 Capital Construction Budget as presented, second by Mr. Porch. Motion carried.** Mr. Chatfield presented the 2023-2024 Capital Outlay Budget to the airport board for their consideration. **Mr. Porch moved to approve the 2023-2024 Capital Outlay Budget as presented, second by Mr. Barnum. Motion carried.**

Adjourn

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

Respectfully Submitted,

Brock Porch, Secretary/Treasurer

Owen Lindblom, President

DRAFT

**Special Board Meeting of the Northeast Wyoming Regional Airport Board
February 15, 2023**

Airport Board President Lindblom called the meeting to order at 10:00 a.m. Members present were Mr. Malyurek, Mr. Barnum, Mr. Faber and Mr. Porch.

Meeting Called to Order and Pledge of Allegiance:

RFP Interviews:

- 10:00 a.m. Airside FBO
- 1:00 p.m. Centric Aviation
- 2:15 p.m. Hawthorn Global

Adjourn

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

Respectfully Submitted,

Brock Porch, Secretary/Treasurer

Owen Lindblom, President

**Special Board Meeting of the Northeast Wyoming Regional Airport Board
February 15, 2023**

DRAFT

**Special Board Meeting of the Northeast Wyoming Regional Airport Board
February 16, 2023**

Airport Board President Lindblom called the meeting to order at 1:00 p.m. Members present were Mr. Malyurek, Mr. Barnum, Mr. Faber and Mr. Porch.

Meeting Called to Order and Pledge of Allegiance:

RFP Interviews:

- 1:00 p.m. Gate One FBO
- 2:30 p.m. Flightline LFS

Selection Committee:

President Lindblom requested the board form a RFP Selection Committee comprised of Brock Porch, Director Chatfield and himself. The committee will meet to make a selection from the proposals and bring a recommendation to the March 15, 2023 board meeting.

Adjourn

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

Respectfully Submitted,

Brock Porch, Secretary/Treasurer

Owen Lindblom, President

**Special Board Meeting of the Northeast Wyoming Regional Airport Board
February 16, 2023**

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MARCH 2023 ACCOUNTS PAYABLE SUMMARY

INVOICE DATE	INVOICE NUMBER	VENDOR NAME	INVOICE DESCRIPTION	GROSS AMOUNT
03/08/2023	INV-9569	AdBay.Com Inc.	FEBRUARY 2023	2,800.00
02/28/2023	971-8	Bethesda Christian Broadcasting	FEBRUARY 2023	330.00
02/27/2023	250620	Big Horn Tire Inc.	TOOLCAT FLAT REPAIR	26.00
02/21/2023	66250756	Bomgaars Supply Inc.	FEMALE COUPLERS	31.98
02/19/2023	66249932	Bomgaars Supply Inc.	UNIFORMS/JACKET	82.49
01/20/2023	266518	Bortz Inc.	WATER-5 GAL X 1	37.25
02/15/2023	A14003	Central Truck & Diesel Inc.	BOBCAT REPAIR	754.95
02/14/2023	0016194021423/0323	Charter Communications	8313300720016194	217.29
02/10/2023	0016186021023/0323	Charter Communications	8313300720016194	256.52
03/03/2023	312/300029/0323	City of Gillette	1400 W LAKEWAY ROAD	43.31
02/14/2023	623226	Collins Communications Inc.	UPLOADED GREETING ADJUSTED VOLUME ON PA SYSTEM	445.00
02/01/2023	301428745	Douglas Budget LTD Partnership	FEBRUARY 2023	300.00
02/22/2023	301428959	Douglas Budget LTD Partnership	FEBRUARY 2023	150.00
02/08/2022	301428820	Douglas Budget LTD Partnership	FEBRUARY 2023	150.00
02/21/2023	1373392	EDMO Distributors Inc.	ANTENNA	203.01
02/04/2023	303982246	Gillette News Record LLC	NOTICE OF CONTRACTORS AGC002A	341.25
02/04/2023	303982296	Gillette News Record LLC	FEBRUARY 2023 WEB AD	425.00
02/15/2023	6401870	Hawkins Inc.	CHLORINE CYLINDERS	20.00
12/30/2022	R009112596:01	Interstate Powersystems Inc.	FIX THE M-B	12,971.19
02/28/2023	ROO9113600-01	Interstate Powersystems Inc.	REPAIR THE PLOWTRUCK	882.83
12/30/2022	R009112596-01	Interstate Powersystems Inc.	REPAIR PLOW TRUCK	568.65
02/28/2023	IN-1230247631	Legend Communications of Wyoming LLC	FEBRUARY 2023	268.20
02/02/2023	12641	Lisa A. Levasseur	FEBRUARY 2023 ADV	42.00
02/23/2023	271416	M-B Companies Inc.	MB BRISTLES	4,698.66
03/03/2023	76676	Menard Inc.	PAPER TOWEL AND KLEENEX	28.43
02/15/2023	75713	Menard Inc.	PAPER PRODUCTS, COFFEE, WATER	33.41
02/20/2023	000233238	Morrison Maierle, Inc.	SERVICES THROUGH 2/10/23	2,712.00
03/05/2023	USA1046063	OAG Aviation Worldwide LLC	MARCH 2023 WEB COMP	225.63
02/24/2023	3317074416	Pitney Bowes Global Financial Services LLC	QTRLY LEASE CHG	142.53
02/28/2023	11631	Powder River Examiner LLC	FEBRUARY 2023 ADV	120.00
03/04/2023	31169491	Purvis Industries LLC	MB REPAIR	146.90
03/03/2023	567266-1760	Record Distributing LLC	HYDRAULIC FLUID	9.99
02/20/2023	563321-1760	Record Distributing LLC	HYDRAULIC FLUID	37.98
02/27/2023	565316-1760	Record Distributing LLC	HYDRAULIC FLUID	7.32
02/08/2023	97160	Serton Publishing Co.Inc.	FEBRUARY 2023	202.50
02/22/2023	97676	Serton Publishing Co.Inc.	FEBRUARY 2023	202.50
02/28/2023	97943	Serton Publishing Co.Inc.	FEBRUARY 2023	319.00
03/02/2023	182293	Slattery Enterprises Inc.	FUEL FARM PORTAPOTTY	149.00
02/02/2023	3603437	Sundance Times Inc.	FEBRUARY 2023 ADV	325.00

MARCH 2023 ACCOUNTS PAYABLE SUMMARY

02/15/20231588	Tami Waldner LLC	SPECIAL BOARD MEETING LUNCHEON	119.00
03/01/20234190895T020/FEB23	Waste Connections of Wyoming	30201020207001	906.62
02/28/20232023-128	Water Guy LLC	FEBRUARY 2023	552.00
03/06/202318333	Wyoming Assn. of Rural Water Systems	2023 CONF-TODD CHATFIELD	395.00
02/20/2023PAYEST2	Wyoming Machinery Co.,Inc.	RETAINAGE AGC002A	17,146.50
			49,826.89

Directors Report

March 15, 2023, Airport Board Meeting

- 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 will be in the high eighties and low nineties for the next few months.
- Sign replacement on perimeter fence – The signs on our perimeter fence that Say Airport Operations, No Trespassing, need to be replaced. There are approximately one hundred sixty signs required. We plan on using 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 held at the new General Aviation Building, 2000 Airport Road building 16, on April 19, 2023, at 4 pm.

ENGINEER'S REPORT

Northeast Wyoming Regional Airport Board Update
March 15, 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.

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:

- Resume talks with the geotechnical engineer. FAA wants an in-depth geotechnical investigation.

SRE Midsized Loader – WYDOT AGC002A

Task Order 6

Items to Note:

- Bid Results: Wyoming Machinery Company, CAT 938M
 - \$342,930.00 - (90% State, Grant); (10% Local, PFC's)
- Delivered Jan 5, 2023, with Training the same day.

Action Items:

- Closeout report to be submitted by the end of the month.

Terminal Generator

Task Order 7

Items to Note:

- Out for bid. Advertising March 11, 18, 25.

Action Items:

- Pre-bid meeting March 21, Bid Opening April 4.

Airport Sewer Lift Station

Task Order 8

Items to Note:

- Out for bid. Advertising March 11, 18, 25.

Action Items:

- Pre-bid meeting March 21, Bid Opening April 4.

PFC Application

Task Order 9

Items to Note:

- Public notice advertised from 10/31/22 – 11/30/2022
- Letters sent out to Airlines on 12/09/2022

Action Items:

- FAA Submittal is the next step

Request for Proposals for Fixed Base Operator

Task Order 10

~~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 and 16, 2023~~

Board Meeting March 15, 2023. Announce anticipated Board selection.

Items to Note:

- Six Proposals received, five interviewed.

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:

- 95% Specs are being drafted along with a design report.
- Go over specs with NEWRA Staff.
- Meet with MB first week of March. MB has made a few changes.

Rehabilitate GA Apron

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

Items to Note:

- CATEX submitted to FAA on January 11th.
- IFE was approved by WYDOT, Waiting on FAA.

Action Items:

- 50% Plans, Specs and design report submitted to FAA.
- Advertise by end of March and open bids towards end of April.

South Side Hangar Development Utility Study

Task Order 13

Items to Note:

- None

Action Items:

- CATEX being drafted now to be submitted to FAA in coming weeks.
- MMI has researched documents for As-Builts of existing water and sewer construction plans.
- 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.**

ACCOUNT DESCRIPTION	22/23 Budget	Increase/Decrease	23/24 Budget	YTD EXPENDED	AVAILABLE BUDGET	% USED	Narrative	
Full Time - Regular	28,423	516,304	544,727	6,407.82	22,015	22.50	Payroll was covered by the CRSSA Grant in FY 22/23. Will take the expense from the Operational Budget in FY 23/24	
Full Time - OT	16,340	34,660	51,000	25.28	16,315	0.20		
Additional Requested Payroll	0	20,030	20,030	0.00	0	0.00		
FICA/Medicare	5,500	40,074	45,574	476.99	5,023	8.70		
Retirement	10,745	100,180	110,925	1,197.84	9,547	11.10		
Insurance Benefits	53,983	77,717	131,700	2,021.16	51,962	3.70		
Postage & Freight	2,000	0	2,000	1,036.15	964	51.80		No change
Communication/Network Expense	2,000	0	2,000	1,756.11	244	87.80		No change
Public Relations/Promotions	3,000	500	3,500	1,298.35	1,702	43.30		Increase based on use
Advert/Publication/LegalNotice	250	50	300	190.00	60	76.00		Increase based on use
Media/Subscriptions/Periodical	6,000	0	6,000	3,448.62	2,551	57.50	No change	
Assn Dues, Fees and Licensure	3,000	500	3,500	2,330.00	670	77.70	Increase based on cost increase of ARFF Training	
Utilities	40,438	119,562	160,000	5,573.54	29,662	15.80	Was covered by CRSSA in FY 22/23 will take the expense from the Operational Budget in FY 23/24	
Professional Services	12,900	0	12,900	6,925.23	5,975	53.70	No change	
EE Dev Meet Trav Meal Lodg	27,700	300	2,800	12,943.88	14,756	46.70	Increase based on use	
Software Cost (Subs/Maint)	7,500	6,500	14,000	6,144.00	1,356	81.90	Increase cost for SMS software	
Other Insurance	100	0	100	100.00	0	100.00	No change	
Buildings/Office Lease/Rent	2,000	0	2,000	143.00	1,857	7.20	No change	
Mach/Vehicle/Equip Lease Rent	1,500	0	1,500	967.43	533	64.50	No change	
OfficeEquip/Computer/TechLease	4,130	0	4,130	3,308.06	822	80.10	No change	
Royalty Payments/Easements	10	0	10	0.00	10	0.00	No change	
Sales/Lodging/Property Tax	500	0	500	144.12	356	28.80	No change	
Supplies	48,267	4,233	52,500	6,076.15	42,191	12.60	Increase cost for cutting edges, airfield paint and deicing fluid	
Tools	1,000	0	1,000	37.99	962	3.80	No change	

Janitorial Supplies	1,000	-1,000	0	0.00	1,000	0.00	Eliminate this account and include it in the Supplies account
Clothing/Uniforms	3,000	0	3,000	1,082.27	1,918	36.10	
Gasoline	12,000	0	12,000	6,099.33	5,901	50.80	
Diesel Fuel	18,000	2,000	20,000	6,255.15	11,745	34.80	Increase based on additional equipment
Lubricants	3,000	500	3,500	789.94	2,210	26.30	Increase based on use
Medical Supplies	250	50	300	162.37	88	64.90	Cost of supplies has increased
Vehicle/Equip Repair/Maint	39,000	11,000	50,000	31,834.86	7,165	81.60	Increase based on rising cost of parts and repair of equipment
Grounds Maintenance	15,000	0	15,000	6,562.98	8,437	43.80	No change
Building Maintenance	9,500	0	9,500	563.74	8,936	5.90	No change
FenceBridgeFuel Storage Maint	6,000	0	6,000	2,896.80	3,103	48.30	No change
Tires	11,000	-6,000	5,000	10,023.24	977	91.10	No major tire purchases needed this FY
County Matching Market Grant	50,000	0	50,000	30,737.85	19,262	61.50	No change
County Matching Funds	0	14,202	14,202	2,600.60	2,601	50.00	Match for Painting equipment and NAVAID Grant
Cap Outlay-Office Equip/Furn	10,000	-10,000	0	0.00	10,000	0.00	No Capital Outlay Project in our Operational Budget this FY
	455,036	931,362	1,361,198	162,160.85	292,875		

The \$931,362.00 Increase to FY 23/24 Budget includes Payroll and Utility expenses that were covered by the CRSSA Grant in FY 22/23 the total of these expenses account for \$903,956.00 of the \$931,362 FY23/24 Budget Increase.

Rates and Charges Committee and Staff Recommendations FY 23/24

- 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