

**Regular Meeting of the Northeast Wyoming Regional Airport Board
January 19, 2022**

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

Pledge of Allegiance

County Commissioner's Agenda:

- **GA Terminal Construction Update**
 - Pat Stetson gave a brief update to the Commissioners on the GA Terminal Construction. The project is at budget and on schedule with the completion date at the end of April.
- **SkyWest Performance Update**
 - Director Chatfield updated the Commissioners and Airport Board regarding the most recent SkyWest performance issues. Mr. Chatfield recently attended a meeting in St. George where he and other Airport Directors along with Wyoming Aeronautics representatives were updated on the status of SkyWest operations. SkyWest has suffered a pilot shortage and other issues related to COVID. The SkyWest executives informed Mr. Chatfield and the group that their priority is to take care of Delta, United, American and Alaska airlines. They do intend on entering the new contract but may need to execute the 60 days out. Currently GCC has two flights a day through May and should be getting the third flight a day back in the summer months. Since the first of the year there have been 13 delays or cancelations, none of which have been due to the Airport Operations staff.
- **Air Service Enhancement/Revenue Guarantee**
 - Ms. Seeger requested information for the upcoming budget be made available to the Commissioners as soon as possible.

Welcome – Curtis Burdette, Newly Appointed Board Member:

Curtis Burdette has been appointed to replace outgoing board member Greg Schreurs. His term will run from 1/1/2022 through 12/31/2026.

Election of Airport Board Officers:

- **President Malyurek moved to nominate Owen Lindblom as President of the Airport Board, second by Mr. Gerrits. Motion carried.**
- **Mr. Gerrits moved to nominate Lew Barnum as Vice-President of the Airport Board, second by Luke Malyurek. Motion carried.**
- **Mr. Gerrits moved to nominate Curtis Burdette as Secretary/Treasurer of the Airport Board, second by Luke Malyurek. Motion carried.**

Approve Consent Agenda:

Motion by Mr. Gerrits, second by Mr. Barnum to approve the Consent Agenda, including the Purchase Order Summary, and the December 15, 2021, 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 finished strong considering our year with COVID, delayed, and canceled flights. In December, 4,598 passengers came through the Airport. The total number of passengers for the year was 48,481. We were down 23% from pre COVID 2019 but up 63% from 2020.

Airport Staffing Update

The two open Operation Tech position interviews were conducted on January 12th and 13th. Nine candidates were interviewed and offers have been made to two of the candidates. Upon successful background checks they should begin employment in February.

FAA Inspection Update

Todd went over the deficiencies and explained the plan to address these issues.

Aircraft fuel income from July 2021 to January 1, 2022

In July 2021, the airport started charging ten cents per gallon of fuel delivered into airport tanks. The airport was paid \$35,409.80 for the fuel produced in that time frame. Mr. Chatfield feels this is a better way of handling the fuel being sold by Flightline. This agreement works well for both the airport and Flightline especially tracking the fuel going through airport tanks.

Next airport board meeting

The next airport board meeting will be at the Fulkerson Operations Facility on February 16, 2022.

Engineers Report – Pat Stetson:

Mr. Stetson 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 January 7th, 2022, Project was approximately 30% complete, 145 / 285 Days used, and 7 weather days requested. The interior floor and structural steel are complete. The building's exterior walls are complete with sheeting, trusses, glulam's, and CLT roofing panels are complete. The interior framing is complete for the bathrooms, pilots lounge, mechanical room. They will begin the pilot privacy rooms, command center room, and offices and framing for exterior furring walls. The light poles are still being erected and the site storm sewer is complete. Site grading has not started yet, and the HVAC duct work is to be started. The weather has played a factor in the contractor's progress these past few weeks with the high winds, below 0 temperatures and wind chills. Van Ewing Construction is still confident they are close to their original schedule.

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 will reach out to WYDOT for guidance on how they would like them to perform the study. They will then begin counting the failing panels on both runways and setting up report structure for a cost benefit / life cycle analysis.

SPCC

This is in progress, but due to the Airport being short staffed it has been put on hold. Once the Airport is fully staffed Pat will resume the update with Fuel Farm upgrades, the Flightline Fuel Truck changes, and airport staff changes.

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.

SRE Midsized Loader

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

State (90%) – \$270,000.00
Local (10%) – \$30,000.00
Total (100%) – \$300,000.00

Task Order 6 – Pat Stetson:

Mr. Stetson presented Task Order No. 6 to the Airport Board for their consideration. **Mr. Gerrits moved to approve Task Order No. 6 between the Airport Board and Morrison-Maierle, Inc. for the 2022 purchase of a snow removal equipment loader in the amount not to exceed \$300,000 as presented. Second by Mr. Barnum. Motion carried.**

Task Order 7 – Pat Stetson:

Mr. Stetson presented Task Order No. 7 to the Airport Board for their consideration. **Mr. Gerrits moved to approve Task Order No. 7 between the Airport Board and Morrison-Maierle, Inc. for the 2022 purchase of a terminal generator and an additional generator to run the GA terminal as presented. Second by Mr. Barnum. Motion carried.**

Financial Software Update – Shelly Besel:

Shelly updated the Airport Board on the current status of the county’s financial software upgrade.

Budget Committee – Director Chatfield:

Director Chatfield requested that two board members join airport staff to create a budget committee. Mr. Malyurek suggested that President Lindblom be one of the participants and Mr. Burdette volunteered to sit on the committee as well.

Airline Cancelations and Delays – Director Chatfield:

This agenda item was covered during the Commissioner’s agenda.

Flightline LFS, Inc Update:

Ms. Steward updated the board on the following items:

- **Part 139 Aircraft**
 - The aircraft is flight worthy and should be back in operation in the Spring.
- **Fuel Truck**
 - The new fuel truck is in service.
- **Future Move to the New GA Terminal**
 - Ms. Steward requested assistance moving items from the existing building to the new building. Additionally, Director Chatfield will meet with Ms. Steward and the Engineers to discuss FF&E for the new Terminal.

Adjourn

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

Respectfully Submitted,

Curtis Burdette, Secretary/Treasurer

Owen Lindblom, President

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