

**Regular Meeting of the Northeast Wyoming Regional Airport Board
March 16, 2022**

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

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Burdette, second by Mr. Barnum to approve the Consent Agenda, including the Purchase Order Summary, and the February 16, 2022, 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 3,542 passengers travel through the airport in February. Making the year total for the first two months 7,307 total passengers.
- Airport Staffing Update – Director Chatfield introduced the airport's two new staff members, Dalton Robinson and Cole Layman. The airport has made an offer that has been accepted and will have another new employee starting on March 21.
- Fire School New Employees – Our new employees have attended fire school and have the requirements needed for ARFF coverage. We plan on starting them on their own shifts within the month.
- Director Washington DC Trip – Director Chatfield, along with other Airport Directors and Brian Olsen, the State Aeronautics Director took a trip to Washington DC to meet with the Wyoming delegation and represent Wyoming Airports. The State is now in negotiations with SkyWest to service the CPA airports in the state. As of Friday, SkyWest is asking for a block hour rate increase of 25%. The State and CPA airports feel they can work with a 10% increase. Director Chatfield is not sure what will come of the negotiations, but at this point, the two sides are not close to an agreement. The committee went to Washington to ensure that our delegates were aware of our situation here in Wyoming. The committee will now have weekly communications with all three of our delegates' offices until a solution or signed agreement is reached. We now have direct lines to our representatives in Congress. While there, the committee spent a day in meetings with other members of Congress on committees that affect airports. In all, they met with twenty members of congress. The Wyoming Airports Coalition will continue to keep air service serving our communities in Wyoming. On the way back, Mr. Chatfield witnessed firsthand how air service in the country has been working since COVID. When leaving Denver for Gillette, the weather became terrible, and the plane could not take off. The airlines wanted to see if the weather would

clear, so they didn't cancel the flight. After waiting until 1 am, they canceled the flight for maintenance. At that time, passengers were directed to the United Airlines customer service desk to a line of about forty passengers from other flights that were also canceled. Mr. Chatfield found out that all flights were full until the Monday 10 pm flight into GCC. He got on a flight to Sheridan the next day, departing at 9 am. They gave him a hotel and a voucher for a taxi. The nearest hotel was thirty minutes from the airport and when he went to the taxi line, there were no taxis and a string of about 60 people waiting for a cab. He decided to go back into DIA and wait for the morning. All restaurants closed in the terminal at 9 pm because there are no staff. The following day his flight was delayed to Sheridan two hours because there wasn't enough staff to de-ice. Director Chatfield now has a first-hand look at what our passengers encounter when flying in and out of Denver with the staff shortages. With all the staff shortages throughout the industry, it's a tough time to travel.

- Wings and Wheels - The airport staff is considering August 20, 2022, for the next Wings and Wheels event. We are asking the board to help us out and check schedules to ensure no other car shows or significant events are happening on this day. After presenting this date no conflicts were found with the board therefore the staff will begin advertising this date.
- Airport Café – Tammi has a large catering event in April and no staff to run the café so Home Fire Foods will be closed through the month of April.
- Next Airport Board Meeting – The next airport board meeting will be at the Fulkerson Operations Facility on April 20, 2022, at 4 pm. This will be a quarterly meeting with the commissioners.

Engineers Report – Tim Wick:

Mr. Pat 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 March 1, 2022, the project was approximately 50% complete, 198 / 285 Days used, and 7 weather days requested. The contractor has been working mainly on the inside of the building. The inside has had most of the windows installed, drywall is complete, texture is complete, painting and staining is in progress, some tile work has been completed in the bathrooms, electrical is ongoing, HVAC duct work is complete. The exterior siding is done, and the brick work needs to be started. The roof insulation is complete, and the contractor is working on the metal roof. The contractor demolished the old Avis carwash building.

- Rehabilitate RW 16/34 Study
Scope of work is to be reviewed and approved.
Task Order 5 – 80% State 20% GCC PFC.

The existing pavement survey has begun 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.

- SPCC

Task Order 4 – 100% GCC CARES

This is in progress, and needs to be updated with Fuel Farm upgrades, the Flightline Fuel Truck changes, and airport staff changes. Engineers met with Ron last week and plan to go over the report soon.

- 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 – Looking at a 350kW-450kW generator for the main terminal. This size is due to the large demand of the air conditioning chiller in the summer. A 200 kW would run the entire facility minus the chiller. Looking at cost, a diesel generator of this size is 2-3 times cheaper than natural gas. This may affect which fuel source the airport chooses to take.

200kW Diesel - \$67,850

200kW NG - \$140,250

350kW - \$117,166

350kW NG - \$224,300

450kW Diesel - \$117,166

450kW NG - \$290,500

GA Terminal (New) – MMI designed an 80kW generator. Natural gas would be preferred.

- 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.

Task Order 6 – 90% State 10% GCC

State (90%) – \$270,000.00

Local (10%) – \$30,000.00

Total (100%) – \$300,000.00

There was a meeting with WYDOT on February 2, 2022, to review the scope of work, which was approved, and the specifications are underway.

Special Board Meeting to Approve Budgets – Director Chatfield:

Director Chatfield requested a Special Airport Board meeting be held to review and approve the Capital Outlay, Operation, and Revenue Budgets. Airport Board President Lindblom and the board consented to hold a meeting at 4:00 p.m. on April 6, 2022, at the Fulkerson's Operations Facility and Ms. Besel will make certain the proper advertising is in place for the meeting.

Airport Board By-Laws – Director Chatfield:

Director Chatfield presented a draft of the Airport By-Laws to the board for review. President Lindblom made suggested edits to the document and staff member Besel suggested edits to the financial section. The edits were noted, and the document will be sent for review to the board for further edits and presented at a future meeting for approval.

Flight Check – Director Chatfield:

Director Chatfield presented an estimate for a flight check of the PAPI for \$13,619.34. After discussion the board gave direction to wait until the ILS project is complete to have the flight check done but to insure due to the length of time it takes for the process to happen the staff should schedule it now.

Carport Covers for Rental Cars – Director Chatfield:

Director Chatfield presented a request from CC Car Wash for carport covers to be installed to the South of the terminal and adjacent to the car wash facility along with an additional parking lot. After discussion the board gave direction to Mr. Chatfield to meet with CC Car Wash representatives and have an agreement drawn that permits the car ports and parking lot to be constructed to airport specifications along with verbiage that states maintenance, upkeep and liability is solely at CC Car Wash expense. Mr. Chatfield will keep the board updated on the progress of the discussions.

FBO Furniture – Director Chatfield:

Director Chatfield presented for discussion the funding request and need to order the FBO furniture. After discussion the board directed Mr. Chatfield to begin the process of ordering the furniture and requested, he keep them informed of what has been ordered and what the cost is.

Tyler Financials – Shelly Besel:

Ms. Besel addressed the board regarding the status of the Tyler software conversion. On March 23, 2022, the County will lock users out of the legacy financial software; JDEdwards.

From this date through April 3, 2022, there will be a blackout period for financial entry and on April 4, 2022, users will go live in Tyler/Munis software. Shelly distributed the Requisition Entry Summary report and YTD Available Budget Report to the board for their review. These Tyler financial reports will replace the JDEdwards Budget Variance Report and the Purchase Order Summary which are the current financial reports the board reviews to approve the airport financials.

Flightline LFS, Inc Update:

Mr. Holzer updated the board on the following items:

After touring the new FBO the staff is concerned with the lack of an emergency shower and eyewash station. After discussion it was determined that the shower and eyewash station would be in the maintenance hangar. In addition, there did not seem to be a spot for the ice machine which SkyWest uses. The Airport Director stated that SkyWest can use the ice machine in the Café and there will be an ice machine in the refrigerator for their customers to use.

Mr. Holzer expressed concern with moving during the first two weeks of May because staff is busy due to the survey flights. Director Chatfield expressed concern with pushing the move any later due to budget reasons.

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. Burdette. Motion carried.**

Respectfully Submitted,

Curtis Burdette, Secretary/Treasurer

Owen Lindblom, President

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