

**Regular Meeting of the Northeast Wyoming Regional Airport Board
May 18, 2022**

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

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Barnum, second by Mr. Burdette to approve the Consent Agenda, including the Purchase Order Summary, and the April 20, 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 4,183 passengers go through the airport in April. Making the year total 15,956 total passengers.
- Airport staffing update – The airport is now fully staffed with eight employees, and all employees have been signed off to work their assigned shifts. All have their ARFF certificates, and the FAA part 139 training completed.
- CPA contract – The CPA contract has been agreed on for the next three years. The state and airports did well, considering our situation now. An agreement between the state and each CPA airport will be sent out for signatures.
- 2022 – 2023 Budget – The budget has been turned in and is being evaluated by the County Commissioners. There is concern that there was not enough money budgeted for gas and diesel. Todd felt he had increased these line items enough, however, he may not have. In speaking with the Clerk's office, Todd was given direction to request contingency money to cover this cost should the need arise in the upcoming fiscal year as budgets are not being adjusted.
- Next airport board meeting – The next airport board meeting will be at the Fulkerson Operations Facility on June 15, 2022, at 4 pm. Todd will notify the board if the meeting is moved to the new GA terminal.

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 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 May 1st, 2022, the project was approx. 80% complete, 259 / 285 Days used, and 11 weather days requested. 4 more have been requested after May 1st.

Interior is sitting at approximately 99% complete. A substantial punch list from the Architect was supplied to the contractor on May 11th and the contractor will work to complete said punch list. The parking lot was paved on May 5th and 6th then striped last week. Weather was once again an issue for exterior work. Accent Masonry finished the stucco and continued working on the stonework. Site grading has been delayed until the site dries up. The roof is complete, the contractor continues to work on trim, gutters, and some steel accent siding. Once site grading is complete, the fence and landscaping can be done. The expected project completion date is approximately June 10th but does not include the demo of the existing GA Terminal Building.

- 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. This project is planned for this summer.

- SPCC

Task Order 4 – 100% GCC CARES

The SPCC has been submitted to Airport Staff. 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

There was a meeting with WYDOT on February 2, 2022, to review the scope of work, which was approved. Minimum specification is set for a CAT 938 Loader, John Deere 624P Loader and a CASE 721G Loader with a SnowWolf QuattroPlowHD 170” (14’2”) Auto Wing Angle Plow. 90% of the specifications are ready to be sent to WYDOT for review.

Hay Bid - Director Chatfield:

Director Chatfield requested advertising and awarding the hay bid for a period of 3 years as opposed to annually. After discussion the board approved Todd’s request.

Home Fire Foods Café Lease – Director Chatfield:

Home Fire Foods lease expires on June 30, 2022, and the café owner was present to discuss some issues and concerns with the board. Due to losing an employee due to health reasons and finding a replacement being challenging she has found it difficult to keep the café open during her long-standing catering events. She came to the meeting asking for suggestions from the board and to make certain they understood her dilemma. The board discussed with Ms. Waldner the need to have her café open during flight hours and to investigate having food available in the secure area. Ms. Waldner stated that often her caterings are taking place during flight hours and without staff she is unable to accommodate the flight times. She went on to state that she has ordered a cold/frozen vending machine for the secure area and has spoken with TSA about placing a microwave in there. She is committed to providing more food options in the future. The board recognizes that Ms. Waldner is a long-standing tenant of the airport and wishes to maintain a good relationship with her. Upon direction from the board Ms. Waldner will meet with Director Chatfield to work out terms for a lease renewal that will benefit the airport and allow Ms. Waldner to succeed in her business. It was suggested by the board that Ms. Waldner provide food services in the secure area as soon as possible.

Civil Air Patrol (CAP) Hangar Rental – Director Chatfield:

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. Representatives from Civil Air Patrol were present to discuss the current financial status of Civil Air Patrol and the possibility of the organization beginning to pay rent on July 1, 2022. Civil Air Patrol

representative, Greg Schreurs stated that State funding ends on June 30, 2022. This situation may change as the current Wing Commander is talking with the Guard hoping to restore some of the funding, but this is very uncertain at this time. Mr. Schreurs said they would like to keep the current agreement through the upcoming year and if the airport is unable to keep their lease at a zero cost there is a possibility the Civil Air Patrol would remove their plane from Gillette. After discussion the board stated since the hangar that Civil Air Patrol houses their aircraft in would be a revenue producing hangar as there is a current waiting list for t-hangar would Civil Air Patrol be open to the option of sharing a hangar if one were available. Mr. Schreurs indicated that would be fine. The board directed Mr. Chatfield to investigate options and bring any findings back to the next airport board meeting.

Executive Session:

- Legal Matter

Motion by Mr. Malyurek to enter Executive Session, second by Mr. Barnum. Motion carried.

At 6:15 p.m. a motion was made by Mr. Gerrits to adjourn the Executive Session and return to the regular board meeting, 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. Burdette to adjourn the meeting, second by Mr. Gerrits. Motion carried.**

Respectfully Submitted,

Curtis Burdette, Secretary/Treasurer

Owen Lindblom, President

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