

**Regular Meeting of the Northeast Wyoming Regional Airport Board
January 18, 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.

Workshop 12:00 p.m.-4:00 p.m.:

A workshop was held to discuss airport funding sources, Capital Improvement Projects, upcoming projects, upcoming events, and to discuss the airport goals for 2023.

Pledge of Allegiance

Welcome – Elgin Faber and Brock Porch, Newly Appointed Board Members:

Elgin Faber has been appointed to fill Curtis Burdette's unexpired term. His term will run from 12/1/2022 through 12/31/2026. Brock Porch has been appointed to fill outgoing board member Adrian Gerrits position. His term will run from January 1, 2023 through December 31, 2027.

Election of Airport Board Officers:

- **Mr. Malyurek moved to nominate Owen Lindblom as President of the Airport Board, second by Mr. Porch. Motion carried.**
- **Mr. Porch moved to nominate Luke Malyurek as Vice-President of the Airport Board, second by Mr. Faber. Motion carried.**
- **Mr. Malyurek moved to nominate Brock Porch as Secretary/Treasurer of the Airport Board, second by Mr. Faber. Motion carried.**

Approve Consent Agenda:

Motion by Mr. Porch, second by Mr. Malyurek to approve the Consent Agenda, including the Purchase Order Summary, and the December 21, 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 4,119 passengers go through the airport in December. This brings the total for 2022 to 48,108 total passengers. The airport was down 1% in total passengers compared to 2021 and 28% from 2019. 2022 was 47% over the year 2020 numbers.
- Wings and Wheels Event 2023 – The airport staff has decided on the date of July 15, 2023, to host their 3rd annual Wings and Wheels event. The previous year's events conflicted with other events, so we are hoping we might be able to settle on the July 15th weekend date for the event's future. We decided this weekend so we could kick off

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the National High School Finals Rodeo for a free event for not only the local people but also for the many contestants and their families who will attend the rodeo.

- 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 trainings will be held at the Gillette College Presentation Hall. As a county board member, everyone is 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 a joint board meeting will be held at the new General Aviation Building 2000 Airport Road building 16, on February 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 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 submitted to the contractor for signature.
- Terminal Generator
Task Order 7 – 100% FAA CRSSA
50% of the plans were submitted to the county for review. The Project Manual has been drafted and will be submitted for review with the 90% submittal near the end of January.
- Airport Sewer Lift Station
Task Order 8

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90% 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 18, 2023.

- PFC Application

Task Order 9

The notice has been posted on the airport website for public comments. Airline letters were submitted to the Airlines. Currently we are waiting on any Airline response.

- 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

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)

Morrison and Maierle is working on a draft of the design which includes the contracts, Special Provisions and Equipment Technical Specifications.

- Rehabilitate GA Apron

Task Order 12

Morrison and Maierle submitted a Scope of Work at the November board meeting, for board consideration, and have Task Order 12 on the January board agenda. The cost of the total project is expected to be around \$1 Million using FY 2022 FAA Bipartisan Infrastructure Law (BIL) Funds. An independent fee estimate (IFE) has been completed and Director Chatfield has completed the IFE negotiations.

- FAA Bipartisan Infrastructure Law (BIL) Funds for Terminals

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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

Morrison and Maierle will look at costs and come up with a design concept for the layout of the utilities to begin the South Side Hangar Development. Water, sewer, storm sewer and runoff, electrical, and natural gas demands will all be reviewed in conjunction with existing infrastructure.

They are proceeding with the CATEX and retrieving as-built drawings of latest utilities on the area. Also, the airport can use the remainder of the CARES Funds, \$470,000 to install utility infrastructure (power, water, sewer, etc.).

Task Order 12 – Pat Stetson:

This item was tabled at the December board meeting. **Mr. Malyurek moved to remove the item from the table for discussion, second by Mr. Faber. Motion carried.** After discussion on the independent fee estimate, **motion carried.**

Schamber Hangar Development – Mr. Schamber:

Mr. Schamber was present to give a general overview of the proposed hangar development and of the site selection for construction. After discussion regarding placement of the hangar it was the consensus of the board and Mr. Schamber that the newly constructed hangar would be placed as close to the existing hangars as possible to minimize wasted land. Mr. Faber did express concern with a pole barn style construction and would rather the build be an insulated steel style building. Mr. Schamber stated they will submit a final set of drawing to the board for acceptance prior to obtaining a permit to construct the hangar. **Mr. Malyurek moved to approve the hangar development as presented emphasizing the construction of the hangar be placed as close to the existing hangar as possible, second by Mr. Barnum. Motion carried.**

Budget Committee – Director Chatfield:

Director Chatfield requested that two board members join airport staff to create a budget committee. President Lindblom stated Mr. Malyurek and Mr. Porch had volunteered to sit on the committee.

Flightline LFS Introduction of Staff:

Ms. Steward introduced her staff to the airport board.

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Adjourn

There being no further business before the Airport Board a motion for adjournment was called.

Motion by Mr. Porch to adjourn the meeting, second by Mr. Barnum. Motion carried.

Respectfully Submitted,

Brock Porch, Secretary/Treasurer

Owen Lindblom, President

DRAFT