

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

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

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 19, 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 a good January to start the year off. A total of 3,765 passengers flew in and out of the airport. That's up from 2,962 total passengers for January 2021. In January, SkyWest had two flights a day except for Tuesdays and Thursdays, where they only had one flight a day.
- Airport Staffing Update – The airport operations department has two new staff members. Dalton Robinson and Cole Layman both started on February 7th and are a welcome addition to our team here at the airport. The operations department is now down one employee, and we look to fill that position in the first part of March.
- Fire School New Employees – We will be sending the new employees to a fire school in Kentucky from February 20 – 25. We usually like to wait until our new employees have more time to train on-site; however, with so many employees down, we need to get them certified as soon as possible. We are in a critical situation with barely having the number of employees required by the FAA. The final employee who will be hired in March will go to the Casper Fire School in May.
- Director Travel – Director Chatfield will be in Cheyenne on February 22 and 23 for the WAC board meeting and the Aeronautics Commission Board meeting. He will also be in Washington D.C. from February 28 through March 4th to meet with TSA, FAA, and our Wyoming Congressional Delegation.
- Next airport board meeting – The next airport board meeting will be at the Fulkerson Operations Facility on March 16, 2022, at 4 pm.

Engineers Report – Tim Wick:

Mr. Wick 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 4th, 2022, Project was approximately 40% complete, 173 / 285 Days used, and 7 weather days requested. The exterior concrete sidewalks on the north and east side of the building have been poured and the building has been wrapped with Tyvek. The exterior furring walls with insulation and anil-able insulation have been installed and sheet rock has been put up on the interior side of the exterior walls. The electrical, mechanical, HVAC and window frames have been roughed in. In the coming weeks they will finish the drywall, windows, roof and siding.

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 looing 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

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.

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.

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

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

FAA Snow Removal Equipment Calculator – Tim Wick:

Mr. Wick explained the Snow Equipment Calculator which helps determine how many pieces and what type of snow removal equipment airports. He then presented the airports current Snow Equipment List and what pieces of equipment are scheduled to be replaced soon.

Capital Construction Budget 2022/2023 – Director Chatfield:

Director Chatfield presented the Capital Construction Budget to the Airport Board for their review and approval. **Mr. Barnum moved to approve the Northeast Wyoming Regional Airports Capital Construction budget for FY 2022/23 as presented, second by Mr. Malyurek. Motion carried.**

Vehicle Request Budget 2022/2023 – Director Chatfield:

Director Chatfield presented the Vehicle Request Budget to the Airport Board for their review and approval. **Mr. Malyurek moved to approve the Northeast Wyoming Regional Airports Capital Construction budget for FY 2022/23 as presented, second by Mr. Barnum. Motion carried.**

Flightline LFS, Inc Update:

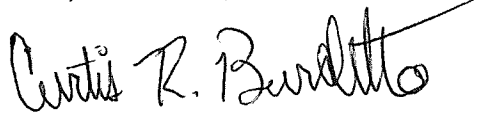
Ms. Steward updated the board on the following items:

- **Income and Expenses**
 - Ms. Steward distributed handouts to the board and discussed the challenges that the FBO is having with the reduction in fuel sales to SkyWest. She is hoping that the airport sees an increase in flight frequency but realizes there is not a direct correlation between the number of flights and how much fuel they sell to SkyWest. She asked if there is anyway the Director can address this issue to the airline and make a request that SkyWest take more fuel from the FBO.
- **New Employee**
 - Ms. Steward introduced Mike Wenz as a new pilot who has recently been employed by Flightline LFS.

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. Barnum. Motion carried.**

Respectfully Submitted,

A handwritten signature in black ink that reads "Curtis R. Burdette". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Curtis Burdette, Secretary/Treasurer

A handwritten signature in black ink that reads "Owen Lindblom". The signature is written in a cursive style with a large, prominent initial "O".

Owen Lindblom, President