

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
April 19, 2023**

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

**Pledge of Allegiance**

**Commissioner's Agenda:**

During the quarterly meeting with the Commissioner's the following items were discussed.

- 2023/2024 Budget – Commissioner's will begin the budget process next week.
- Annual Disaster Drill – The drill will take place on June 13, 2023, the airport portion will be from 2:00 p.m. to 4:00 p.m.
- Wings and Wheels – The 3<sup>rd</sup> annual Wings and Wheels event will be held on July 15, 2023, from 11:00 a.m. to 4:00 p.m.
- Mobile Control Tower for Camporee – There will be more information regarding this as we get closer to the event.
- CGI Digital Video – This is something the Airport Director is interested in and can be paid for with a grant.
- Selection to Negotiate RFP/GateOne Gillette – GateOne Gillette has been selected as the FBO operator and lease negotiations are complete. The Airport Board will entertain a motion to approve the lease during the April board meeting.

**Approve Consent Agenda:**

**Motion by Mr. Malyurek, second by Mr. Barnum to approve the Consent Agenda, including the April Accounts Payable Summary, and the March 15, 2023, Regular Board Meeting 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 4,849 passengers go through the airport in March. Our load factors continue to be in the ninety percent each month.
- DEQ Fuel Tank Operator Certified Employee – The airport now has a class B AST operator licensed with the Wyoming DEQ.
- Concrete Pile – Melgaard Construction has completed crushing the concrete pile for the road and bridge. The material will be used at the airport for a perimeter road inside the fence. The rest will be hauled off and used by the road and bridge. We plan to start on the perimeter road this summer and finish it over a few years.

**Regular Meeting of the Northeast Wyoming Regional Airport Board**  
**April 19, 2023**

- Airport Fare Comparison – Gillette’s business fares dropped \$5 each way from February’s level in all markets beyond Denver except for Seattle. The Seattle business fare dropped by \$55 each way, returning to the fare level we saw in the market in December. The Gillette to Denver business fare remained the same. All GCC leisure fares remained the same as what we saw in February. Compared to last year, business fares average up to about \$60, while leisure fares are up almost \$30 on average.

Compared to its peer market Rapid City, GCC averages \$41 higher on business fares but \$29 lower on leisure fares. The gap vs. Denver has narrowed considerably as Denver fares took a big jump up this month. GCC business fares average \$143 higher than Denver’s, about half the gap we saw last month, while leisure fares average only \$21 higher than Denver’s, less than a third of the gap we saw last month.

- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road Building 16, on May 17, 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. The contractor has requested a portion of the retainage be released. The advertisement is complete with a 41-day notice and the retainage will be released on April 24, 2023.
- Rehabilitate RW 16/34 Study  
Task Order 5 – 80% State 20% GCC PFC.  
The runway design is slotted for 2024 with construction in 2025.  
Morrison and Maierle has completed an internal review and will go over it with airport staff.
- Terminal Generator  
One bid was received on April 11, 2023, from Scott Brothers Electric, Inc totaling \$801,609.90. This bid is \$296,909.90 more than the Engineers Estimate. Morrison and Maierle is currently reviewing the bid, evaluating where cost savings can come from. Since this is a Public Works Project, the bid will be presented to the Commissioner’s at their May 2, 2023, meeting for approval.

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
April 19, 2023**

- PFC Application  
The application has been approved and collection will begin on June 1, 2023.
  
- Acquire SRE – Dedicated Broom  
Task Order 11 – FAA Entitlement (93.75% FAA, 3.75% State, 2.5% PFC)  
The airport is looking into purchasing a front mounted broom with a cab forward chassis. The Advertisement to Bid will be placed in the Casper Star on 4/20/23, 4/27/23 and 5/4/23. The Pre-Bid meeting is scheduled for May 4, 2023. The Bid Opening will take place on May 11, 2023.
  
- Rehabilitate GA Apron  
Task Order 12 – FAA BIL (93.75% FAA, 3.75% State, 2.5% PFC)  
The Advertisement to Bid was placed in the Casper Star on 4/6/23, 4/13/23 and 4/20/23. The Pre-Bid meeting is scheduled for April 20, 2023. The plan holders list includes 3 concrete primes. The Bid Opening will take place on April 27, 2023.
  
- South Side Hangar Development  
Task Order 13

CATEX was submitted to the FAA on March 16, 2023, and there has been no response to date. Morrison and Maierle has started water modeling of the existing system.

**FBO Lease Agreement Recommendation – Brock Porch:**

Mr. Porch presented the FBO lease agreement recommendation to the board for their review and consideration. **Motion by Mr. Malyurek, second by Mr. Barnum to approve the lease between GateOne Gillette and the airport board.** Board member Faber requested an amendment be made to paragraph 1, stating the Board is the owner of the premises, property, and buildings described in “Exhibit A”; as it is attached hereto and incorporated herein by this reference. Mr. Faber requested the word owner be amended to operator. So, the sentence would then read the Board is the operator of the premises, property, and buildings described in “Exhibit A”; as it is attached hereto and incorporated herein by this reference. **Mr. Porch moved to amend the lease to state “operator” of the property rather than owner, second by Mr. Faber. Motion carried. Mr. Faber moved to amend paragraph 25, the second sentence stating the board shall be held liable...to read the board shall “not” be held liable, second by Mr. Malyurek. Motion carried.** In discussing the terms of the lease Mr. Faber indicated concern over the length of the lease. After discussion **Mr. Faber requested a roll call vote, the motion passed 4-1 (Voting yes: Mr. Malyurek, Mr. Barnum, Mr. Porch, Mr. Lindblom; Voting no: Mr.**

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
April 19, 2023**

Faber).

**Public Comment:**

President Lindblom requested the following rules be followed:

1. **SIGN UP:** Each speaker wishing to speak needs to sign in on the sign-up sheet
2. **TIME LIMIT:** Each speaker is allowed 2 minutes for public comment
3. **RELEVANT TOPICS:** Only topics relevant to the Airport Board are allowed
4. **RESPECTFUL LANGUAGE:** Speakers should use respectful language and refrain from personal attacks or derogatory comments
5. **Be Courteous**

**Executive Session:**

None required.

**Adjourn**

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

Respectfully Submitted,



Brock Porch, Secretary/Treasurer



Owen Lindblom, President