

**Regular Meeting of the Northeast Wyoming Regional Airport Board
April 20, 2022**

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

Pledge of Allegiance

Commissioner's Agenda:

Minimum Revenue Guarantee (MRG) for SkyWest Airlines/Wyoming Aeronautics Capacity Purchase Agreement (CPA) – Director Chatfield distributed the MRG worksheet to the Commission for their review and comment. He went on to discuss the terms of the negotiated CPA.

New FBO Construction Update – Pat Stetson of Morrison and Maierle updated the Commission on the project stating it is on budget and schedule. The interior and exterior should be wrapping up soon and a certificate of occupancy is expected by the end of next week unless the upcoming weather event causes a delay.

Approve Consent Agenda:

Motion by Mr. Malyurek, second by Mr. Burdette to approve the Consent Agenda, including the Purchase Order Summary, the March 16, 2022, Airport Board Minutes and April 6, 2022, Special 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 4,466 passengers go through the airport in March. Making the year total for the first three months 11,773 total passengers.
- Airport staffing update – The airport is now fully staffed with eight employees.
- Aeronautics Commission Tour – The Aeronautics Commission will be touring the state's northeast airports. They will be making a stop here at Northeast Wyoming Regional Airport on May 18 at 9 am. We plan on showing them the parallel taxiway construction project, the ILS replacement project, and touring the new FBO. Airport Board members are invited to join the tour.

- Next airport board meeting – The next airport board meeting will be at the Fulkerson Operations Facility on May 18, 2022, 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 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 April 1, 2022 the project was approximately 70% complete, 229 / 285 Days used, and 7 weather days requested. The roof is complete, and they are beginning on gutters and downspouts now. The stone masonry is proceeding and should be done this week. Parking lot grading is in progress with paving asphalt scheduled for April 25th. The interior flooring, cabinets, bathroom fixtures and apparatuses are installed, and all lighting fixtures are operational. The interior punch list will begin soon. County Building and Planning will issue a Certificate of Occupancy the week of April 25th, 2022, after the parking lot is paved and striped.

- 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
Ron and Todd have the draft copy.

- 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.

Airport Board By-Laws - Director Chatfield:

Director Chatfield presented the final draft of the Airport Board By-Laws to the board for their review and approval. **Mr. Burdette moved to approve the Airport Board By-Laws as presented, second by Mr. Barnum. Motion carried.**

GA Terminal Change Order Request No. 1:

Mr. Stetson with Morrison and Maierle presented the GA Terminal Change Order Request No. 1 for AIP 47 and AIP 50 in the amount of \$9,892.34 to the Airport Board for review, discussion and approval. Upon approval, the change order makes the revised contract amount \$2,901,832.60. After discussion **Mr. Burdette moved to approve Change Order No. 1 in the amount of \$9,892.34, making the revised contract amount \$2,901,832.60 as presented, second by Mr. Barnum. Motion carried.**

FBO Furniture – Director Chatfield:

FBO furniture specifications were included in the board packets for their review. Operations Director Smith discussed the FBO furniture with the Airport Board and asked for direction. The board gave direction to proceed with ordering the furniture that was presented to them in their packets.

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