

**Regular Meeting of the Northeast Wyoming Regional Airport Board
May 17, 2023**

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

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Barnum, second by Mr. Faber to approve the Consent Agenda, including the May Accounts Payable Summary, and the April 19, 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 4,550 passengers go through the airport in April. This makes 17,526 passengers for the year, an 18% increase over 2022.
- FAA Weather Observer Certified Employee – Dalton Robinson from Operations completed and passed the FAA Weather Observation Program. The airport now has four certified employees.
- Airport Addresses – With another new building at the airport, it has become clear that we need to change the addresses. After visiting with the County Planning Department, we have decided to keep the road from Highway 14/16 to the Fulkerson Operations Department building named Airport Road. We will rename the street in front of the terminal airport loop or something similar. The road from the intersection of the loop road that runs in front of the water tower will also get renamed. Also, the road in front of the new GA Terminal will be named. The address now is all Airport Road with either a building or suite attached, making it almost impossible for the mail carriers, UPS, and Fed-Ex to find the right location to deliver packages.
- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road Building 16, on June 21, 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 project is expected to continue mid to late summer.

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- 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. A field study was performed on May 9th and 10th.

- 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. The bid was presented and approved by the Commissioner’s at their May 16, 2023, meeting for approval.

- Sewer Lift Station
Task Order 8 – County Only Project
The bid totaling \$376,206.00 was awarded to DRM, Inc.

- 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 Bid Opening took place on May 11, 2023, with M-B Companies coming in as low bid at \$791,637.00, which is below the Engineers Estimate.

- Rehabilitate GA Apron
Task Order 12 – FAA BIL (93.75% FAA, 3.75% State, 2.5% PFC)
The Bid Opening took place on April 27, 2023, with Powder River Construction coming in as low bid at \$765,904.00, which is below the Engineers Estimate.

- South Side Hangar Development
Task Order 13

CATEX was submitted to the FAA on March 16, 2023. Response from the FAA regarding the submitted CATEX requests some revisions. Morrison and Maierle is working on the revisions and will submit a revised CATEX addressing the FAA comments. Morrison and Maierle has started water modeling of the existing system and will be working with the FAA and State to revise the WACIP for the FY2024 taxiway project.

Café and Private Hangar Land Lease Agreements:

Mr. Chatfield advised the board that both lease agreements expire on June 30, 2023. Airport Board President requested the board review the leases and contact Shelly with any suggested

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changes or additions to the existing leases. Both leases will be on the June agenda for review and approval.

Sign Project:

Operations Director, Ron Smith advised the board that Next Level Graphics will be starting this project within the next month.

The signs will be UV resistant and made of a heavier material than the current signs.

Security:

Director Chatfield explained the decision of airport staff to move from gate codes to gate cards. The long-term goal of the airport is to move from the CRJ200's to a 70-passenger aircraft, which will move the airport from a CAT 2 to CAT 3. While the date of this progression is unknown, the airport staff is taking the necessary steps it can to prepare to move from a CAT 2 to a CAT 3 airport. CAT 3 requires several measures of security that are not currently in place at the airport. One of the necessary security measures is deactivating gate codes and issuing gate cards for airside access. Airport staff has begun issuing all new hangar tenants gate cards rather than codes. The existing tenants can continue using their code if they wish but can request a gate card if they would rather access the airside that way. Additionally, Mr. Chatfield said that beginning July 2023 anyone accessing the airside will be required to pass a drivers training. This training will be provided to the current and future tenants on the internet.

Engineers Recommendation – Rehabilitate GA Apron:

Mr. Pat Stetson of Morrison and Maierle informed the board that the Engineers Recommendation is to award Schedule 1 and Schedule 2 to the total low bidder, Powder River Construction, Inc. in the amount of \$765,904.00. Their bid was under the Engineer's Estimate, and they feel it is an acceptable bid. They did meet all bid submittal requirements. **Mr. Porch moved to approve the Engineer's Recommendation to award Schedule 1 and Schedule 2 to the total low bidder, Powder River Construction, Inc. in the amount of \$765,904.00, second by Mr. Barnum. Motion carried.**

Engineers Recommendation – Dedicated Broom:

Mr. Pat Stetson of Morrison and Maierle informed the board that the Engineers Recommendation is to award Schedule 1 to the low bidder, M-B Companies, Inc. in the amount of \$791,637.00. Their bid was below the Engineer's Estimate, and they feel it is an acceptable bid. They did meet all bid submittal requirements. **Mr. Faber moved to approve the Engineer's Recommendation to award Schedule 1 to the total low bidder, M-B Companies, Inc. in the amount of \$791,637.00, second by Mr. Barnum. Motion carried.**

Executive Session:

None required.

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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. Faber. Motion carried.

Respectfully Submitted,



Brock Porch, Secretary/Treasurer



Owen Lindblom, President