

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
June 15, 2022**

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

**Pledge of Allegiance**

**Approve Consent Agenda:**

**Motion by Mr. Burdette, second by Mr. Malyurek to approve the Consent Agenda, including the Purchase Order Summary, and the May 18, 2022, Airport Board Minutes as presented. Motion carried.**

**Hay Bid - Director Chatfield:**

The airport received two bids for the 2022, 2023, and 2024 hay seasons. President Lindblom opened the bids, the apparent successful high bid was submitted by Darrin Davidson in the amount of \$35 per ton. **Mr. Barnum moved to accept the bid as submitted by Darrin Davidson in the amount of \$35 per ton for the 2022, 2023 and 2024 hay seasons, second by Mr. Malyurek. Motion carried.**

**Director's Report – Todd Chatfield:**

Mr. Chatfield presented the following items to the Airport Board.

- Passenger Statistics – The airport had 4,196 passengers go through the airport in May. Making the year total 20,152 total passengers. The airport was at 14,026 at the same time in 2021.
- Airport staffing update – The airport is down one staff member in the operations department. We will begin looking to fill the open position after July 4.
- CPA contract – The CPA contract has been signed by both SkyWest and WYDOT. The agreement between WYDOT and Campbell County will be sent out soon for signatures.
- Letter of Support – The airport was asked to sign a letter of support for SkyWest as they try to secure a Part 135 air carrier. As a Part 135 carrier, an airline isn't required to have their second officer or co-pilot have as many hours as a part 139 air carrier. These planes also can't have over thirty passenger seats. They plan to fly these planes in their EAS markets that the federal government won't let them out of. Both SkyWest and WYDOT feel this will help the airline build up their pilot pipeline and open more aircraft for our market. The other airports in the state agreed and GCC did send a letter of support to the United States Department of Transportation.

- Last Quarter CPA – In the last quarter of the CPA, GCC had a credit of \$46,657.73. So not only did we meet the required subsidy we also made money. This money will stay in the account to be used if needed in the future.
- Next airport board meeting – The next airport board meeting will be at the new Fixed Based Operator Building 2000 Airport Road building 16, on July 20, 2022, at 4 pm. This will be a quarterly meeting with the County Commissioners.

**Engineers Report – Pat Stetson:**

Mr. Tim 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 June 1<sup>st</sup>, 2022, the project was approx. 88% complete, 288 / 285 Days used, and 17 weather days requested. A Certificate of Substantial Completion for Schedules 1 & 2 were given. A Suspend Work Order was also given to stop the clock and there will be 14 days of the contract remaining once a notice to continue work is issued to begin Bid Alternate 2- Demolition of the old FBO Building. A small remodel of a portion of the maintenance hangar is also part of the scope for Bid Alternate 2.

Interior is approximately 99% complete. A substantial punch list for the exterior was supplied to the contractor on June 6<sup>th</sup>. The contractor will work to complete the said punch list. The fence, drainage, rock, stonework and all roofing with gutters and metal accents are complete. The final site grading has been delayed until the site dries up. There are currently two delays on site. The first delay is the emergency automatic callout can’t be installed until Century Link has installed the new phone line. The building cannot be occupied until this is done. The second delay is the new pivot gate is delayed due to a delay in the arrival of the specified aluminum and paint required for the gate. The manufacturer has no time frame as to when they can get the products. Mr. Stetson has asked the contractor to investigate the matter and suggest an alternative to the specified paint. Also, a temporary sliding gate has been installed and is fully operational until such time the permanent gate has been installed. The contractor will install the gate when it arrives.

- 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. The survey should wrap up by the end of this fiscal year with the project start date in 2025.

- SPCC

Task Order 4 – 100% GCC CARES

The SPCC has been submitted to Airport Staff for review. Some changes on Fuel Farm upgrades and some Flightline Fuel Truck changes need to be edited.

- 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

Minimum specification is set for a CAT 938 Loader, John Deere 624P Loader and a CASE 721G Loader with a Snow Wolf Quattro Plow HD 170" (14'2") Auto Wing Angle Plow. Specifications have been given to Ron and sent to WYDOT for review.

**Home Fire Foods Café Lease – Director Chatfield:**

Mr. Chatfield and Ms. Besel had the opportunity to discuss the topics discussed regarding Home Fire Foods that were brought before the board at the May 2022 meeting with Ms. Waldner. Ms. Waldner, owner of Home Fire Foods has addressed the staffing issue hiring a part-time employee to assist through August 22<sup>nd</sup> at which time that person will be moved to a full-time status. The frozen/cold food vending machine is on order with no deliver date, but Ms. Waldner has secured a microwave and plans on placing that in the secure area when the vending machine arrives. She is willing to adjust her hours to include additional hours as needed once her part-time employee is moved to a full-time status. After discussion, Mr. Chatfield presented an annual lease agreement between Home Fire Foods and the airport with an effective date of July 1, 2022, through June 30, 2023, for the purpose of leasing the airport café to the airport board for review and approval. **Mr. Malyurek moved to approve the lease between the Airport Board and Home Fire Foods with an effective date of July 1, 2022, until June 30, 2023, as presented, second by Mr. Burdette. Motion carried.** The board extended their willingness to work with Ms. Waldner in the future making certain her business is a success and inviting her to bring new ideas and challenges to the board for a cooperative working relationship.

**Civil Air Patrol (CAP) Hangar Rental – Greg Schreurs:**

Civil Air Patrol has an agreement with the airport board, that due to financial difficulties in the past year they were able to forgo rent until June 30, 2022. Greg Schreurs representing Civil Air Patrol was present at the meeting stating Civil Air Patrol has limited funding to pay for the upcoming year's rent at a rate of \$250.00 and must expend those funds prior to June 30, 2022. However, this offer would be made with the caveat the rent be paid in a lump sum prior to June 30, 2022, for the upcoming year and due to budget constraints he didn't know the exact amount Civil Air Patrol would be able to pay indicating that he didn't believe it would be for an entire year of the lease amount. After discussion, the board agreed that they would offer Civil Air Patrol a rental rate of \$250.00 per month to be paid in a lump sum amount prior to June 30, 2022, for a period extending from July 1, 2022, through June 30, 2023, with the total amount dependent upon fiscal year end funding and will revisit this agreement in the upcoming year during the budget meetings. **Mr. Burdette moved to approve the agreement to accept the rental rate of \$250.00 per month for the period of July 1, 2022, through June 30, 2023, to be paid in a lump sum amount with the total amount to be determined dependent upon Civil Air Patrol's fiscal year end funding, second by Mr. Barnum. Motion carried.**

**T-Hangar Annual Increase – Director Chatfield:**

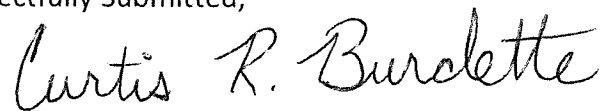
Director Chatfield brought discussion before the board regarding a clause being added to the hangar lease agreements authorizing the airport to increase at their will the lease rate on an annual basis not to exceed 1%. The current lease agreement does not specify an amount that the lease may be increased which is problematic for budgeting purposes for hangar tenants. Director Chatfield stated it would be more consistent to apply the verbiage

of the airport board's ability to increase the lease rate by no less than one percent on an annual basis. After discussion amongst the board is in favor of this concept and will bring it into discussion during the budgeting meetings in January and February of 2023.

**Adjourn**

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

Respectfully Submitted,

Handwritten signature of Curtis R. Burdette in black ink.

Curtis Burdette, Secretary/Treasurer

Handwritten signature of Owen Lindblom in black ink.

Owen Lindblom, President