

**Regular Meeting of the Northeast Wyoming Regional Airport Board
June 21, 2023**

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

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Porch, second by Mr. Malyurek to approve the Consent Agenda, including the June Accounts Payable Summary, and the May 17, 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 4,579 passengers go through the airport in May. This makes 22,105 passengers for the year.
- Triennial Drill – The airport conducted our annual FAA full-scale Triennial exercise on June 13. One Airport Board member was in attendance, and multiple state, federal, and local agencies participated. The airport staff did an excellent job with their part of the drill. The exercise went well, with some minor issues that will be addressed in the future with the participating groups. The training had agencies that wouldn't respond to the airport, and if they did would be under different circumstances. Todd thanked Ron and the entire operations crew for doing such a great job. He also thanked Brock for coming out and supporting us.
- TSA Inspection – TSA inspected the airport on May 23rd. During the inspection, a few minor suggestions were noted that need to be changed in our ASP, but everything went smoothly with no significant issues. Ron and Todd were both gone that day, so Todd thanked Shelly and Dalton for stepping up and helping the inspector find the needed information to conduct the inspection.
- ILS/ 16 PAPI – Operations Director Smith updated the board on this project. The ILS installation and flight check are complete. Currently, the airport is waiting for the FAA to send a verification letter that certifies the technicians allowing them to work on the new equipment. In addition, the 16 PAPI was aligned during the flight check.
- Next airport board meeting – The next meeting will be held at the GateOne board room, 2000 Airport Road Building 16, on July 21, 2023, at 4 pm.

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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. Van Ewing plans on resuming the demo of the old GA terminal after July 15th.
- Rehabilitate RW 16/34 Study
Task Order 5 – 80% State 20% GCC PFC.
The runway design is slotted for 2024 with construction in 2025.
A draft was sent for comment to WYDOT and the FAA for comments on June 12, 2023.
WYDOT has requested a meeting on either July 5th or 6th to give direction on how to proceed.
- 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. The submittals are being reviewed.
- Sewer Lift Station
Task Order 8 – County Only Project
The bid totaling \$376,206.00 was awarded to DRM, Inc.
The submittals are being reviewed.

DRM sent a tentative schedule.
 - The underground electrical – August 2023
 - Install new Lift Station in January 2024. This could be moved up to an earlier date depending on when the new pump package is received.
- 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. A grant offer signed by the FAA is anticipated by the end of this week or the first part of the next. Once the FAA signs the grant the grant offer will be presented to the Commissioner's for approval.
- 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.

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The Commissioner's approved the grant offer at their June 20th meeting.

Currently the submittals are being reviewed and Powder River Construction plans on beginning the project after Labor Day. The project has a 45-day completion window so it should be completed prior to the weather turning colder.

- 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.

- FAA Bipartisan Infrastructure Law) BIL) Funds for Terminals

This will be submitted for FY 2024 this fall.

Café and Private Hangar Land Lease Agreements:

Mr. Chatfield presented both lease agreements to the board for approval. **Motion by Mr. Porch, second by Mr. Malyurek to approve the Café lease agreement as presented. After discussion by the board, motion carried.** The Private Hangar Land Lease was amended to reflect the annual rental payment for the premises shall be the sum of "\$ 0.22" per square foot. **Motion by Mr. Malyurek to approve the Private Hangar Land Lease as amended, second by Mr. Barnum. Motion carried.**

Flightline Lease Final Day of Operations:

Director Chatfield discussed the Flightline decommission schedule that was included in the airport board packet. According to the schedule Flightline's final day of operations will be June 29th. However, Flightline counsel has advised the Deputy County Attorney that Flightline will fuel aircraft through June 30th at 5 p.m. at which point they will complete fuel inventory and cease operations. This schedule will make it impossible for GateOne to complete calibration on the fuel trucks and be prepared to assume operations on July 1st. Mr. Schulte, GateOne General Manager requested the board approve GateOne to order fuel and utilize the empty tank at the fuel farm. Director Chatfield expressed concern that Flightline will object to this as it would comeingle fuel. After discussion, Airport Board President Lindblom requested the Deputy County Attorney correspond with Flightlines legal council to resolve this issue.

Habitat Management Lease/GateOne Agreement:

GateOne is requesting approval to sublease the Habitat Management building with the intent to purchase the property in one year. Director Chatfield reviewed the lease and does not see an issue with subleasing the building, however GateOne will need to enter a land lease with the

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airport should they purchase the property. After discussion, and by board consent President Lindblom directed Todd to notify Habitat Management that GateOne is approved to sublease the building.

GateOne Signage:

GateOne requested approval to place a GateOne sign in the new GA Terminal. An image of the sign was included in the board packets. At this point GateOne will place one 4X4 sign but does plan on placing more signs in the future. **Motion by Mr. Porch, second by Mr. Barnum to approve the sign placement. Motion carried.**

Executive Session:


None required.

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. Porch. Motion carried.**

Respectfully Submitted,


Brock Porch, Secretary/Treasurer


Owen Lindblom, President