

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

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

**Pledge of Allegiance**

**Commissioner's Agenda:**

- GateOne Report – Mr. Schulte, the General Manager of GateOne updated the Commissioner's and Airport Board on the FBO.
- Southside Hangar Development Project – Mr. Stetson with Morrison and Maierle updated the Commissioner's and Airport Board on this project.
- Public Land Board Vacancy

**Approve Consent Agenda:**

**Motion by Mr. Malyurek, second by Mr. Faber to approve the Consent Agenda, including the July Accounts Payable Summary, and the June 21, 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 4,171 passengers go through the airport in June. This makes 26,276 passengers for the year.
- Wings and Wheels – Mr. Smith reported there were 35 vehicles, 12-15 aircraft exhibits and 3 food vendors at the event. The attendance increased from last year to approximately 800-1000 spectators. The airport staff hopes to get donations to fund the event next year. With donations and the Aviation Encouragement Grant the staff feels they will be able to grow this event next year.
- Demolition of Old GA Building – On Wednesday last week, the contractors met with the airport engineers and staff to discuss the demolition process. Starting this week, the utilities will be disconnected from the demolition areas. The airport asked the contractor to wait to start the demo until after the wings and wheels event. The demo is planned to begin on August 1 and will take two weeks to complete.
- ILS – The ILS system was removed from service on May 8, 2023. The new system was installed, and construction was completed with the flight inspection on June 8. We still haven't gotten the FAA's approval to turn the equipment on. Todd contacted Senator

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Borrasso's office to see if they could help us with this. Charles with the Senator's office said they would ping the FAA and give them a nudge.

- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road Building 16, on August 16, 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. A pre-demolition meeting was held last week. Utilities will begin the disconnect process and the main building demolition will begin the first week of August.

There was water leaking in the new terminal from a Northern storm. The contractor determined the windows were not caulked and sealed those areas.

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, and returned to the FAA and WYDOT on June 26<sup>th</sup> addressing their comments.

A meeting was held with the airport staff, Morrison and Maierle, WYDOT and the FAA on July 5<sup>th</sup> to discuss the latest edition. The FAA and WYDOT want a more detailed analysis on the RW/RW intersection.

- 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. The contractor submitted a generator with options. The engineers are getting a better explanation from the contractor on why the options outside of the specifications were included.
- Sewer Lift Station  
Task Order 8 – County Only Project  
The bid totaling \$376,206.00 was awarded to DRM, Inc.  
The submittals were received on July 19, 2023.

DRM sent a tentative schedule.

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- 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. The 60-day hold ended on July 10<sup>th</sup>. M-B has offered to honor their bid for an additional 30 days, but if this time is exceeded, they will have to reevaluate their bid.

- 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.

The Commissioner's approved the grant offer at their June 20<sup>th</sup> 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 in the next project. 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 FY 2024 taxiway project utilizing 2023 and 2024 BIL monies.

**Civil Air Patrol Lease – Greg Schreurs and Toni Brown:**

Greg Schreurs the State Director of Finance for Civil Air Patrol addressed the board regarding the Civil Air Patrol (CAP) lease. He requested the board consider approving CAP lease their current hangar at a rate of \$265.00 per month but waive two months of installments, making the annual lease rate \$2,650.00. CAP does have partial funding, and should the board approve

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the request they would have the funds to pay the annual lease immediately. Mr. Schulte stated that GateOne would donate one month of lease rent for CAP. After discussion **Mr. Porch moved to approve the CAP request to pay for 10 months of hangar rent with one month of the lease rent paid by GateOne, second by Mr. Faber. 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. Faber to adjourn the meeting, second by Mr. Porch. Motion carried.**

Respectfully Submitted,



Brock Porch, Secretary/Treasurer



Owen Lindblom, President