

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

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

Meeting Called to Order and Pledge of Allegiance

Commissioner's Agenda:

- **FBO Terminal Construction Update** – Given by Mr. Tim Wick of Morrison and Maierle see Engineers Report in proceeding minutes.
- **SkyWest Files for Part 135 Charter Certificate** – SkyWest has filed for a Part 135 Charter Certificate which would allow them to remove seats from their 50-seat aircraft reducing capacity to 30 seats. In doing so it would allow the pilots, captains and co-pilots to fly more hours. SkyWest would utilize the 30-seat aircraft in the EAS markets as well as some markets in Wyoming. However, there is a lot of work left to get this plan pushed through and SkyWest doesn't expect it to be approved until the first quarter of 2024. Director Chatfield explained that Gillette wants to keep the flights we have with the 50-seat aircraft but would entertain adding an additional flight with the 30-seat aircraft if that is an option.
- **FY 2022-2023 Budget** – On behalf of the Airport staff and board Director Chatfield thanked the Commission for the approval of the budgets.
- **Other** – The next joint meeting will be held on October 19, 2022, at 4:00 p.m.

Approve Consent Agenda:

Motion by Mr. Barnum, second by Mr. Burdette to approve the Consent Agenda, including the Purchase Order Summary, and the June 15, 2022, 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 3,969 passengers go through the airport in June. Making the year total 24,121 total passengers. The airport was at 19,190 at the same time in 2021.
- Airport Staffing Update – The airport has posted the open Operations Tech position and hopes to have that position filled soon.
- CPA contract – All parties have signed the CPA contract. The Aeronautics Director drove up on June 30th to physically pick up the signed copies and return them to SkyWest.
- June Fuel Sales – The FBO pumped 59,014 total gallons through the fuel farm giving the airport a June revenue of \$5,901.40.

- Airport Café – The café has hired another employee, so the café will be open this week while the National High School Rodeo is in town. Director Chatfield thanked Home Fire Foods for working so hard to staff the Airport Café while she has other events in town.
- Wings and Wheels – Todd reminded the board and audience of the Wings and Wheels event to be held on August 20, from 11 am to 4 pm.
- Next Airport Board Meeting – The next meeting will be at the new Fixed Based Operator Building 2000 Airport Road building #16, on August 17, 2022, at 4 pm.

Engineers Report – Tim Wick:

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.

The terminal is complete, and a temporary certificate of occupancy was issued on July 12, 2022. Once lease negotiations have been settled the tenant will move into the new GA Terminal. Additionally, the project is still under suspended work until Van Ewing can begin the demolition on the existing building.

- 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.
- Rehabilitate RW 16/34 Study
Task Order 5 – 80% State 20% GCC PFC.

The runway design is slotted for 2024 with construction in 2025. The engineers talked with the state last week and would like to hold to that schedule. There is a lot of new information on the current state of the economy that will play a big factor in this report. The latest being the shortage of fly ash and cement, which are two big components in concrete construction.

- SRE Midsized Loader
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. The pre-bid was held on July 20, 2022, with one company attending with interest. The bid opening is set for July 28, 2022.

- Terminal Generator
Task Order 7 – 100% FAA CRSSA

Main Terminal – 450kW NG generator for the main terminal to fit the needs of the existing chiller.

Pricing was from March 1, 2022, and we are seeing a substantial price increase as well as a substantial lead time since these costs were quoted. Lead times are around 68 weeks.

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.

- Airport Sewer Lift Station
Morrison Maierle will prepare a Scope of Work and Task Order for Design, Bid and Construction to upgrade the Airport Sewer Lift Station. The Scope and Task Order will be submitted to the board prior to the August 17, 2022, meeting for review and approval.

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. Barnum. Motion carried.**

The Airport Board and Commissioners were invited to tour the new FBO facility after the meeting.

Respectfully Submitted,



Curtis Burdette, Secretary/Treasurer



Owen Lindblom, President