

**Regular Meeting of the Northeast Wyoming Regional Airport Board
August 16, 2023**

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

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Porch, second by Mr. Malyurek to approve the Consent Agenda, including the August 2023 Accounts Payable Summary, and the July 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 4,497 passengers go through the airport in June. This makes 30,773 passengers for the year. Last year at the same time, 27,281 passengers passed through the airport.
- Demolition of Old Ga Building – The gas and electric have been disconnected and the contractor will bring in an excavator this week to begin the building demolition.
- ILS – The airport staff is hopeful the ILS will be up next week but is still working with the FAA to get the technicians certified.
- Consultant Selection - Every five years, the FAA requires that the airport go out for selection of an engineering consultant. In May of 2024, our contract with MMI will end. However, five years ago, when the selection took place, the south side hangar development wasn't in the contract's scope of work. Since this project isn't in the scope of work, we must go out for selection sooner if we want to continue with this project. I hope to have the study done by May 2024, if possible. I don't feel like we should put this project off until 2024. I will start working on an RFP for an engineering consultant. I hope to get it to the airport board before the September board meeting so it can be voted on at the September meeting. If approved, we will go out for selection in September.
- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road Building 16, on September 20, 2023, at 4 pm.

Engineers Report – Pat Stetson and Tim Wick:

Mr. Pat Stetson of Morrison and Maierle presented the Engineer's Report to the Airport Board.

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- 2021 General Aviation Terminal:

The demolition should begin this week or the first part of next week.

Due to a water leak, there was some damage to the new terminal. The damage is minimal with cracks in the drywall and the contractor will complete the repairs when they are constructing the bathroom in the hangar.

Rehabilitate RW 16/34 Study

Task Order 5 – 80% State 20% GCC PFC.

The runway design is slotted for 2024 with construction in 2025.

There was a meeting held with the FAA and WYDOT on August 17, 2023. The outlook from the meeting leaves the staff and engineers optimistic that they will approve the asphalt overlay.

- Terminal Generator

One bid was received on April 11, 2023, from Scott Brothers Electric, Inc totaling \$713,549.90. The generator and ATS is on order with no delivery date yet.

- Sewer Lift Station

Task Order 8 – County Only Project

The bid totaling \$376,206.00 was awarded to DRM, Inc.

Currently waiting on re-submittals.

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.
- There will be a pre-construction meeting next week.

- 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 10th. 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.

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The Notice to Proceed was given on August 2, 2023, and the equipment is currently 450 days out making the delivery date October 25, 2024.

- 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.

Powder River Construction is planning to begin the project on September 5, 2023, with an anticipated completion date of October 15, 2023.

- 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. The WACIP has been revised for the FY 2024 taxiway project utilizing 2023 and 2024 BIL monies.

- 2024 Statewide Airport Crack Sealing (WYDOT AGMP37A)

80% State 20% Local (PFC)

WYDOT handles all the engineering including bidding, plans and specs.

Construction is anticipated for the Spring of 2024.

MMI has already performed field measurement and submitted the results to WYDOT.

Cost Estimate based off 2023 bid tabs.

○ WYDOT (80%)	\$165,469.70
○ Local (20%)	<u>\$41,367.43</u>
○ Total	\$206,837.13

Bidding will take place in early 2024.

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- 2024 Pavement Marking (AGC015A)

Task Order 14 90% State 10% Local

WYDOT handles all the engineering including bidding, plans and specs.

Construction is anticipated for the Spring of 2024.

Cost Estimate based off 2023 bid tabs.

○ WYDOT (80%)	\$197,934.87
○ Local (20%)	<u>\$21,992.76</u>
○ Total	\$219,927.63

- 2023 WACIP Update

Mr. Wick with Morrison and Maierle presented the WACIP to the board for review and discussion.

The WACIP opened July 17, 2023, and will close on September 1, 2023

The current WACIP was evaluated, and the individual Capital Improvement Plan meeting was held with WYDOT on August 1, 2023.

The runway project will determine the direction of the WACIP.

Schamber Hangar Design:

Mr. Chatfield introduced Lance Walker with Powder River Construction to the board. Mr. Walker presented the plans for the Chamber hangar to the board for review and approval. Mr. Walker explained the construction timeline indicating from the start of the project to final completion should take approximately 2 months. The project is scheduled to begin at the end of September or first part of October 2023. After discussion **Mr. Porch moved to accept the Chamber hangar plans as presented, second by Mr. Malyurek. Motion carried.**

GateOne Signage:

GateOne General Manager, Jim Schulte distributed photos of the proposed signage and went over the sizing of each sign. Upon approval the signs will be ordered and will take 4 to 6 weeks to be delivered. Upon approval by the board the signs would then be professionally installed. After discussion **Mr. Faber moved to approve the sign design only, second by Mr. Porch. Motion carried.** Mr. Schulte will present plans for professional installation at the next board meeting.

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. Faber to adjourn the meeting, second by Mr. Porch. Motion carried.

Respectfully Submitted,



Brock Porch, Secretary/Treasurer



Owen Lindblom, President