

**Regular Meeting of the Northeast Wyoming Regional Airport Board
August 17, 2022**

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

Meeting Called to Order and Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Burdette, second by Mr. Malyurek to approve the Consent Agenda, including the Accounts Payable Report, and the July 20, 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 4,233 passengers go through the airport in July. Making the year total 28,354 total passengers. The airport was at 24,736 at the same time in 2021. However, in 2021 we had a total of 5,546 passengers making July of this year a twenty-four percent decrease from 2021.
- Administration Office Closure – The Administration office will be closed on September 21, 22, and 23 as Shelly, Ron, and Todd will be at the WAC conference in Pinedale. Since Gillette will be hosting the conference in 2023, Todd feels the administrative staff being present at this year's conference will assist in gaining knowledge of what is required for when Gillette will be the host. A sign will be posted on the administration door directing people to call the operations phone if assistance is needed.
- Chamber of Commerce Mega Mixer –The airport will be at the Gillette Chamber of Commerce Mega Mixer on September 20th from 4 to 7 pm. Please plan on attending and stopping by the booth.
- Wings and Wheels – Just a reminder that our Wings and Wheels event will be on August 20th, from 11 am to 4 pm. The board members are invited attend and enjoy the day with us.
- Next airport board meeting – The next meeting will be at the new Fixed Based Operator Building 2000 Airport Road Building 16, tentatively set for September 15, 2022, at 4 pm.

September Board Meeting Date Change – Director Chatfield:

The WAC conference is scheduled to be held during the September board meeting and therefore this meeting will need to be rescheduled. After discussion the meeting has been

rescheduled to 4:00 p.m. on September 15, 2022, at the new General Aviation building.

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 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. When the existing building has been demolished the seeding will be completed on that site as well as the new site.

- 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.

- SRE Midsized Loader

Task Order 6 – 90% State 10% GCC

Bid opening on July 28, 2022, with one bid received in the amount of \$342,930.00 (90% State Grant and 10% Local PFC) from Wyoming Machinery Company for a CAT 938M Loader with Snow Wolf QuatroPlowHD 170” (14’2”) Auto Wing Angle Plow.

A letter of recommendation is attached which will need board concurrence. Once approved or rejected, Todd will submit a letter to the State with the board’s decision. The Notice of Award will follow the States concurrence.

- 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.

- Airport Sewer Lift Station
Task Order 8

Morrison Maierle has prepared a Scope of Work and Task Order for Design, Bid and Construction to upgrade the Airport Sewer Lift Station. The Scope and Task Order has been submitted to the board for review and approval.

- WACIP
The WACIP updates will be submitted to WYDOT in September and the board will be updated with any changes.

Scope of Work and Task Order No. 8 for the Sewer Lift Station – Pat Stetson

Mr. Stetson presented the Scope of Work and Task Order No. 8 for the Sewer Lift Station project to the Airport Board for their review and approval. **Mr. Burdette moved to approve the Scope of Work and Task Order No. 8 for the Airport Sewer Lift Station as presented, second by Mr. Barnum. Motion carried.**

SRE Loader Bid Recommendation – Pat Stetson:

Mr. Stetson presented the SRE Loader bid results and recommendation to the Airport Board for their review and approval. The bids were opened on July 28, 2022, and one bid was received from Wyoming Machinery Company with a total bid amount of \$342,930.00. It is the recommendation of Morrison and Maierle to accept the low bidder, Wyoming Machinery in the amount of \$342,930.00 as presented as the bid was under the Engineer's Estimate, but over the allocated funds. The State has agreed to provide the additional funds to cover that overage. **Mr. Burdette moved to approve the Engineer's Recommendation of awarding Schedule 1 low bidder to Wyoming Machinery Company for \$342,930.00 as presented, second by Mr. Malyurek. Motion carried.**

PFC Application – Pat Stetson:

Mr. Stetson informed the board that they will be submitting a new PFC application as all the projects on the current application are complete or substantially complete.

Executive Session – Appointment/Engagement of Professional:

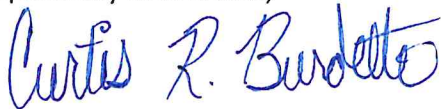
At 4:40 p.m. Mr. Malyurek moved the Airport Board enter an Executive Session to discuss Appointment/ Engagement of Professional, second by Mr. Barnum. Motion carried.

At 6:00 p.m. a motion was made by Mr. Malyurek to adjourn the Executive Session and return to the regular board meeting, second by Mr. Burdette. Motion carried.

Adjourn

There being no further business before the Airport Board a motion for adjournment was called at 6:00p.m. **Motion by Mr. Burdette to adjourn the meeting, second by Mr. Barnum. Motion carried.**

Respectfully Submitted,



Curtis Burdette, Secretary/Treasurer



Owen Lindblom, President