

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
September 15, 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.

**Meeting Called to Order and Pledge of Allegiance**

**Approve Consent Agenda:**

**Motion by Mr. Burdette, second by Mr. Barnum to approve the Consent Agenda, including the Accounts Payable Report, and the August 17, 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 3,968 passengers go through the airport in August. Making the year total 32,322 total passengers.
- 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 this year's conference will assist in preparing his staff with the knowledge of what is required for when Gillette will be the host. A sign will be posted on the Administration Office door directing people to call the Operations phone for assistance.
- Chamber of Commerce Mega Mixer –The Airport will be at the Gillette Chamber of Commerce Mega Mixer on September 20 from 4 to 7 pm. Please plan on attending and stopping by the booth.
- Wings and Wheels – The estimate for the total number of people who attended the event was 400. We will have a date picked before the first of the year that we plan on holding this event next year. We have received good feedback from all who attended and suggestions for improving it for next year. Better signage and more advertising are at the top of our list. We also hope to have more of the aircraft on the field participate.
- Next Airport Board meeting – The next meeting will be a joint meeting with the County Commissioners at the new Fixed Based Operator Building 2000 Airport Road building 16, on October 19, 2022, 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 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. 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. Morrison-Maierle has reached out to a material testing company to perform some nondestructive testing on the concrete for soundness, and to perform a geotechnical investigation.

- 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.

The Commissioners approved and signed the contract along with the Notice to Proceed which was sent to Wyoming Machinery.

- 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. They are also working on a plan to use the old terminal building 35kW generator for an Emergency Backup in case prices dictate the direction of the project.

- Airport Sewer Lift Station

Task Order 8

Morrison and Maierle is working on a 50% design to be submitted to the County for their review by the end of September.

- WACIP

The WACIP updates were submitted to WYDOT before the September 14<sup>th</sup> deadline and the board received a copy of the updated WACIP for review.

- PFC Application

Morrison and Maierle has Task Order 9 on the agenda for board review and consideration. The Task Order will permit Morrison and Maierle to prepare and apply for passenger facility charge funds to cover the airport's portion on upcoming projects.

- Acquire SRE – Dedicated Broom

Morrison and Maierle will have a Task Order prepared to present at the October board meeting for next year's Acquire SRE-Dedicated Broom project. Cost of the local project is expected to be around \$2 million dollars using FAA Bipartisan Infrastructure Law (BIL) Funds.

- FAA Bipartisan Infrastructure Law (BIL) Funds for Terminals

Morrison and Maierle will be applying for \$3 million dollars for upgrades to the Main Terminal.

**Consider Putting Out a Request for Proposal for Fixed Base Operations – Director Chatfield:**

The current lease with the Fixed Base Operator, Flightline, LFS expires on June 30, 2023. Mr. Chatfield was instructed to place this item on the agenda so the board could discuss and determine if it is the right time to put out a Fixed Base Operator contract for an RFP. With the investment the airport has made in all the new GA Terminal and because it has not been done in a long time, it may be a prudent action to begin this process. Regardless of the board's decision the current FBO lease will need to be negotiated and if the board does choose to go out for an RFP, the current FBO Flightline, is encouraged to submit a proposal. The board discussed this at length and President Lindblom asked the Director if the FAA has any stipulations on rates and charges for airports. Mr. Chatfield stated that the fee and rental structure guidelines set forth indicate that the airport will maintain a fee and rental structure for the facilities and services at the airport, which will make the airport as self-sustaining as possible under the circumstances existing at the airport, considering such factors as the volume of traffic and economy of collection. After further discussion, President Lindblom stated that with the new building costing \$3.1 million in Federal funding an RFP will show the taxpayers that the airport board's stewardship of taxpayer dollars. After discussion the boards consensus was to have Director Chatfield work with his staff to draw up and RFP for a Fixed Base Operator to present for review and approval at the October 2022 Airport Board meeting. **Mr. Malyurek moved to approve the Northeast Wyoming Regional Airport Board move forward with a Request for Proposals for an operator to operate the Fixed-Base Operations at the Northeast Wyoming Regional Airport, second by Mr. Burdette. Board member Gerrits abstained from the vote due to conflict of interest. President Lindblom called for a role call vote. Mr. Burdette aye, Vice President Barnum aye, Mr. Malyurek aye, President Lindblom aye. Motion passed with 4-0 with 1 abstention.**

**Morrison and Maierle – Task Order No 9 – Pat Stetson:**

Mr. Stetson presented Task Order No. 9 to the Airport Board for review and discussion. **Mr. Burdette moved to approve Task Order No. 9 between the Airport Board and Morrison and Maierle, Inc. for the 2022 PFC Application project, not to exceed eight thousand dollars and zero cents (\$8,000), second by Mr. Barnum. Motion carried.**

**State Grant in Aid Project AGC034A – Director Chatfield:**

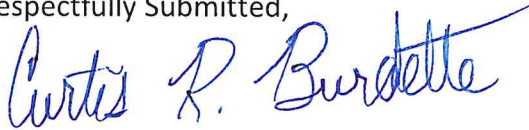
Director Chatfield presented State Grant in Aid project AGC034A to the Airport Board for their review and approval. The grant is for the purpose of acquiring Pavement Marking Equipment and is in the amount of forty-five thousand dollars and zero cents (\$45,000) and is an 80% state funded grant with a maximum cost of thirty-six thousand dollars and zero (\$36,000) and a sponsor match of nine thousand dollars and zero cents (\$9,000) or 20% with the funds to be taken from the PFC account. **Mr. Burdette moved to approve the State Grant in Aid project AGC034A for the maximum cost not to exceed forty-five thousand**

dollars and zero cents (\$45,000) at 80/20 split with 80% not to exceed thirty-six thousand dollars and zero cents (\$36,000) funded by the Wyoming Aeronautics Division and a sponsor match not to exceed nine thousand dollars and zero cents (\$9,000) or 20% to acquire Pavement Marking Equipment and associated costs as presented, second by Mr. Malyurek. Motion carried.

**Adjourn**

There being no further business before the Airport Board **motion by Mr. Malyurek to adjourn the meeting, second by Mr. Burdette. Motion carried.**

Respectfully Submitted,



Curtis Burdette, Secretary/Treasurer



Owen Lindblom, President