

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
September 20, 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. Malyurek second by Mr. Barnum to approve the Consent Agenda, including the August 2023 Accounts Payable Summary, and the August 16, 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 4,590 passengers go through the airport in August. This makes 35,363 passengers for the year.
- ILS – Our technician has been tested and approved. The airport is scheduled for an FAA flight check in the first part of October. Senator Borrasso's office is aware of this situation and is monitoring it.
- Building 34 – Todd was asked by a board member to get information on this building for the board meeting. This building was built in 1987 and is a steel-frame steel-sided building 40'X60'X16' tall. It has a concrete floor with two overhead doors and one walk-through. One door has an opening of 15' and one has an opening 20' wide. The building is in average condition with no gas only electricity to the building. It is currently being rented out as a cold storage building at a rate of \$265.00 a month.
- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road Building 16, on October 18, 2023, at 4 p.m.

**Engineers Report – Pat Stetson and Tim Wick:**

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

- 2021 General Aviation Terminal:  
The demolition of the front of the building is complete. The contractor will begin reskinning the existing portion of the building this 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.

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- 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. Construction will begin in 2024.

- Sewer Lift Station

Task Order 8 – County Only Project

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

DRM sent a tentative schedule.

- The underground electrical – September 2023
- The Notice to Proceed – September 25, 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)

M-B Companies came in as low bid at \$791,637.00.

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)

Powder River Construction came in as low bid at \$765,904.00.

Powder River Construction is planning to begin the project on September 25, 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)

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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.

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

Bidding will take place in early 2024.

- 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.

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

- 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 September 25, 2023, to determine the scope of work for 2024.

**RFQ for Consultant Selection – Director Chatfield:**

Mr. Chatfield presented a drafted RFQ of Engineering Consulting to the board for their review and approval. He explained the current contract doesn't expire until May 2024 but with the South Side Development project being slated for next spring it is advisable to begin the process of selection now. After discussion **Mr. Porch moved to approve the RFQ as presented and authorize Director Chatfield to advertise the RFQ, second by Mr. Malyurek. Motion carried.** President Lindblom requested Mr. Barnum and Mr. Malyurek meet to review the RFQ's and make a recommendation at the October board meeting.

**South Side Hangar Development – Director Chatfield:**

Mr. Chatfield addressed the board stating that prior to the commencement of the project it would be advisable for the board to set hangar color and construction specifications. By doing this the development would have consistency in hangar construction and

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potential builders would know the boards expectations prior to construction. After discussion President Lindblom requested a committee be formed between Mr. Porch, Mr. Faber, and Director Chatfield to address this. Mr. Chatfield will reach out to the committee members to arrange meeting times.

**Schamber Hangar Development:**

Mr. Chatfield updated the board on the construction of the Schamber hangar development. He suggested the board wait to sign a lease with the Schamber's until a Certificate of Occupancy has been approved. After discussion the board agreed that the lease term will begin after the Certificate of Occupancy has been received. Director Chatfield will send a draft copy of the lease for the board to review so when the Schamber's are ready to occupy the hangar the lease is ready for signature. At which point the board advised that President Lindblom could sign the lease without bringing it to the board for approval.

**GateOne Sign Approval:**

Director Chatfield presented pictures and plans for installation of the proposed GateOne signage. After discussion **Mr. Faber moved to approve the signs and installation as presented, second by Mr. Porch. Motion carried.**

**Executive Session Personnel**

**Motion by Mr. Porch to adjourn from the regular Airport Board meeting at 4:50 p.m. into an Executive Session, second by Mr. Faber. Motion carried.**


**Motion by Mr. Faber, second by Mr. Barnum to reconvene to the regular board meeting at 5:28 p.m. Motion carried.**

**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. Porch. Motion carried.**

Respectfully Submitted,

  
Brock Porch, Secretary/Treasurer

  
Owen Lindblom, President