

**Regular Meeting of the Northeast Wyoming Regional Airport Board
October 18, 2023**

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

Pledge of Allegiance

Commissioner's Agenda

- Flight Schedule:
Director Chatfield stated that starting November 1st the airport will have 2 flights per day, 7 days a week.
- Airport Construction Projects:
Mr. Stetson updated the Commissioner's on the current construction projects.
- Runway 16/34 Rehabilitation 2025:
Mr. Stetson updated the Commissioner's on the Runway 16/34 Rehabilitation slated for 2025.

Approve Consent Agenda:

Motion by Mr. Porch second by Mr. Barnum to approve the Consent Agenda, including the October 2023 Accounts Payable Summary, and the September 20, 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 4,417 passengers fly in and out of the airport in September. This makes 39,780 passengers for the year.
- ILS – This project has been ongoing for some time airport staff hopes to have the ILS back up this month. Staff believes the FAA will allow the use of the first flight check and then have a 90-day follow-up flight check after the ILS goes into service.
- New Employee – Director Chatfield introduced and welcomed the newest airport employee. Jeff Mooney began working as an Airport Operations Tech I on October 9, 2023. Director Chatfield feels that Jeff is a great addition to the Operations crew and the airport is fully staffed now.
- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road Building 16, on November 15, 2023, at 4 p.m.

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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 south side re-skinning has been completed and the contractor is currently working on the bathroom. There is some water damage to the new terminal that will be repaired.
- 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.
- 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 Notice to Proceed was given on August 2, 2023.
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.
The demo work has been done and surfacing started this week.
The contractor removed concrete that exceeded maximum slope and placed concrete back inside the AOA and a sidewalk to access the maintenance hangar form the landside.

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- 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.

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.

Scoping meeting held on October 10, 2023

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The meeting held with the FAA and WYDOT scheduled on September 25, 2023, to determine the scope of work for 2024 was cancelled. This meeting will be rescheduled for November.

RFQ for Consultant Selection – Director Chatfield:

The RFQ for Consultant Selection was advertised for one month in the Casper Star Tribune and the airport received two RFQ's. The companies submitting RFQ's were HDR and Morrison-Maierle. The selection committee met and reviewed the two proposals and selected Morrison and Maierle. Board member Faber asked if all the scope of work was included in Morrison and Maierle's proposal. Tim Wick of Morrison and Maierle and Director Chatfield stated they feel comfortable that all upcoming projects within the 5-year term of the agreement have been listed on the scope of work. **Mr. Faber moved to approve the five-year term consultant selection with Morrison and Maierle as recommended, second by Mr. Porch. Motion carried.**

Building #34 Lease:

Director Chatfield presented a draft lease for Building #34 for board review and discussion. Director Chatfield requested the lease be renewed every year on the first day of July beginning in 2024. **Mr. Porch moved to amend the lease term to end on June 30, 2024, seconded by Mr. Barnum. Amendment carried.** The lease rate was discussed with President Lindblom suggested the board consider incrementally increasing the rent from the current rate to market rate over 3 or 4 years rather than all at one time because of the significant increase at one time. Mr. Faber asked what the cold storage rate is in Gillette. Mr. Porch responded the current rate for cold storage is between \$0.30 to \$1.00 per square foot. Discussion continued regarding the lease rate and board consensus was to raise the lease rate to \$0.20 per square foot /\$480.00 a month, and if each tenant signed the lease, they wouldn't have to come in front of the board for sublease approval. Board member Faber asked if all the airport hangar tenants pay the 1-million-dollar liability insurance coverage, Director Chatfield confirmed they do. **Mr. Faber moved to amend the lease rate to \$0.20 per square foot, second by Mr. Porch. Amendment carried.** The 1-million-dollar liability insurance requirement will be enforced for the lease. **Mr. Barnum moved to approve the Building #34 lease as amended, second by Mr. Porch. Motion carried.**

Public Comment:

During public comment, Jarad Cogburn and Mark Allee introduced themselves and their newly hired flight instructor, Christian. The gentlemen will be starting a new flight school, True Grit Aviation. They stated that they plan on starting a flight school as soon as possible and have two planes available for instruction. They requested to be put on the November board agenda at which time they will request space to place a temporary building to start their school. The gentlemen also talked about eventually starting a Part 135 Charter Service. Mr. Porch stated that no action could happen today and that they are welcome to come back to the November 15, 2023, board meeting for further discussion.


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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. Barnum.**
Motion carried.

Respectfully Submitted,


Brock Porch, Secretary/Treasurer


Owen Lindblom, President