

**Regular Meeting of the Northeast Wyoming Regional Airport Board
October 20, 2021**

Airport Board President Malyurek called the meeting to order at 4:00 p.m. Member's present were Mr. Lindblom, Mr. Barnum and Mr. Schreurs. Mr. Gerrits joined the meeting via teleconference.

Pledge of Allegiance:

Commissioners Agenda:

The October meeting was a joint Commissioner and Airport Board meeting.

FBO Construction Update:

Tim Wick of Morrison and Maierle updated the Commission that the General Aviation construction is 14% complete. All construction materials are on site so there will be no delays in material delivery and this project is on track to be completed as scheduled.

Airport By-laws Update:

Mr. Chatfield updated the Commission that the board has formed a committee and hope to receive input from the Deputy County Attorney, County Clerk and Commissioner Lesion to assist in drafting new by-laws for the Airport Board.

Fuel Shortage Update:

Mr. Chatfield stated the shortage has been remedied, however there is still a shortage of truck drivers which in turn could have an effect on the timely delivery of the fuel.

SkyWest, DIA, and other airline effects on GCC:

Director Chatfield led a discussion in the challenges that the State may face in the upcoming negotiation with SkyWest regarding the CPA. While the CPA has a 10-year term, every two years the State enters negotiations with SkyWest to discuss the financial terms of the agreement. At this point Mr. Chatfield is just making certain the Commission and Airport Board are informed of the situation and is not requiring any action on their part. He will keep both the Commission and Airport Board informed of any developments.

Water Main Break:

Director Chatfield added this item to the Commissioner's agenda. The airport has a water main break under the ramp area. Public Works is working with DRM and Scott Brothers to remedy the issue and to date the impact to the airport has been minimal.

Approve Consent Agenda:

Motion by Mr. Lindblom, second by Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary, the September 15, 2021 Airport Board Minutes. Motion carried.

Director's Report – Todd Chatfield:

Mr. Chatfield presented the following items to the Airport Board.

Passenger Statistics:

In September 2021, 2,158 passengers departed and 2,085 arrived for a total of 4,243 total for the month. Total passengers for 2021 are 33,792 up from 21,207 in 2020. In 2019 the total passenger count was 42,186 at the same time.

By-Laws Update:

Mr. Chatfield sent a doodle poll to the county officials that the board requested to be on the by-law committee and did not receive a response. The board then decided to go ahead with the committee consisting of the two board members and Mr. Chatfield.

SkyWest Update:

SkyWest has gone through some changes recently that affect our airport. Greg Atkins, the Chief Operating Officer that we have always worked with, has been replaced by the company's Chief Financial Officer Wade Steel. The new management is dedicated more to profit than customer service and now we see why many things have changed in the last few months. If SkyWest isn't making a certain profit in a community, they will pull out, as we have seen with Durango, Rapid City and Casper recently losing their service to Salt Lake. Our CPA agreement with the State and SkyWest will end on June 30, 2022. Currently, we are unsure where this leaves the four airports that are in the CPA now. The State will most certainly have to negotiate a new deal and is fully aware of the circumstances and everything happening. Mr. Chatfield is certain the State will do what's best for themselves and the four airports in the agreement. In the meantime, the Director of WYDOT, Director of Aeronautics, and two Airport Directors are going to St. George November 8 and 9 to meet with the new SkyWest management. They are also setting up a meeting with United Airlines for the near future. Mr. Chatfield will be one of the Directors going to St. George in November and will keep the board up to date on the progress.

Water main break update

The airport has a water main break under the ramp area. Public Works is working with DRM and Scott Brothers to remedy the issue and to date the impact to the airport has been minimal.

CRSSA Funds

If approved by the FAA I would like to use CRSSA funds to purchase two back-up generators. One for the terminal and one for the new FBO terminal building.

Wings and Wheels update

The airport had a good turnout for our first event. Staff calculates around 250 participants going off the number of people who signed up for the free airline tickets and free flights around Gillette. We received good feedback from all who attended and have had some businesses and locals offer to support the event in the future. We plan on putting these types of events together each year into the future.

FAA Inspection

The airport will have their next Part-139 inspection the week of December 13-17. It will have been 25 months since our last inspection, mostly due to COVID and the FAA unable to travel. In years past all inspections must be done within a 24-month period, so this is something the Director hasn't seen before. In the last 15 years we have always had a yearly inspection.

Next airport board meeting

The next airport board meeting will be November 17, 2021 in the Fulkerson Operations Facility

Engineers Report – Pat Stetson:

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

2021 General Aviation Terminal:

AIP 47 Grant - \$3,010,742.00

AIP 50 Grant - \$300,000

Notice of Award for Van Ewing Construction

Notice to Proceed August 16, 2021

Project 14% complete at end of last month.

All construction materials are on site.

Rehabilitate RW 16/34:

Scope of work to be reviewed and approved

Task Order 5 – 80% State 20% GCC PFC

Began existing pavement survey.

SPCC:

In progress, need to update with Fuel Farm upgrades

WACIP:

Submitted to State September 22, 2021.

Economic Development Request for Letter of Support – Todd Chatfield:

Mr. Chatfield presented a letter of support for Economic Development for the board to review and offer direction. The board reviewed the letter and gave direction to Mr. Chatfield to proceed with sending the letter of support.

GA Terminal Building Modification Request – Micky Steward–

Ms. Steward discussed several concerns with the design of the new GA building and redesign of the Maintenance Hangar once the demo has occurred on the existing FBO. She initially had requested a design modification to the office spaces in the new building so they could accommodate space for Guardian Air. Board Member Gerrits stated he felt there are other places on the airport property that are better suited to housing Guardian than the FBO. As discussion ensued, Ms. Steward distributed “Fixed Base Operations Challenges” packets to the board and staff for their review. After reviewing the document and further discussion by the board and Ms. Steward, Director Chatfield suggested that he set up a meeting with himself, Mr. Love, Ms. Steward and any other Flightline representatives she would like present to go over concerns and issues that she has regarding the Maintenance Hangar redesign and other issues outside of lease negotiations that arose from the lengthy conversation had during the meeting. It was advised that lease negotiations would be held later with the presence of airport board members and prior to renewing the lease. The forthcoming meeting will be to discuss the design of the Maintenance Hangar and other issues that were laid out in the document Ms. Steward distributed and only those issues that are not dealing with lease renewal negotiation.

Flightline LFS, Inc Update:

Ms. Steward stated that fuel sales were at an all time high in September and the new fuel truck should be in next week.

Adjourn

There being no further business before the Airport Board a motion for adjournment was called. **Motion by Mr. Schreurs to adjourn the meeting, second by Mr. Lindblom. Motion carried.**

Respectfully Submitted,

A handwritten signature in black ink that reads "Owen Lindblom". The signature is written in a cursive style with a large initial 'O'.

Owen Lindblom, Secretary/Treasurer

A handwritten signature in blue ink that reads "Luke Malyurek". The signature is written in a cursive style with a large initial 'L'.

Luke Malyurek, President