

**Regular Meeting of the Northeast Wyoming Regional Airport Board
November 17, 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.

Pledge of Allegiance:

Approve Consent Agenda:

Motion by Mr. Schreurs, second by Mr. Lindblom to approve the Consent Agenda, including the Purchase Order Summary, and the October 20, 2021 Airport Board Minutes. Motion carried.

Director's Report – Todd Chatfield:

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

Passenger Statistics:

The total passenger count for October 2021 was 4,896. This makes the YTD passengers 39,135. That's a 73% increase over 2020 but a 14% decrease from 2019.

By-Laws Update:

The by-laws have been sent to the County Attorney and the County Clerk to review and make suggestions. They both have been extremely busy, but Mr. Chatfield hopes to have something back by the first of the year.

SkyWest Update:

Mr. Chatfield has been invited to go to St. George the second week of December along with WYDOT Aeronautics and other Airport Directors involved with the CPA. The expectation is to meet the new team at SkyWest and gain some insight of what might be coming in June 2022 when our contract with them is up for renewal.

Water Main Break Update:

The water main break that ran under the main ramp at the intersections of Charlie and Delta has been repaired and that section of the water system has been turned back on. The total cost of the project was \$35,000 and completely funded by Public Works. Mr. Chatfield will inquire if funds can be used from CRSSA or ARPA to reimburse Public Works for the cost of the project.

Flightline Meeting:

Flightline, MMI, and Mr. Chatfield met to discuss options for when the existing maintenance hangar that will remain when the new GA Terminal is built. The meeting was productive, and Mr. Chatfield feels that both Flightline and the airport have come up with ideas that will work for both groups. Flightline will use the back maintenance hangar for more office space. The group has some sent some

questions to the architect inquiring what can be done to improve the heating and cooling in the suggested office space area. Mr. Chatfield is confident that something can be done to make our ideas work.

Job Opening:

The Airport has an open Director of Operations position and there are a few qualified applicants that have applied. Interviews for the position will be held on November 30th. The goal is to have the position filled by the end of the year.

GSA Vaccination Requirement Update:

Mr. Chatfield updated the board on the request made by GSA to have all airport employees vaccinated for COVID19. This matter was referred to the County Attorney for review, consideration and decision on what the airport action should be. Mr. Sean Brown returned comment stating that after careful review it has been determined the airport does not need to act on the request at this time.

Next Airport Board Meeting:

The next airport board meeting will be December 15, 2021 at 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

As of October 31st, 2021, Project was approx. 20% complete, 77 / 285 Days used, and 4 weather days requested. The interior floor will be completed when the walls are finished, the structural steel is complete, building exterior walls are being erected, and the site electrical and site storm sewer in progress.

Rehabilitate RW 16/34:

Scope of work to be reviewed and approved
Task Order 5 – 80% State 20% GCC PFC

The pavement survey has begun.

- Counting failing panels on both runways.
- Setting up report structure

SPCC:

In progress.

- Need to update with Fuel Farm upgrades.
- Flightline Fuel Truck changes.
- Airport staff changes.

Taxiway Construction 2019:

The One Year warranty walk through was conducted on November 8, 2021 and two items were noted.

- Seeding - will reevaluate next spring
- Fading sign panels – Airside Solutions

Flightline LFS, Inc Update:

Ms. Steward stated the meeting regarding the FBO construction was productive. The new fuel truck has been delivered and Mr. Chatfield will be notified when it goes into service. The strong winds damaged one of the signs on the FBO building but they will not replace the sign with the new GA Terminal construction progressing on schedule. The FBO is experiencing their normal seasonal slowdown.

Executive Session - Personnel:

Mr. Lindblom moved to adjourn the regular meeting moving into executive session, second by Mr. Schreurs. Motion carried.

Adjourn Executive Session

The Executive Session ended at 5:24 p.m. **Mr. Lindblom moved to adjourn the Executive Session, second by Mr. Schreurs. Motion carried.**

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. Barnum. Motion carried.**

Respectfully Submitted,



Owen Lindblom, Secretary/Treasurer



Luke Malyurek, President