

**Regular Meeting of the Northeast Wyoming Regional Airport Board
December 15, 2021**

Airport Board Vice President Gerrits called the meeting to order at 4:05 p.m. Member's present were Mr. Lindblom, Mr. Barnum and Mr. Schreurs.

Pledge of Allegiance:

Approve Consent Agenda:

Motion by Mr. Barnum, second by Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary, and the November 17, 2021 Airport Board Minutes. Motion carried.

Director's Report – Todd Chatfield:

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

1. Passenger Statistics:

In November 2021, 4,748 passengers flew in and out. Total passengers for 2021 are 43,883. In 2021, so far, we have passed 17,281 more passengers than a year ago, but still below 2019.

2. SkyWest Update

Five Wyoming airports flew to St. George last week to meet with SkyWest. We had a chance to meet and discuss concerns with the divisions we work with daily. There was also a discussion on the new contract that will go into effect on July 1, 2022. The focus for both sides is the shortages in staffing SkyWest is facing. The new contract will have a 60-day out for SkyWest. We will have to wait and see how the new contract finally shakes out. For now, we will keep 2 flights per day until June, and 2 after that if they can. Their biggest issue is a pilot shortage.

3. Airport Staffing

The airport has filled the Operations Director position by moving Ron Smith. Moving Ron up has now created an opening for an Operations Tech position. This position has been posted, and we expect to have someone in place in the first quarter of 2022.

4. Adjusted Holiday Hours

The airport administration office will be closed from December 24 to January 3. There will be a sign on the office door with the operations number if anyone needs assistance during this time.

5. Next Airport Board Meeting

The next airport board meeting will be in the Fulkerson Operations Facility on January 19, 2022. This will be a quarterly meeting with the commissioners.

Further Discussion

This is the last meeting of Mr. Schreurs' current term on the Airport Board. There were three applications submitted: Mr. Schreurs, Mr. John Daly, and Mr. Curtis Burdette. The commissioners will select a board member on Tuesday, December 21, 2022.

The FAA inspection was completed at about noon today. Overall it went pretty well, although a couple of small issues came up. The board will be updated at the January meeting.

The by-laws will take more time because of changes in the County Attorney's office as Sean Brown is going to be the new city attorney for Gillette.

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 23% complete as of December 4, 2021. 111/285 days have been used and 4 weather days requested.

Interior floor is complete, structural steel is complete, building exterior walls are being erected, trusses and glulams are installed over approximately 90% of the building. Light poles and site electrical are complete, and DRM started storm sewer installation. Site grading has not started.

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, Flightline fuel truck changes, and airport staff changes.

Terminal Generator:

Sent request to use CRSSA Funds to the FAA on 11/29/2021, the FAA approved the request.

Year End Grant Reporting:

Completing SR 425's (Federal Financial Report) and SR 27/271 (Outlay Reports and Requests for Reimbursement) forms for all open federal grants. Due to FAA by 12/29/2021.

Current open grants: AIP 046 CARES & O&M, AIP 047 GA Terminal, AIP 048 CRSSA Operations, AIP 049 CRSSA Concessions, and AIP 050 GA Terminal CARES

SRE Midsized Loader

The airport staff and MMI are working on what piece of equipment is needed at the airport and to keep it within budget. This is a state and local grant in the amount of \$300,000.

State (90%) - \$270,000.00

Local (10%) – \$30,000.00

Total (100%) - \$300,000.00

Mr. Chatfield indicated that one of the small Bobcat loaders would be sold or traded in for the midsized loader.

Transfer of Entitlement Agreements – Todd Chatfield:

These transfers (Cheyenne, Dixon, and Rawlins) are to repay entitlements received from them for the construction of the GA Terminal. **Motion by Mr. Barnum to approve the transfer of entitlements scheduled repayment from the Northeast Wyoming Regional Airport to Cheyenne Regional Airport, Dixon Airport, and Rawlins Municipal Airport for a total amount of \$822,318.00 in Fiscal Year 2022. Second by Mr. Schreurs. Motion carried.**

Flightline LFS, Inc Update:

Ms. Steward stated that fuel sales have slowed considerably, which is consistent with

seasonal slowdowns of the past.

Their Part 135 charter plane has a new engine and they are waiting on the propeller. It should be operational in the spring once the FAA signs off on it.

Flightline would like to their SPCC procedures into the SPCC Plan that MMI is working on. Mr. Stetson agreed to do that.

The winter wildlife aerial surveys are starting.

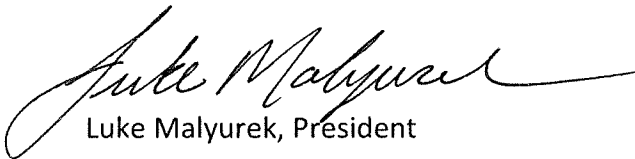
Adjourn

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

Respectfully Submitted,



Owen Lindblom, Secretary/Treasurer



Luke Malyurek, President