

**Regular Meeting of the Northeast Wyoming Regional Airport Board
November 16, 2022**

Airport Board President Lindblom called the meeting to order at 4:00 p.m. Members present were Mr. Barnum and Mr. Malyurek.

Meeting Called to Order and Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Barnum, second by Mr. Malyurek to approve the Consent Agenda, including the Accounts Payable Report, and the October 19, 2022, Airport Board Minutes as presented. Motion carried.

Director's Report – Todd Chatfield:

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

- Passenger Statistics – 3,971 passengers went through the airport in October. Making the year total 39,955 total passengers. This is a ten percent increase from 2021.
- ILS Replacement Project – The runway 34 PAPI'S are back up. The FAA flight checked them and canceled the NOTAM.
- Next Airport Board Meeting – The next meeting will be at the new General Aviation Building 2000 Airport Road building 16, on December 21, 2022, at 4 pm. Todd will be gone for the meeting and has asked Shelly to fill in for him.

Engineers Report – Pat Stetson:

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

- 2021 General Aviation Terminal:
The project is still under suspended work until Van Ewing can begin the demolition on the existing building. A temporary Certificate of Occupancy was issued on Tuesday, July 1, 2022. The gate was scheduled to be picked up on November 15th but delayed due to weather. Once the contractor has the gate it will be installed in a timely fashion.
- SPCC
Task Order 4 – 100% GCC CARES
The SPCC has been submitted to Airport Staff for review. Some changes on Fuel Farm

upgrades and some Flightline Fuel Truck changes need to be edited.

- Rehabilitate RW 16/34 Study

Task Order 5 – 80% State 20% GCC PFC.

The runway design is slotted for 2024 with construction in 2025. Morrison-Maierle met with a material testing company to perform some nondestructive testing on the concrete for soundness, and to perform a geotechnical investigation. The State has requested a rough draft by the end of November 2022.

- SRE Midsized Loader

Task Order 6 – 90% State 10% GCC

The bid opening was held on July 28, 2022, with one bid received in the amount of \$342,930.00 (90% State Grant and 10% Local PFC). The expected delivery of the equipment is before 2023.

- Terminal Generator

Task Order 7 – 100% FAA CRSSA

50% of the plans were submitted to the county for review. The Project Manual has been drafted and will be submitted for review with the 90% submittal near the beginning of December.

- Airport Sewer Lift Station

Task Order 8

Morrison and Maierle submitted 50% of the design to the County for review on October 28, 2022.

- PFC Application

Task Order 9

The notice has been posted on the airport website for public comments. Airline letters were submitted to the Northeast Wyoming Regional Airport.

- Request for Proposals for Fixed Base Operator

Task Order 10

The Request for Proposal was delivered last month and is currently out for selection.

- Acquire SRE – Dedicated Broom

Task Order 11

The cost of the total project is expected to be around \$850,000 dollars using FAA Entitlement Funds.

- Rehabilitate GA Apron

The cost of the total project is expected to be around \$1 Million using FAA Bipartisan Infrastructure Law (BIL) Funds. This task order will need an independent fee estimate (IFE) and will need Board consideration for the airport to solicit for the IFE.

- FAA Bipartisan Infrastructure Law (BIL) Funds for Terminals

These funds have been applied for and if approved will be used for upgrades to the Main Terminal.

- South Side Hangar Development

Airport staff is looking at proceeding with a CATEx and possible environmental assessment. Also, the airport can use the remaining \$470,000 of the CARES funds to install utility infrastructure to the area should the board choose to proceed.

Task Order No. 10 – Request for Proposals Fixed Base Operator – Pat Stetson

Mr. Stetson, representing Morrison Maierle, Inc. presented Task Order No. 10 between the Northeast Wyoming Regional Airport and Morrison Maierle, Inc. for the professional engineering services rendered in the Request for Proposals for the Fixed Base Operator.

Motion by Mr. Barnum, second by Mr. Malyurek to approve Task Order No. 10 between the Northeast Wyoming Regional Airport Board and Morrison Maierle, Inc. for professional engineering services rendered in the request for proposals (RFP) for a fixed-based operator, not to exceed eighteen thousand four hundred thirty-six dollars and zero cents (\$18,436) as presented. Motion carried.

AIP Grant 053 Acquire Dedicated Broom – Director Chatfield

Director Chatfield presented an Application for Federal Assistance AIP Grant 053 – Acquire SRE Dedicated Broom in the amount of one million two hundred fifty-six thousand one hundred ninety-four and zero cents (\$1,256,194.00). **Motion by Mr. Barnum, second by Mr. Malyurek to apply for the Federal Aviation Administration Grant Offer AIP 053 Acquire SRE Dedicated Broom in the amount not to exceed one million two hundred fifty-six thousand one hundred ninety-four and zero cents (\$1,256,194.00) as presented. Motion carried.**

Task Order No.11 – Acquire SRE Dedicated Broom – Pat Stetson

Mr. Stetson, representing Morrison Maierle, Inc. presented Task Order No. 11 between the Northeast Wyoming Regional Airport and Morrison Maierle, Inc. for the professional engineering services rendered to acquire an SRE Dedicated Broom. **Motion by Mr.**

Malyurek, second by Mr. Barnum moved to approve Task Order No. 11 between the

Northeast Wyoming Regional Airport Board and Morrison Maierle Inc. for professional engineering services rendered to acquire an SRE-Dedicated Broom, not to exceed twenty-eight thousand five hundred dollars and zero cents (\$28,500) as presented. Motion carried.

AIP 054 Grant Rehabilitation of GA Apron – Director Chatfield

Director Chatfield presented an Application for Federal Assistance AIP Grant 054 – Rehabilitation of GA Apron in the amount of one million eighty-seven thousand sixty-nine and no cents (\$1,087,069.00). **Motion by Mr. Malyurek, second by Mr. Barnum to apply for the Federal Aviation Administration Grant Offer 054 Rehabilitation of GA Apron in the amount to not exceed one million eighty-seven thousand sixty-nine and no cents (\$1,087,069.00) as presented. Motion carried.**

Scope of Work – GA Apron Rehabilitation – Pat Stetson

Mr. Stetson, representing Morrison Maierle, Inc. presented the Scope of Work for the GA Apron Rehabilitation. **Motion by Mr. Malyurek, second by Mr. Barnum to approve the Scope of Work for the GA Apron Rehabilitation between the Northeast Wyoming Regional Airport Board and Morrison Maierle Inc. as presented. Motion carried.**

Hangar Site Development – Director Chatfield

Director Chatfield informed the board that he has been approached by a local company who is interested in building a large hangar on airport property. Additionally, a company from out of State is considering three possible communities in Wyoming to relocate to and Gillette as one of the possible. If selected, the company would want to build a hangar on airport property. Mr. Chatfield discussed the future hangar site development with the airport board asking for direction. After discussion, the board directed Mr. Chatfield to proceed with discussing hangar development with the FAA to receive further direction on how to proceed and report back to the board.

Board Code of Conduct – Director Chatfield

The Campbell County Commissioner's created a Board Code of Conduct and advised that the boards could add to the policy if they desired to do so. President Lindblom sent the Code of Conduct to the board members and all returned comment that the policy is good as is.

Advertising Policy – Director Chatfield

Mr. Chatfield presented an Advertising Policy to the board for review and consideration. The policy establishes standards for leasing and advertising space at the airport. **Motion by Mr. Barnum, second by Mr. Malyurek to adopt the Advertising Policy as presented for the Northeast Wyoming Regional Airport. Motion carried.**

Adjourn

There being no further business before the Airport Board **motion by Mr. Barnum to adjourn the meeting, second by Mr. Malyurek. Motion carried.**

Respectfully Submitted,



Curtis Burdette, Secretary/Treasurer



Owen Lindblom, President