

**Regular Meeting of the Northeast Wyoming Regional Airport Board
December 21, 2022**

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

Meeting Called to Order and Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Malyurek, second by Mr. Faber to approve the Consent Agenda, including the Accounts Payable Report, and the November 16, 2022, Airport Board Minutes as presented. Motion carried.

Director's Report – Shelly Besel:

Ms. Besel presented the following items to the Airport Board.

- **Passenger Statistics** – The airport had 4,034 passengers go through the airport in November. Making the year total 43,989 total passengers. For the same time in 2021, the airport had 43,883 total passengers.
- **FAA Part 139 Inspection** – The airport had our Part 139 inspection from December 5th through the 7th. Ron and the operations staff for did a great job getting ready for the inspection and maintaining a safe airport throughout the year. There were no major issues reported but Todd will wait to see the final inspection letter and report back to the board.
- **Outgoing Board Members** – Thank you to our outgoing board members Adrian Gerrits and Curtis Burdette. You have both been a tremendous asset to the airport board and we wish you well in your future endeavors.
- **New Board Members** – Interviews were held on Monday, December 19, 2022. At the Tuesday morning Commissioners meeting Elgin Faber was elected to fill Curtis Burdette's unexpired seat with his term running from December 20, 2022-December 30, 2026, and Brock Porch was elected for the full-term seat with his term running from January 1, 2023-December 31, 2027
- **Administration Office Closed** – The Administration Office will be closed December 26th – January 2nd as both Todd and I will be on vacation. We both are utilizing our vacation, so we do not lose the hours that we are not able to carry over into 2023. There is a sign above the hours by the Administration Office door indicating the on-call number for any immediate need or deliveries.
- **Airport Board Retreat** – The airport board will have a board retreat at noon on January 18, 2023, before the airport board meeting. Lunch will be served, and airport staff and airport board will go over projects and goals for 2023. Todd has asked MMI to be present to go over how projects work with the FAA and WYDOT.

There will be time to answer any questions that any of the board members will have. Hopefully all board members will be able to make the retreat.

- 16 Unit T-Hangar Damage – During the last snow event the 16-unit T-hangar was damaged with the loader. The damage has been reported to HR/Risk and a company has come out to give the airport a bid. Shelly has given the tenant affected by the damage credit for his rent until his hangar door is fixed.
- M-B Repair – During the last snow event the M-B broke down. The part has been ordered and its delivery is being expedited to get the piece of equipment operational.
- Next airport board meeting – The next meeting will be a joint board meeting with the County Commissioners held at the new General Aviation Building 2000 Airport Road building 16, on January 18, 2023, at 4 pm.

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 is installed and operational. It currently does not work with the remote controls in the equipment. The Contractor has been notified and will fix the problem.
- SPCC
Task Order 4 – 100% GCC CARES
This has been submitted.
- 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. A rough draft with mainly conceptual options with cost associated with the options of panel replacement and asphalt overlay has been submitted to the State.
- 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 date is December 28, 2022, with equipment training on December 30, 2022. A pay

application will be submitted in January.

- 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 end of December. The delay comes from some additional equipment required to re-use the existing 35kW generator at the new GA Terminal that was added to the project.

- Airport Sewer Lift Station

Task Order 8

90% of the design has been submitted to the County for review and a Design Review meeting between Morrison-Maierle, County Facilities, and the airport was held on December 20, 2022, at the Airport Operations Building. The County Facilities mentioned that the structure around the lift station may not be large enough. If pursued this would increase the cost of the project. This project is funded through the Public Works division.

- PFC Application

Task Order 9

The notice has been posted on the airport website for public comments. Airline letters were submitted to the Airlines. The letter will be submitted to the State next month and can take up to 90 days to review.

- Request for Proposals for Fixed Base Operator

Task Order 10

The Request for Proposal was delivered in October and is currently out for selection. An addendum was issued on November 28, 2022. A few site visits have been done with more to follow.

Advertise RFP - October 27, 2022

Site Visit by Applicants by Appointment with Todd Chatfield

Deadline for Questions January 13, 2023

RFP Due to Airport January 23, 2023

Shortlist Notification February 3, 2023

Applicant Interview February 15, 2023

Board Meeting - March 15, 2023. Announce anticipated Board selection.

- Acquire SRE – Dedicated Broom

Task Order 11 – FAA Entitlement (93.75% FAA, 3.75% State, 2.5% PFC)

Morrison and Maierle is working on a draft of the Project Manual which includes the contracts, Special Provisions and Equipment Technical Specifications.

- Rehabilitate GA Apron

Task Order 12

Morrison and Maierle submitted a Scope of Work at the November board meeting, for board consideration, and have Task Order 12 on the December board agenda. The cost of the total project is expected to be around \$1 Million using FY 2022 FAA Bipartisan Infrastructure Law (BIL) Funds. An independent fee estimate (IFE) has been completed and Director Chatfield has the findings.

- 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. There has not been any notification of approval to date.

- South Side Hangar Development

Task Order 13

Morrison and Maierle will look at costs and come up with a design concept for the layout of the utilities to begin the South Side Hangar Development. Water, sewer, storm sewer and runoff, electrical, and natural gas demands will all be reviewed in conjunction with existing infrastructure.

Looking at proceeding with a CATEx. Also, the airport can use the remainder of the CARES Funds, \$470,000 to install utility infrastructure (power, water, sewer, etc.).

Task Order No. 12 – Rehab GA Apron – Pat Stetson

Mr. Stetson presented Task Order No. 12 to the Airport Board for their review and consideration. **Mr. Malyurek moved to approve Task Order #12 between the Northeast Wyoming Regional Airport Board and Morrison Maierle, Inc. for the Rehab of the GA Apron as presented, second by Mr. Faber. Moved by Mr. Malyurek to table Task Order 12, second by Mr. Faber. Motion carried.**

Task Order No. 13 – Southside Hangar Development Utility Study – Pat Stetson

Mr. Stetson presented Task Order No. 13 to the Airport Board for their review and consideration. **Mr. Faber move to approve Task Order #13 between the Northeast Wyoming Regional Airport Board and Morrison Maierle, Inc. for the Southside Hangar**

Development Utility Study not to exceed sixty-eight thousand dollars and zero cents (68,000.00) as presented, second by Mr. Malyurek. Motion carried.

Schamber Hangar Development – Tim Wick

Mr. Wick presented a schematic of sites for a new hangar to be built. Mr. Schamber was present at the meeting to discuss his plans for new large private hangar construction and a land lease with the Airport Board. The board reviewed the schematic and after discussion gave direction to Director Chatfield to meet with Mr. Schamber and the Engineers to complete a final site selection. Once the selection has been made Mr. Schamber was advised to write a letter of intent to the airport board with a diagram of the final site selection. Upon receipt the hangar development will be placed on the airport board agenda for consideration.

Adjourn

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

Respectfully Submitted,

Brock Porch
Brock Porch, Secretary/Treasurer

Owen Lindblom
Owen Lindblom, President