

**Regular Meeting of the Northeast Wyoming Regional Airport Board
October 19, 2022**

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

Meeting Called to Order and Pledge of Allegiance

Commissioner's Agenda

- Fixed Base Operator RFP
- Airline Subsidy - July, August, September
- Board Training
- Other

Approve Consent Agenda:

Motion by Mr. Burdette, second by Mr. Barnum to approve the Consent Agenda, including the Accounts Payable Report, and the September 15, 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 – The airport had 3,662 passengers go through the airport in September. Making the year total 36,073 passengers. The total number of passengers for this same time in 2021 was 34,239.
- ILS Replacement project – The ILS antenna was damaged in a hailstorm about four years ago. Airport staff has been working with insurance, the state, and most recently, Thales to get a replacement. This has been a carry-over project for three years and Thales has said that it might be able to ship the antenna around the first of November however, we haven't received a ship date yet. It would be very problematic to shut down our ILS during winter and it is not a good time to pour concrete and do other required work. The team working on the project has decided to postpone the replacement until May of 2023. With the way this project has gone thus far, Todd doesn't want to take any further risks. We are also tentatively scheduled to have a flight check for runway 34 PAPI'S on October 26th.
- Next airport board meeting – The next meeting will be at the new General Aviation Building 2000 Airport Road building 16, on November 16, 2022, 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 funding for this project is through AIP 47 Grant - \$3,010,742.00 and AIP 50 Grant - \$300,000. The Notice of Award for Van Ewing Construction (VEC) with a Notice to Proceed was given on August 16, 2021. The terminal is complete, the seeding is complete, and a temporary certificate of occupancy was issued on July 12, 2022. The project is still under suspended work until Van Ewing can begin the demolition on the existing building. There is currently no update on the gate.

- **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.

- **SRE Midsized Loader**

Task Order 6 – 90% State 10% GCC

Bid opening on July 28, 2022, with one bid received in the amount of \$342,930.00 (90% State Grant and 10% Local PFC) from Wyoming Machinery Company for a CAT 938M Loader with Snow Wolf QuatroPlowHD 170" (14'2") Auto Wing Angle Plow.

The Commissioners approved and signed the contract along with the Notice to Proceed which was sent to Wyoming Machinery.

- **Terminal Generator**

Task Order 7 – 100% FAA CRSSA

Main Terminal – 450kW NG generator for the main terminal to fit the needs of the existing chiller.

Pricing was from March 1, 2022, and we are seeing a substantial price increase as well as a substantial lead time since these costs were quoted. Lead times are around 68 weeks.

50% of the plans were submitted to the county for review and there hasn't been a response from them yet.

GA Terminal (New) – MMI designed an 80kW generator. Natural gas would be preferred. They are also working on a plan to use the old terminal building 35kW generator for an Emergency Backup in case prices dictate the direction of the project.

- Airport Sewer Lift Station
Task Order 8

Morrison and Maierle is working on a 50% design to be submitted to the County for their review.

- PFC Application
Task Order 9
The Project Summary has been compiled. Engineers are currently working on project specific estimates for approximate PFC draws.

- Rehabilitate GA Apron
Morrison-Maierle will have a Task Order for the November board meeting for next year's Rehabilitate GA Apron project. The cost of the total project is expected to be around \$2 Million using FAA Bipartisan Infrastructure Law (BIL) Funds.

- Acquire SRE – Dedicated Broom
Morrison and Maierle will have a Task Order prepared to present at the November board meeting for next year's Acquire SRE-Dedicated Broom project. Cost of the local project is expected to be around \$1 million dollars using FAA Bipartisan Infrastructure Law (BIL) Funds.

- FAA Bipartisan Infrastructure Law (BIL) Funds for Terminals
Morrison and Maierle applied for \$3 million dollars for upgrades to the Main Terminal on October 18, 2022.

RFP for Fixed Base Operator:

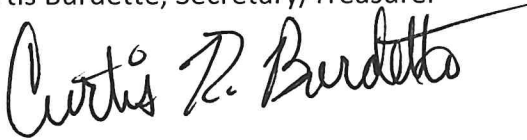
Mr. Chatfield presented a draft copy of the RFP document to the board for to review and approve. The legal counsel contacted him suggesting two additions of legal verbiage and Vice President Barnum requested editing one occurrence of Airport Manager in the draft document to Airport Executive Director to remain consistent throughout the document. **Mr. Burdette motioned to approve the RFP as written with suggested changes by the Attorney as stated by Director Chatfield, second by Mr. Barnum. Motion carried.** Director Chatfield went over the RFP schedule with the board and attendees.

Adjourn

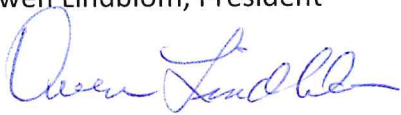
There being no further business before the Airport Board **motion by Mr. Burdette to adjourn the meeting, second by Mr. Barnum. Motion carried.**

Respectfully Submitted,

Curtis Burdette, Secretary/Treasurer

A handwritten signature in black ink that reads "Curtis R. Burdette". The signature is written in a cursive style with a long horizontal line extending from the end.

Owen Lindblom, President

A handwritten signature in blue ink that reads "Owen Lindblom". The signature is written in a cursive style.