



Campbell County Airport Board Meeting Agenda  
3 p.m. Wednesday, January 15, 2020  
County Commissioner's Chambers  
500 S. Gillette Ave.

- A. Commissioner's Agenda
- B. Election Of Airport Officers
  - President
  - Vice-President
  - Secretary/Treasurer

C. Consent Agenda

Documents:

[DECEMBER 2019 MINUTES.PDF](#)  
[JANUARY 2020 PURCHASE ORDER SUMMARY.PDF](#)

- D. Director's Report
- E. Engineer's Report - Tim Wick

Documents:

[JANUARY 2020 ENGINEERS REPORT.PDF](#)

- F. S&S Builders, Inc. - Jason Tystad
- G. Airport Rates & Charges - Appoint Committee
- H. Flightline LFS Update
- I. Adjourn

Note: This is a provisionally approved Agenda for the January 15, 2020 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting is scheduled to be held on Wednesday, February 19, 2020 at 4:00 p.m. at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on Thursday, February 13, 2020.

**Campbell County Airport Board Meeting Minutes**  
**3:00 p.m. Wednesday, December 18, 2019**  
**Fulkerson Airport Operations Facility**

**A. 3:00 p.m. workshop – Jason Tystad S&S Builders, LLC**

Mr. Tyson was not present. Mr. Tim Wick with MMI went through with airport board members Mr. Joel Ohman, Mr. Bruce Jones and Mr. Owen Lindblom regarding this past construction season and some of the weather delays experienced by the contractor S&S Builders, LLC.

**President Ohman called the meeting to order at 4 p.m. Members present were Mr. Bruce Jones and Mr. Owen Lindblom.**

**B. Consent agenda items for consideration:**

- Purchase order summary
- November 20, 2019 board meeting minutes

**Motion by Mr. Jones and seconded by Mr. Lindblom to approve the consent agenda purchase order summary and the November 20, 2019 board meeting minutes. Motion carried.**

**C. Director's report – Jay Lundell**

**1. Passenger statistics**

November 2019 passengers were up 23% from November 2018  
YTD the airport total passengers are up 6%  
CPA subsidy – November invoice not received to date

**2. Commissioner's Morning Workshop - Airport rebranding**

Ms. Shelly Besel and Director Lundell met with the County Commissioners at their morning workshop on December 12<sup>th</sup> to discuss the airport rebranding and presented anticipated costs and the rebranding process.

**3. Holiday administration office hours**

The airport administration offices will be closed December 23<sup>rd</sup> through the 27<sup>th</sup> and reopening December 30<sup>th</sup>.

**4. January 15, 2020 Board Meeting**

The next airport board meeting will be a quarterly meeting with the County Commissioners. At this meeting the airport board will have a new board member and electing board officers for 2020.

**5. Bruce Jones**

Director Lundell stated his appreciation to Mr. Jones for serving out his five (5) year term as an airport board member. Director Lundell stated he has personally appreciated Mr. Jones' professional guidance these past five years and his straight and forward mindedness through the various processes we've been through as a board.

**6. Next month's board meeting**

Director Lundell stated next month's board meeting will be a quarterly meeting with the County Commissioners. At this board meeting we'll welcoming a newly appointed airport board member Luke Malyurek. This meeting will also include the election of airport board officers for 2020.

**D. Airport Rebranding – Jay Lundell**

Director Lundell stated that Shelly Besel presented to the County Commissioners an outline of rebranding costs and the process required by the Federal Aviation Administration for renaming the airport. The rebranding of the airport name to Northwest Wyoming Regional Airport was well received by the Commissioners. The Commissioners plan to place the name change on the agenda on one of their January 2020 board meetings.

**E. MMI engineer's report – Laura Bourne**

Ms. Laura Bourne presented the following:

**Passenger Facility Charge (PFC) application 2020**

MMI and the airport are in the process of identifying projects for a new PFC application. These projects may include the general aviation terminal design in 2020, general aviation terminal construction in 2021 and snow removal equipment purchase in 2022.

**2020 pavement marking project**

A scoping meeting has been setup with WYDOT for January 9, 2020 at 10:30 a.m. to go over the statewide seal coat and paving markings projects for the airport.

**F. Flightline LFS update – staff**

Mr. Laird thanked Mr. Jones for his service as an airport board member these past five (5) years and wished him well. Mr. Laird reported the third SkyWest Airlines flight has greatly helped boost their fuel sales these past couple of months. Mr. Laird thanked the airport staff for their snow removal efforts during these past several snow events. Mr. Laird also stated Flightline LFS has a great interest in participating in the general aviation terminal design and other possible options.

**G. Adjourn**

**Moved by Mr. Lindblom and seconded by Mr. Jones to adjourn the meeting. Motion carried.**

Respectfully Submitted,

Greg Schreurs  
Secretary/Treasurer

Joel Ohman  
Airport Board President



CAMPBELL COUNTY  
Airport Open Purchase Orders

Branch/Plant . AIRPORT 751

| Description                   | Order No | Ty | Supplier                    | Requested | PR<br>UM | On Order<br>Quantity | Open To Receive<br>Quantity | To Receive<br>Amount |
|-------------------------------|----------|----|-----------------------------|-----------|----------|----------------------|-----------------------------|----------------------|
| ARFF TRUCK ARGON              | 19006618 | OP | 566506 AIRGAS USA           | 01/09/20  | EA       |                      |                             |                      |
| OCT 2019-DEC 2019 REIMB MLG   | 19006619 | OP | 469634 BESEL, SHELLY R.     | 01/09/20  | EA       |                      |                             | 236.03               |
| DECEMBER 2019 NATURAL GAS CHG | 19006620 | OP | 623195 BLACK HILLS ENRG GAS | 01/09/20  | EA       |                      |                             | 73.37                |
| MISC PARTS FOR LIFT ST REPAIR | 19006621 | OP | 610984 BOMGAARS             | 01/09/20  | EA       |                      |                             | 3,128.99             |
| MISC PARTS                    | 19006622 | OP | 615241 C B OPERATIONS       | 01/09/20  | EA       |                      |                             | 48.55                |
| M. TERM CBL 12/14/19-1/13/20  | 19006623 | OP | 477634 CHARTER COMM CABLE   | 01/09/20  | EA       |                      |                             | 409.12               |
| OIL CHANGE TRUCK 2            | 19006624 | OP | 583955 EXPRESSO LUBE        | 01/09/20  | EA       |                      |                             | 139.10               |
| CHLORINE CYLINDER             | 19006625 | OP | 477378 HAWKINS              | 01/09/20  | EA       |                      |                             | 73.39                |
| FUEL FARM SIGNS               | 19006626 | OP | 588490 NORCO                | 01/09/20  | EA       |                      |                             | 5.00                 |
| COFFEE AND SUPPLIES           | 19006627 | OP | 547102 REINHART FOODSERVICE | 01/09/20  | EA       |                      |                             | 35.77                |
| DECEMBER 2019 WASTE REMOVAL   | 19006628 | OP | 298441 WASTE CONNECTIONS    | 01/09/20  | EA       |                      |                             | 295.31               |
| DECEMBER 2019 -MONTHLY SERV.  | 19006629 | OP | 571524 WATER GUY            | 01/09/20  | EA       |                      |                             | 632.10               |
| MONTHLY BACTERIA SAMPLE DEC   | 19006629 | OP | 571524 WATER GUY            | 01/09/20  | EA       |                      |                             | 438.00               |
|                               |          |    |                             |           |          |                      |                             | 22.00                |
|                               |          |    |                             |           |          |                      |                             | 5,536.73             |
| AIRPORT                       |          |    |                             |           |          |                      |                             | 5,536.73             |

Branch/Plant . 20101  
AIRPORT NAVAID

| Description           | Order No | Ty | Supplier                  | Requested | PR<br>UM | On Order<br>Quantity | Open To<br>Quantity | Receive.<br>Amount |
|-----------------------|----------|----|---------------------------|-----------|----------|----------------------|---------------------|--------------------|
| NAVAID 1/1/20-3/31/20 | 19006605 | OP | 651479 DBT TRANSPORTATION | 01/09/20  | EA       |                      |                     | 6,312.08           |
|                       |          |    |                           |           |          |                      |                     | 6,312.08           |
|                       |          |    | AIRPORT NAVAID            |           |          |                      |                     | 6,312.08           |

Branch/Plant . 20102  
AIRPORT MARKETING

| Description                   | Order No | Ty | Supplier                    | Requested | PR UM | On Order Quantity | Open To Receive Quantity | Amount    |
|-------------------------------|----------|----|-----------------------------|-----------|-------|-------------------|--------------------------|-----------|
| 50% MRKT GRANT DECEMBER 2019  | 19006606 | OP | 392921 BASIN RADIO NETWORK  | 01/09/20  | EA    |                   |                          | 90.83     |
| 50% CO MATCH DECEMBER 2019    | 19006606 | OP | 392921 BASIN RADIO NETWORK  | 01/09/20  | EA    |                   |                          | 90.82     |
| 50% MRKT GRANT WEB DEC 2019   | 19006606 | OP | 392921 BASIN RADIO NETWORK  | 01/09/20  | EA    |                   |                          | 200.00    |
| 50% CO MATCH WEB DEC 2019     | 19006606 | OP | 392921 BASIN RADIO NETWORK  | 01/09/20  | EA    |                   |                          | 200.00    |
| 50% MRKT GRANT DECEMBER 2019  | 19006607 | OP | 627954 BIGHORN MTN RADIO    | 01/09/20  | EA    |                   |                          | 36.00     |
| 50% CO MATCH DECEMBER 2019    | 19006607 | OP | 627954 BIGHORN MTN RADIO    | 01/09/20  | EA    |                   |                          | 36.00     |
| 50% MRKT GRANT 12/26/19 AD    | 19006608 | OP | 361084 BUFFALO BULLETIN     | 01/09/20  | EA    |                   |                          | 90.00     |
| 50% CO MATCH 12/26/19         | 19006608 | OP | 361084 BUFFALO BULLETIN     | 01/09/20  | EA    |                   |                          | 90.00     |
| 50% MRKT GRANT WEB ADV 12/19  | 19006609 | OP | 361092 DOUGLAS BUDGET       | 01/09/20  | EA    |                   |                          | 150.00    |
| 50% CO MTCH WEB ADV DEC 2019  | 19006609 | OP | 361092 DOUGLAS BUDGET       | 01/09/20  | EA    |                   |                          | 150.00    |
| 50% MRKT GRANT 12/11/19 ADV   | 19006609 | OP | 361092 DOUGLAS BUDGET       | 01/09/20  | EA    |                   |                          | 55.00     |
| 50% CO MATCH 12/11/19 ADV     | 19006609 | OP | 361092 DOUGLAS BUDGET       | 01/09/20  | EA    |                   |                          | 55.00     |
| 50% MRKT GRANT 12/18/19 ADV   | 19006609 | OP | 361092 DOUGLAS BUDGET       | 01/09/20  | EA    |                   |                          | 55.00     |
| 50% CO MATCH 12/18/19 ADV     | 19006609 | OP | 361092 DOUGLAS BUDGET       | 01/09/20  | EA    |                   |                          | 55.00     |
| 50% MRKT GRANT WEB/FIDS 1/20  | 19006610 | OP | 575963 OAG FLIGHTVIEW       | 01/09/20  | EA    |                   |                          | 216.75    |
| 50% CO MATCH WEB/FIDS JAN2020 | 19006610 | OP | 575963 OAG FLIGHTVIEW       | 01/09/20  | EA    |                   |                          | 216.75    |
| 50% MRKT GT KOAL DEC 2019 ADV | 19006611 | OP | 573263 KEYHOLE BROADCASTING | 01/09/20  | EA    |                   |                          | 65.00     |
| 50% CO MTCH KOAL DEC 2019 AD  | 19006611 | OP | 573263 KEYHOLE BROADCASTING | 01/09/20  | EA    |                   |                          | 65.00     |
| 50% MRKT GT KOOL DEC 2019 ADV | 19006611 | OP | 573263 KEYHOLE BROADCASTING | 01/09/20  | EA    |                   |                          | 40.00     |
| 50% CO MTCH KOOL DEC 2019 ADV | 19006611 | OP | 573263 KEYHOLE BROADCASTING | 01/09/20  | EA    |                   |                          | 40.00     |
| 50% MRKT GRANT DEC 2019 ADV   | 19006612 | OP | 666321 KSKY                 | 01/09/20  | EA    |                   |                          | 315.00    |
| 50% CO MATCH DEC 2019 ADV     | 19006612 | OP | 666321 KSKY                 | 01/09/20  | EA    |                   |                          | 150.00    |
| 50% MRKT GRANT DECEMBER 2019  | 19006613 | OP | 661941 KSLT KLMP KTPT       | 01/09/20  | EA    |                   |                          | 150.00    |
| 50% CO MATCH DECEMBER 2019 AD | 19006613 | OP | 661941 KSLT KLMP KTPT       | 01/09/20  | EA    |                   |                          | 150.00    |
| 50% MRKT GRANT WEB AD DEC2019 | 19006614 | OP | 113275 NEWS RECORD          | 01/09/20  | EA    |                   |                          | 212.50    |
| 50% CO MTCH WEB AD DEC 2019   | 19006614 | OP | 113275 NEWS RECORD          | 01/09/20  | EA    |                   |                          | 60.00     |
| 50% MRKT GRANT DECEMBER 2019  | 19006615 | OP | 623689 POWDER RIVER EXAM    | 01/09/20  | EA    |                   |                          | 162.50    |
| 50% CO MATCH DECEMBER 2019    | 19006615 | OP | 623689 POWDER RIVER EXAM    | 01/09/20  | EA    |                   |                          | 60.00     |
| 50% MRKT GR DECEMBER 2019 ADV | 19006616 | OP | 199566 SUNDANCE TIMES       | 01/09/20  | EA    |                   |                          | 162.50    |
| 50% CO MTCH DECEMBER 2019 ADV | 19006616 | OP | 199566 SUNDANCE TIMES       | 01/09/20  | EA    |                   |                          | 25.00     |
| 50% MRKT GR 12/19/19 ADV      | 19006617 | OP | 625713 WESTON CO GAZETTE    | 01/09/20  | EA    |                   |                          | 25.00     |
| 50% CO MATCH 12/19/19 ADV     | 19006617 | OP | 625713 WESTON CO GAZETTE    | 01/09/20  | EA    |                   |                          | 25.00     |
| 50% MRKT GR 12/5/19 ADV       | 19006617 | OP | 625713 WESTON CO GAZETTE    | 01/09/20  | EA    |                   |                          | 25.00     |
| 50% CO MATCH 12/5/19 ADV      | 19006617 | OP | 625713 WESTON CO GAZETTE    | 01/09/20  | EA    |                   |                          | 25.00     |
|                               |          |    |                             |           |       |                   |                          | 3,897.15  |
| AIRPORT MARKETING             |          |    |                             |           |       |                   |                          | 3,897.15  |
|                               |          |    |                             |           |       |                   |                          | 15,745.96 |

**ENGINEER'S REPORT**  
Gillette-Campbell County Airport  
January 2020 Board Meeting



**Parallel Taxiway A & E Connection and Relocate Taxiway D & B - AIP 45 – 2019**

Grant Offer sent to GCC  
FAA - 4,620,000    93.75%  
State – 184,800    3.75%  
Local – 123,200    2.5%  
Total 4,928,000

S&S Builders – Winter Shutdown

**PFC Application – 2019**

Completed project list, preparing for Submission

**2020 Pavement Marking Project**

Board action on MMI Task Order 2  
Scoping work completed on 1/9/2020

**SRE Acquisition 2020**

Update