



Greg Schreurs, President
Luke Malyurek, Vice President
Owen Lindblom, Secretary/Treasurer
Adrian Gerrits, Member
Lewis Barnum, Member

Northeast Wyoming Regional Airport Board Agenda
4 p.m. Wednesday, February 17, 2021
Fulkerson Operations Facility
2440 Airport Road

A. Consent Agenda Items For Consideration:

Documents:

[AIRPORT BOARD MEETING MINUTES JANUARY 2021.PDF](#)
[FEBRUARY 2021 PURCHASE ORDER SUMMARY.PDF](#)

B. Director's Report - Todd Chatfield

Documents:

[DIRECTORS REPORT FEBRUARY 2021.PDF](#)

C. Engineer's Report - Mr. Wick And Ms. Bourne

Documents:

[FEBRUARY 2021 ENGINEERS REPORT.PDF](#)

D. Capital Construction Budget 2021/2022 - Todd Chatfield

Documents:

[CAPITAL CONSTRUCTION 2021-2022.PDF](#)

E. Flightline LFS Letter Of Interest - Old Garland Hangar

Documents:

[FLIGHTLINE LETTER OF INTEREST.PDF](#)

F. Flightline LFS, Inc. Update - Ms. Steward

G. Executive Session - Personnel

H. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, March 17, 2021 at 4 p.m. in the Fulkerson Airport Operations Facility. Agenda items for consideration must be approved by the Airport Director no later than the Thursday prior to the board meeting.

**Regular Meeting of the Northeast Wyoming Regional Airport Board
January 20, 2021**

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

Commissioner's Agenda

General Aviation Terminal Design:

Dale Buckingham of ARETE Design presented the schematics and revised site plan to the Airport Board and Commissioner's. Ms. Bourne of Morrison and Maierle updated the Commissioner's and Airport Board on the GA Terminal Project, stating that 90% of the plans have been sent to the FAA for approval.

The next Joint Meeting Commissioner/Airport Board meeting will be held on April 21, 2021.

Newly Appointed Board Member – Lewis Barnum

President Schreurs introduced the newest board member.

Election of Airport Board Officers – 2021

Election of Airport Board Officers:

President - **Moved by Mr. Gerrits to nominate Mr. Malyurek as President of the Airport Board. Second by Mr. Barnum. Motion carried.**

Vice-president - **Moved by Mr. Lindblom to nominate Mr. Gerrits as Vice-President of the Airport Board. Second by Mr. Schreurs. Motion carried.**

Secretary/Treasurer - **Moved by Mr. Gerrits to nominate Mr. Lindblom as Secretary/Treasurer of the Airport Board. Second by Mr. Barnum. Motion carried.**

Hangar No. 38 – Bid Opening

There were no bids submitted. Flightline LFS has expressed interest in leasing the hangar and will contact the Administration Office to arrange a time to view the space.

Approve Consent Agenda

Motion by Mr. Lindblom second Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary, and the December 16, 2020 Airport Board Minutes. Motion carried.

Deputy County Attorney Mr. Sean Brown

Mr. Brown introduced himself as the new Deputy County Attorney.

Engineers Report

Mr. Stetson of Morrison and Maierle presented the engineer's report updating the board on the Parallel Taxiway A&E Connection and Relocate Taxiway D&B, and the closeout of the Pavement Marking Project. Ms. Bourne of Morrison and Maierle updated the Airport Board on the Rehabilitation of Runway 16/34 and Runway 3, the Rehabilitation of the GA Apron, and the Rehabilitation of Runway 3/21.

Ms. Bourne presented Task Order 4, the 2021 Spill Prevention Control Countermeasure Plan Update, totaling \$12,000. The cost will be paid for through the CARES funding. **Motion by Mr. Schreurs, second by Mr. Gerrits to approve Task Order 4 in the amount of \$12,000. Motion carried.**

Flightline LFS Update

Ms. Steward gave the Airport Board the following update:

Ms. Steward invited Mr. Barnum to come by the FBO for a tour. Flightline LFS has applied for the second round of PPP money to pay wages.

Executive Session Personnel

Motion by Mr. Lindblom to adjourn from the regular Airport Board meeting into an Executive Session, second by Mr. Schreurs. Motion carried.

Motion by Mr. Gerrits, second by Mr. Schreurs to reconvene to the regular board meeting. Motion carried.

Adjourn

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

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Luke Malyurek, President

DRAFT

Branch/Plant . 751
Northeast Wyoming Regional

| Description | Order No | Ty | Supplier | Requested | PR UM | On Order Quantity | Open To Receive Quantity | Amount |
|--------------------------------|----------|----|-----------------------------|-----------|-------|-------------------|--------------------------|-----------|
| PRONGHORN BROCHURES | 21006894 | OP | 139758 SIMPSONS PRINTING | 02/08/21 | EA | | | 168.00 |
| OIL FLT, HYD CAP, OIL | 21006895 | OP | 613157 BOBCAT OF GILLETTE | 02/08/21 | EA | | | 284.02 |
| 2 LOGOS -RON | 21006896 | OP | 539591 THAT EMBROIDERY PLAC | 02/08/21 | EA | | | 16.00 |
| CHLORINE CYLINDERS (2) | 21006897 | OP | 477378 HAWKINS | 02/08/21 | EA | | | 5.95 |
| KLEENEX, P TOWEL, SFT CRD, MSC | 21006898 | OP | 640913 MENARDS AIRPORT | 02/08/21 | EA | | | 23.95 |
| CALL FOR HANGAR BIDS 1/16/21 | 21006899 | OP | 113275 NEWS RECORD | 02/08/21 | EA | | | 8.95 |
| CALL FOR HANGAR BIDS 1/12/21 | 21006899 | OP | 113275 NEWS RECORD | 02/08/21 | EA | | | 8.95 |
| CALL FOR HANGAR BIDS 1/9/21 | 21006899 | OP | 113275 NEWS RECORD | 02/08/21 | EA | | | 8.95 |
| CALL FOR HANGAR BIDS 1/5/21 | 21006899 | OP | 113275 NEWS RECORD | 02/08/21 | EA | | | 8.95 |
| FUEL FARM PORTA POTTY | 21006900 | OP | 111587 PAINTBRUSH SERVICES | 02/08/21 | EA | | | 130.00 |
| WASTE REMOVAL JANUARY 2021 | 21006901 | OP | 298441 WASTE CONNECTIONS | 02/08/21 | EA | | | 651.10 |
| CHECK CONTROL BOARD - PAPI | 21006917 | OP | 126447 SCOTT BROTHERS | 02/08/21 | EA | | | 71.00 |
| TOD LOVE 5/1/21-4/30/21 | 21006920 | OP | 573802 AMERICAN AIRPORT EXE | 02/08/21 | EA | | | 275.00 |
| 1400 W LAKEWAY JANUARY 2021 | 21006922 | OP | 107203 CITY GILLETTE UTIL | 02/08/21 | EA | | | 35.43 |
| UNIFORMS-TODD CHATFIELD | 21006924 | OP | 539591 THAT EMBROIDERY PLAC | 02/08/21 | EA | | | 225.94 |
| NATURAL GAS JANUARY 2021 | 21006925 | OP | 623195 BLACK HILLS ENRG GAS | 02/08/21 | EA | | | 4,813.20 |
| 2021 MBR DUES TOD, TODD+5OPEN | 21006987 | OP | 573415 WYOMING AIRPORT OPER | 02/09/21 | EA | | | 900.00 |
| GIL HWY 14=16 4605 | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 55.66 |
| AIRPORT ENTRANCE | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 55.66 |
| 51-72-32-010 SESE | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 71.26 |
| LOCALIZER | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 80.28 |
| TOWER | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 69.67 |
| GLIDE SLOPE | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 133.70 |
| SOUTH GENERATOR | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 128.78 |
| S&P HANGAR | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 55.48 |
| HANGAR N | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 233.93 |
| OLD TERMINAL | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 1,391.05 |
| AIRPORT H2O | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 798.56 |
| STORAGE BUILDING | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 44.92 |
| AIRPORT MAIN TERMINAL | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 5,262.56 |
| HANGAR 38 | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 51.71 |
| GATE N&N OF OLD TERM | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 57.46 |
| BLDG 42 UTILITY | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 184.63 |
| RESTROOM METER | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 126.27 |
| ARFF BUILDING | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 1,244.00 |
| 50-72-04-106 NWNW | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 40.00 |
| 1 PHASE DROP N OF TAXIWAY | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 52.80 |
| SM COMM SERVICE | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 52.53 |
| VAULT BUILDING | 21007087 | OP | 238140 POWDER RIVER ENER UT | 02/11/21 | EA | | | 1,200.57 |
| TWIST LOCK | 21007218 | OP | 566240 FIB MSTRCRD AIRPORT | 02/17/21 | EA | | | 109.55 |
| OPS CABLE 2/10/21-3/9/21 | 21007219 | OP | 477634 CHARTER COMM CABLE | 02/17/21 | EA | | | 228.41 |
| SHIPPING-CALIBRATION | 21007220 | OP | 118720 FEDERAL EXPRESS | 02/17/21 | EA | | | 261.61 |
| PLAN 1/5/21-2/4/21 | 21007221 | OP | 592683 ATT AIRPORT | 02/17/21 | EA | | | 166.16 |
| 257-3137 | 21007221 | OP | 592683 ATT AIRPORT | 02/17/21 | EA | | | 32.15 |
| 660-8623 | 21007221 | OP | 592683 ATT AIRPORT | 02/17/21 | EA | | | 29.15 |
| 680-7698 | 21007221 | OP | 592683 ATT AIRPORT | 02/17/21 | EA | | | 44.44 |
| TABLET | 21007221 | OP | 592683 ATT AIRPORT | 02/17/21 | EA | | | 43.23 |
| | | | | | | | | 20,933.77 |
| Northeast Wyoming Regional | | | | | | | | 20,933.77 |

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

Page - 2
Date - 2/17/21

Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

| Description | Order No | Ty | Supplier | Requested | PR UM | On Order Quantity |Open To Quantity | Receive. . . . Amount |
|-------------------------------|----------|----|------------------------------|-----------|----------|----------------------|----------------------------|--------------------------|
| 93.75% AIP45 NOTICE OF FN PMT | 21005509 | OP | 113275 NEWS RECORD | 12/16/20 | EA | | | 221.48 |
| | | | | | | | | 221.48 |
| | | | FAA AIRPORT IMPROVEMENT PROG | | | | | 221.48 |

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

Page - 3
Date - 2/17/21

Branch/Plant . 10440
FAA CARES ACT

| Description | Order No | Ty | Supplier | Requested | PR UM | On Order Quantity | Open To Quantity | Receive. Amount |
|-------------------------------|----------|----|----------------------------|-----------|----------|----------------------|---------------------|--------------------|
| SHIPPING | 21005465 | OP | 685644 VARITECH INDUSTRIES | 12/15/20 | EA | | | 31.89 |
| 2.5% AIP45 NOTICE OF FINAL PM | 21005511 | OP | 113275 NEWS RECORD | 12/16/20 | EA | | | 5.91 |
| | | | | | | | | 37.80 |
| FAA CARES ACT | | | | | | | | 37.80 |

Branch/Plant . 751
Northeast Wyoming Regional

| Description | Order No | Ty | Supplier | Requested | PR UM | On Order Quantity | Open To Receive Quantity | Amount |
|-------------------------------|----------|----|-----------------------------|-----------|-------|-------------------|--------------------------|----------|
| 50% CO MATCH FIDS/WEB 11/2020 | 21005350 | OP | 575963 OAG FLIGHTVIEW | 12/10/20 | EA | | | 238.46 |
| 50% MRKT GRANT WNTR RADIO SPT | 21006902 | OP | 556210 ADBAY COM | 02/08/21 | EA | | | 143.75 |
| 50% CO MTCH WINTER RADIO SPOT | 21006902 | OP | 556210 ADBAY COM | 02/08/21 | EA | | | 143.75 |
| 50% MRKT GRANT HOLIDAY SPOT | 21006902 | OP | 556210 ADBAY COM | 02/08/21 | EA | | | 139.75 |
| 50% CO MTCH HOLIDAY SPOT | 21006902 | OP | 556210 ADBAY COM | 02/08/21 | EA | | | 139.75 |
| 50% MRKT GRANT JANUARY 2021 | 21006903 | OP | 392921 BASIN RADIO NETWORK | 02/08/21 | EA | | | 164.88 |
| 50% CO MATCH JANUARY 2021 | 21006903 | OP | 392921 BASIN RADIO NETWORK | 02/08/21 | EA | | | 164.88 |
| 50% MRKT GRANT JANUARY 2021 | 21006904 | OP | 621667 BLACK HILLS PIONEER | 02/08/21 | EA | | | 33.25 |
| 50% CO MATCH JANUARY 2021 | 21006904 | OP | 621667 BLACK HILLS PIONEER | 02/08/21 | EA | | | 33.25 |
| 50% MRKT GRANT 01/06/2021 | 21006906 | OP | 361092 DOUGLAS BUDGET | 02/08/21 | EA | | | 0.00 |
| 50% CO MATCH 01/06/2021 | 21006906 | OP | 361092 DOUGLAS BUDGET | 02/08/21 | EA | | | 0.00 |
| 50% MRKT GRANT 01/20/2021 | 21006906 | OP | 361092 DOUGLAS BUDGET | 02/08/21 | EA | | | 0.00 |
| 50% CO MATCH 01/20/2021 | 21006906 | OP | 361092 DOUGLAS BUDGET | 02/08/21 | EA | | | 0.00 |
| 50% MRKT GRANT FEBRUARY 2021 | 21006908 | OP | 575963 OAG FLIGHTVIEW | 02/08/21 | EA | | | 238.46 |
| 50% CO MATCH FEBRUARY 2021 | 21006908 | OP | 575963 OAG FLIGHTVIEW | 02/08/21 | EA | | | 238.46 |
| 50% MRKT GRANT KOAL JAN 2021 | 21006909 | OP | 573263 KEYHOLE BROADCASTING | 02/08/21 | EA | | | 60.00 |
| 50% CO MATCH KOAL JAN 2021 | 21006909 | OP | 573263 KEYHOLE BROADCASTING | 02/08/21 | EA | | | 60.00 |
| 50% MRKT GRANT KOOL JAN 2021 | 21006909 | OP | 573263 KEYHOLE BROADCASTING | 02/08/21 | EA | | | 60.00 |
| 50% CO MATCH KOOL JAN 2021 | 21006909 | OP | 573263 KEYHOLE BROADCASTING | 02/08/21 | EA | | | 60.00 |
| 50% MRKT GRANT JANUARY 2021 | 21006910 | OP | 661941 KSLT KLMP KTPT | 02/08/21 | EA | | | 150.00 |
| 50% CO MATCH JANUARY 2021 | 21006910 | OP | 661941 KSLT KLMP KTPT | 02/08/21 | EA | | | 150.00 |
| 50% MRKT GRANT WEB AD JAN2021 | 21006911 | OP | 113275 NEWS RECORD | 02/08/21 | EA | | | 212.50 |
| 50% CO MATCH WEB AD JAN 2021 | 21006911 | OP | 113275 NEWS RECORD | 02/08/21 | EA | | | 212.50 |
| 50% MRKT GRANT WEB PHOTOSHOOT | 21006912 | OP | 674751 OMNI DIGITAL PROD | 02/08/21 | EA | | | 720.00 |
| 50% CO MATCH WEB PHOTO SHOOT | 21006912 | OP | 674751 OMNI DIGITAL PROD | 02/08/21 | EA | | | 720.00 |
| 50% MRKT GRANT JANUARY 2021 | 21006913 | OP | 623689 POWDER RIVER EXAM | 02/08/21 | EA | | | 60.00 |
| 50% CO MATCH JANUARY 2021 | 21006913 | OP | 623689 POWDER RIVER EXAM | 02/08/21 | EA | | | 60.00 |
| 50% MRKT GRANT JANUARY 2021 | 21006914 | OP | 199566 SUNDANCE TIMES | 02/08/21 | EA | | | 162.50 |
| 50% CO MATCH JANUARY 2021 | 21006914 | OP | 199566 SUNDANCE TIMES | 02/08/21 | EA | | | 162.50 |
| 50% MRKT GRANT JANUARY 2021 | 21006915 | OP | 625713 WESTON CO GAZETTE | 02/08/21 | EA | | | 22.75 |
| 50% CO MATCH JANUARY 2021 | 21006915 | OP | 625713 WESTON CO GAZETTE | 02/08/21 | EA | | | 22.75 |
| 50% MRKT GRANT FEBRUARY 2021 | 21006989 | OP | 199566 SUNDANCE TIMES | 02/10/21 | EA | | | 162.50 |
| 50% COUNTY MATCH FEB 2021 | 21006989 | OP | 199566 SUNDANCE TIMES | 02/10/21 | EA | | | 162.50 |
| | | | | | | | | 5,657.13 |
| AIRPORT MARKETING | | | | | | | | 5,657.13 |

**Director's Report
February 17, 2021**

1. Introduction Of Myself To The Airport Board

Quick introduction of myself to the airport board

2. Passenger Enplanement Statistics

January's total passenger statistics were down 48% from January 2020. January 2020 had a total passenger count of 5,024 with 2021 having only 2,617 passengers, (Handout passenger statistics)

3. Budgets

The airports Capital Construction Budget is due March 3

Capital Outlay is due March 31

Operations and Revenue is due April 12

The board will need to approve each budget at their regular meetings in accordance with each monthly due date for each respective budget.

4. Airport Staff Tasks In Priority

The airport staff has made a list of tasks that will need to be addressed in the upcoming year. We have prioritized these tasks in urgency for completion. (Handout Priority List).

5. Airport Economic Impact Study

(Hand out Economic Impact study brochures)

ENGINEER'S REPORT
Northeast Wyoming Regional Airport
February 2021 Board Meeting



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

Closeout Submitted to FAA
Final MMI Pay App

2021 General Aviation Terminal

95% Plans sent to FAA 2/12/2021
95% Cost Estimate

Rehabilitate RW 16/34

Scope of work draft sent out to FAA/WYDOT

DBE/ACDBE

ACDBE Reporting Due March 1
New DBE plan needed
New ACDBE plan needed

CAMPBELL COUNTY CAPITAL CONSTRUCTION REQUEST FORM
Budget Year 2021-2022

One Project Per Form

NEW CONSTRUCTION REQUEST

DEPARTMENT/BOARD: Airport Quarter you anticipate/require construction: 1 X

PROJECT NAME: ILS ANTENNA REPLACE Sequential Priority # _____ 1ST QTR

PROJECT LOCATION: Airport _____ 2ND QTR

_____ _____ 3RD QTR

_____ _____ 4TH QTR

BUDGET REQUEST: \$180,000.00 *Please attach estimate information if available*

GRANT SOURCE: Insurance/CARES

GRANT AMOUNT: \$180,000.00

Will assistance be required from Facilities Maintenance or ITS? YES NO X

• (i.e. installation, assembly, electrical, cabling, carpentry, moving fixtures, etc.)

PROJECT DESCRIPTION

Replace ILS Localizer Antenna

JUSTIFICATION

The existing ILS Localizer Antenna Array was damaged by hail during a recent thunderstorm event. The current ILS Localizer Antenna Array is no longer in production and has no available replacement parts. To continue to provide aircraft guidance during inclement weather this system must be replaced.

Authorized Signature (Director/Chairman) _____ **Date** _____

Public Works Assessment - OFFICE USE ONLY

Received By: _____ Date Received: _____

Request Review By: _____ Date: _____

Recommended Changes: _____

FY 21-22 Department Request \$ _____

PW Recommended Budget \$ _____

Director/Member Notified: _____ **Date:** _____

Communication Method Used: _____

Notes: _____

Notification of Change to Director/Board

Director/Board Concur with Change

N/A _____

YES _____

NO _____

Board Chairman: _____ **Date:** _____

Department Director: _____ **Date:** _____

PW Representative: _____ **Date:** _____

Office Use Only

Increase: _____

Decrease: _____

Change: _____

Northeast Wyoming Regional Airport Construction Projects Summary

| Type of Request | Project Name | FY 2021-22 Budget Estimated Cost | Funding Source | | | | Notes |
|-----------------|--------------------------------------|--|----------------|-------------|-------------|--------------|---|
| | | | FAA 93.75% | State 3.75% | County 2.5% | Local cost | |
| | | Total Project | | | | | |
| New Project | GA Terminal Building | \$2,706,503.00 | \$2,252,894.06 | \$90,117.76 | \$60,077.18 | \$303,416.00 | Utilizing PFC Funds to cover County Match Local cost not eligible for grant funding. Local cost can be reduced by \$123,500.00 based upon deletion of Bid Alternate 1. |
| New Project | ILS Localizer Antenna Replacement | \$180,000.00 | | | | \$180,000.00 | \$91,660 paid thru insurance claim. \$88,340 will be paid using CARES funds. |

Northeast Wyoming Regional Airport Grant Summary

| Type of Request | Project Name | FY 2021-22 Budget Estimated Cost | Funding Source | | Notes |
|-----------------|--------------------------|--|-----------------|-----------------|------------------------------|
| | | | State | County | |
| | | Total Project | | | |
| New Project | Marketing and promotions | \$80,000 | \$40,000 | \$40,000 | Operational Budget WYDOT 50% |
| New Project | Non-federal NAVAIDS | \$25,248 | \$25,248 | | WYDOT 50% |
| New Project | Aviation Encouragement | \$2,500 | \$2,500 | | WYDOT 50% |
| | TOTAL | \$107,748 | \$67,748 | \$40,000 | |



2000 Airport Road #2D -- Gillette, Wyoming 82716
307 686 7000 (Telephone) -- 307 686 5770 (fax)

Dear Northeast Wyoming Regional Airport Board, Flightline LFS has taken an interest in leasing the old Gary Garland hangar. We are asking to lease the hangar for 500\$ a month and we will incur the monthly utility costs. We are worried that if a tenant leases this hangar outside of our company they will get in the way of our operation when the new FBO is built beside it. Let us know if you have any further questions, comments or concerns over this matter and we thank you for your consideration!

Best regards,

Justin L Holzer

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