

NORTHEAST WYOMING REGIONAL AIRPORT
Board Meeting Agenda
Pre-Meeting 3 p.m.
4 p.m. Wednesday, February 19, 2020
Fulkerson Airport Operations Facility
2440 Airport Road

- A. 3 P.M. Pre-Meeting - General Aviation Terminal Building
- B. Executive Session - Personnel
- C. Consent Agenda

Documents:

[MARCH 2020 PURCHASE ORDER SUMMARY.PDF](#)
[BOARD MEETING MINUTES FEBRUARY 19, 2020.PDF](#)

- D. Director's Report - Jay Lundell
- E. COVID-19 Update - Jay Lundell
- F. Engineer's Report - Tim Wick

Documents:

[MARCH 2020 ENGINEERS REPORT.PDF](#)

- G. Capital Outlay Budget FY 2020/2021 - Jay Lundell
- H. Operational Budget FY 2020/2021 - Jay Lundell
 - I. Revenue Budget FY 2020/2021 - Jay Lundell
- J. Flightline LFS Update - Mickey Steward
- K. Adjourn

Note: This is a provisionally approved Agenda for the March 18, 2020 Northeast Wyoming Regional Airport Board meeting. The next Northeast Wyoming Regional Airport Board meeting is scheduled to be held on Wednesday, April 15, 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, April 9, 2020.

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
CDL ENDORS. CHATFIELD	19008440	OP	566240 FIB MSTRCRD AIRPORT	02/25/20	EA			48.25
AAAE CONF. DENVER	19008440	OP	566240 FIB MSTRCRD AIRPORT	02/25/20	EA			765.00
GASOLINE - CHEYENNE LEG. TRIP	19008440	OP	566240 FIB MSTRCRD AIRPORT	02/25/20	EA			32.62
LODGING - CHEYENNE LEG. TRIP	19008440	OP	566240 FIB MSTRCRD AIRPORT	02/25/20	EA			129.00
CREDIT-OVERPAYMENT	19008440	OP	566240 FIB MSTRCRD AIRPORT	02/25/20	EA			10.21-
2 ADTNL TV'S FOR TERM AREAS	19008442	OP	566240 FIB MSTRCRD AIRPORT	02/25/20	EA			778.00
AAAE CONF IN DENVER-LUNDELL	19008442	OP	566240 FIB MSTRCRD AIRPORT	02/25/20	EA			765.00
LODGING LEG SESSION-CHEYENNE	19008442	OP	566240 FIB MSTRCRD AIRPORT	02/25/20	EA			129.00
CREDIT FOR OVERPAYMENT	19008442	OP	566240 FIB MSTRCRD AIRPORT	02/25/20	EA			14.21-
								2,622.45
Northeast Wyoming Regional								2,622.45
								2,622.45

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
LOVE MBRSH 5/1/20-4/30/21	19008874	OP	573802 AMERICAN AIRPORT EXE	03/12/20	EA			275.00
HOSE ASSEMBLY FOR LITTLE JD	19008875	OP	185586 BIGHORN HYDRAULICS	03/12/20	EA			70.95
TOOLCAT REPAIR 4WD	19008877	OP	613157 BOBCAT OF GILLETTE	03/12/20	EA			1,588.17
FILTER	19008878	OP	615241 C B OPERATIONS	03/12/20	EA			37.08
SHIPPING	19008878	OP	615241 C B OPERATIONS	03/12/20	EA			14.83
MEAL REIMB. WAOA	19008879	OP	538855 CHATFIELD, TODD	03/12/20	EA			15.08
REPLACEMENT FLAGS US/WYOMING	19008880	OP	209517 CARROT TOP INDUSTRIE	03/12/20	EA			886.50
SHIPPING	19008880	OP	209517 CARROT TOP INDUSTRIE	03/12/20	EA			43.21
M. TERM CBL 2/14/20-3/13/20	19008881	OP	477634 CHARTER COMM CABLE	03/12/20	EA			316.10
SIGNAL TOWER FEB 2020 ELEC	19008882	OP	107203 CITY GILLETTE UTIL	03/12/20	EA			38.00
SHIPPING	19008883	OP	118720 FEDERAL EXPRESS CORP	03/12/20	EA			49.66
CHLORINE CYLINDER	19008884	OP	477378 HAWKINS	03/12/20	EA			10.00
BRUSH REFILL	19008885	OP	646776 M B COMPANIES	03/12/20	EA			2,687.00
SOCKET SET	19008886	OP	640913 MENARDS AIRPORT	03/12/20	EA			26.91
COFFEE MISC. SUPP RAGS,DECANT	19008887	OP	588490 NORCO	03/12/20	EA			120.74
FUEL FARM PORTA POTTY	19008888	OP	111587 PAINTBRUSH SERVICES	03/12/20	EA			130.00
OTRTRY LEASE - POSTAGE MACH.	19008889	OP	651866 PE GLOBAL AIRPRT	03/12/20	EA			156.00
POSTAGE MACHINE REFILL	19008890	OP	574311 POSTGE PHONE AIRPRT	03/12/20	EA			500.00
CAR WASH	19008891	OP	586961 RAIN LOCKER CAR WASH	03/12/20	EA			8.19
FEBRUARY 2020 WASTE REMOVAL	19008892	OP	298441 WASTE CONNECTIONS	03/12/20	EA			651.10
								7,624.52
Northeast Wyoming Regional								7,624.52

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
MRKT GRNT DOMAIN NM 2020	19008858	OP	556210 ADBAY COM	03/12/20	EA			17.50
CO MATCH DOM NAME RNW2020	19008858	OP	556210 ADBAY COM	03/12/20	EA			17.50
MRKT GRNT FEB 2020 ADV.	19008860	OP	392921 BASIN RADIO NETWORK	03/12/20	EA			64.87
CO MATCH FEB 2020 ADV.	19008860	OP	392921 BASIN RADIO NETWORK	03/12/20	EA			64.87
MRKT GRNT FEB 2020 WEBAD	19008860	OP	392921 BASIN RADIO NETWORK	03/12/20	EA			200.00
CO MATCH FEB 2020 WEB ADV	19008860	OP	392921 BASIN RADIO NETWORK	03/12/20	EA			200.00
MRKT GRNT FEB 2020 ADV	19008861	OP	392921 BASIN RADIO NETWORK	03/12/20	EA			22.50
CO MTCH FEB 2020 ADV	19008861	OP	392921 BASIN RADIO NETWORK	03/12/20	EA			22.50
MRKT GRNT FEB 2020 ADV	19008862	OP	621667 BLACK HILLS PIONEER	03/12/20	EA			358.25
CO MATCH FEB 2020 ADV	19008862	OP	621667 BLACK HILLS PIONEER	03/12/20	EA			358.25
MRKT GR 2/19/20 ADV.	19008863	OP	361084 BUFFALO BULLETIN	03/12/20	EA			96.00
CO MATCH 2/19/20 ADV	19008863	OP	361084 BUFFALO BULLETIN	03/12/20	EA			96.00
MRKT GR 3/05/20 ADV	19008863	OP	361084 BUFFALO BULLETIN	03/12/20	EA			96.00
CO MATCH 3/05/20 ADV	19008863	OP	361084 BUFFALO BULLETIN	03/12/20	EA			96.00
MRKT GRANT 2/19/20 ADV	19008864	OP	361092 DOUGLAS BUDGET	03/12/20	EA			55.00
CO MATCH 2/19/20 ADV	19008864	OP	361092 DOUGLAS BUDGET	03/12/20	EA			55.00
MRKT GRANT 2/5/20 ADV	19008864	OP	361092 DOUGLAS BUDGET	03/12/20	EA			55.00
CO MATCH 2/5/20 ADV	19008864	OP	361092 DOUGLAS BUDGET	03/12/20	EA			55.00
MRKT GRANT WEB ADV 02/20	19008864	OP	361092 DOUGLAS BUDGET	03/12/20	EA			150.00
CO MATCH WEB ADV 02/20	19008864	OP	361092 DOUGLAS BUDGET	03/12/20	EA			150.00
MRKT GRANT FIDS/WEB COMP	19008865	OP	575963 OAG FLIGHTVIEW	03/12/20	EA			216.73
CO MATCH FIDS/WEB COMP	19008865	OP	575963 OAG FLIGHTVIEW	03/12/20	EA			216.73
MRKT GRANT WEB AD FEB2020	19008866	OP	113275 NEWS RECORD	03/12/20	EA			212.50
CO MATCH WEB AD FEB 2020	19008866	OP	113275 NEWS RECORD	03/12/20	EA			212.50
MRKT GRNT FEB 2020 ADV	19008867	OP	583875 KYDT RADIO	03/12/20	EA			145.00
CO MATCH FEB 2020 ADV	19008867	OP	583875 KYDT RADIO	03/12/20	EA			145.00
MRKT GRNT FEB 2020 ADV	19008868	OP	661941 KSLT KLMP KTPT	03/12/20	EA			150.00
CO MATCH FEB 2020 ADV	19008868	OP	661941 KSLT KLMP KTPT	03/12/20	EA			150.00
MRKT GRNT FEB 2020 ADV	19008869	OP	573263 KEYHOLE BROADCASTING	03/12/20	EA			65.00
CO MTCH FEB 2020 ADV	19008869	OP	573263 KEYHOLE BROADCASTING	03/12/20	EA			65.00
MRKT GRANT FEBRUARY 2020	19008869	OP	573263 KEYHOLE BROADCASTING	03/12/20	EA			24.00
CO MATCH FEBRUARY 2020ADV	19008869	OP	573263 KEYHOLE BROADCASTING	03/12/20	EA			24.00
MRKT GRANT APRIL/MAY 2020	19008870	OP	580842 MINERS NEWS	03/12/20	EA			87.50
CO MATCH APRIL/MAY 2020	19008870	OP	580842 MINERS NEWS	03/12/20	EA			87.50
MRKT GRANT FEB 2020 ADV.	19008871	OP	199566 SUNDANCE TIMES	03/12/20	EA			162.50
CO MATCH FEB 2020 ADV.	19008871	OP	199566 SUNDANCE TIMES	03/12/20	EA			162.50
MRKT GRANT FEB 2020 ADV	19008872	OP	623689 POWDER RIVER EXAM	03/12/20	EA			60.00
CO MATCH FEB 2020 ADV	19008872	OP	623689 POWDER RIVER EXAM	03/12/20	EA			60.00
MRKT GRANT FEB 2020 ADV	19008873	OP	625713 WESTON CO GAZETTE	03/12/20	EA			30.00
CO MATCH FEB 2020 ADV	19008873	OP	625713 WESTON CO GAZETTE	03/12/20	EA			30.00
								4,536.70
AIRPORT MARKETING								4,536.70
								12,161.22

NORTHEAST WYOMING REGIONAL AIRPORT
Board Meeting Minutes
Wednesday, February 19, 2020

The meeting was called to order by Vice-President Malyurek at 4 p.m. Members present were Mr. Ohman, Mr. Lindblom and via telephone President Schreurs. Mr. Gerrits joined the meeting at 4:15 p.m.

A. Consent agenda items for consideration:

- Purchase order summary
- January 15, 2020 board meeting minutes

Motion by Mr. Ohman to approve the consent agenda, including the purchase order summary and the January 15, 2020 board meeting minutes. Seconded by Mr. Lindblom. Motion carried.

B. Director's report – Jay Lundell

1. Airport statistics

January 2020 total passengers were up 16% from January 2019.

2. Fuel sales

When comparing January 2020 to January 2019, 100LL retail sales were up 47%, Jet A retail sales were flat, SkyWest Jet A fuel into plane were up 13%, and 100LL self-service fuel sales were up 41%.

3. Airport name change

The FAA, TSA and WYDOT have been notified of the airport's name change to Northeast Wyoming Regional Airport. All have already referred the new name in their correspondence and software systems. The new name change should appear in the FAA's publications in the next publication cycle.

I'm in the process of incorporating the name change in our Airport Certification Manual and corresponding appendixes such as our Airport Emergency Plan, and the Airport Security Plan.

Ms. Besel is sending out notices to our tenants and customers of the name change and I've informed SkyWest Airlines as well and filled out their required paperwork. It won't be necessary to send out letters of consignment regarding our lease and contracts, as the name change will be incorporated into new leases and contracts as they become renewed.

4. Airport rebranding committee

Ms. Besel, Mr. Lindblom, Mr. Malyurek and I will be meeting with Adbay representatives Friday, February 28th at 10:00 a.m. in administration office to discuss the airport rebranding.

5. Airport board meeting

The next airport board meeting is scheduled for Wednesday, March 18, 2020 at 4 p.m. in the Fulkerson Airport Operations Facility.

C. MMI engineer's report – Patrick Stetson

Mr. Stetson presented the following report to the airport board.

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

S&S Builders – Winter Shutdown

PFC Application – 2019

Submitted letter to the airlines for comment

Posted on airport website

2020 Pavement Marking Project

Board action on MMI Task Order 2

Scoping work completed on 1/9/2020

95% plans Submitted 1/31/2020

2020 Crack Sealing Project

Bid opening was 2/13/2020

D. Capital construction budget FY 2020/21 – Jay Lundell

Director Lundell presented the capital construction budget to the airport board. Director Lundell stated that all the construction projects will be carry over projects to next fiscal year.

Motion by Mr. Ohman to approve the capital construction budget for fiscal year 2020/2021 as presented. Second by Mr. Lindblom. Motion carried.

E. Flightline LFS, Inc. presentation and update – Mickey Steward

Ms. Steward with Flightline LFS, Inc. handed out a presentation to the airport board. Ms. Steward went over their lease obligations, the services they provide, their current business climate and past and present financial standings.

Ms. Steward stated that Flightline LFS's revenues track the County's fiscal year budgets. The County's budget for fiscal year 2019-2020 is 25% lower than what it was in its highest fiscal year of 2015-2016. Ms. Steward stated that 2015 is when their lease began. Ms. Steward believes their lease fees should be renegotiated 25% lower than what their lease is currently. Ms. Steward also provided within the presentation a list of their customers. Ms. Steward also emphasized their government contracts for flying wildlife counts has decreased significantly. Ms. Steward concluded her presentation by saying Flightline LFS, Inc. would be willing to discuss their financial situation in greater detail concerning their lease fees with the airport's renegotiation committee. The airport board thanked Ms. Steward for her presentation.

The renegotiation committee consisting of Mr. Lindblom, Mr. Schreurs and director Lundell set a meeting date of March 16, 2020 at 10:30 a.m. in director Lundell's airport administration office.

F. Transfer FY 2020 FAA Entitlements – Director Lundell

Director Lundell stated the Ms. Rebecca Wersal of the Federal Aviation Administration (FAA) asked that since the Northeast Wyoming Regional airport isn't planning to use our primary entitlement for fiscal year 2020, if we would consider transferring our \$1 million of primary entitlements to Southwest Wyoming Regional airport for use on their project in FY2020. The Southwest Wyoming Regional airport would then transfer back the \$1 million from their fiscal year 2021 primary entitlements to the Northeast Wyoming Regional airport. Director Lundell presented the FAA transfer forms to the airport board for their review and approval.

Motion by Mr. Ohman to transfer the Northeast Wyoming Regional airport's fiscal year 2020 primary entitlements of \$1 million to the Southwest Wyoming Regional airport. Second by Mr. Gerrits. Motion carried.

G. Executive Session – Personnel

Motion by Mr. Lindblom to go from the regular meeting into executive session to discuss personnel issues. Second by Mr. Gerrits. Motion carried.

H. Adjourn

Motion by Mr. Schreurs to adjourn. Second by Mr. Gerrits. Motion carried.

Respectfully Submitted,

Greg Schreurs
President

Owen Lindblom
Secretary/Treasurer

ENGINEER'S REPORT
Northeast Wyoming Regional Airport
March 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

Submitted letter to the airlines for comment
Posted on airport website
PFC submission Drafted, waiting for 30 day period to end
4/2/2020 Submit to FAA

2020 Pavement Marking Project

Board action on MMI Task Order 2
Scoping work completed on 1/9/2020
95% plans Submitted 1/31/2020
100% plans Submitted 3/2/2020

2020 Crack Sealing Project

Bid opening was 2/13/2020

WACIP

Updated 10 year schedule with detailed cost estimate

DBE/ACDBE

ACDBE Submitted 2/4/2020
DBE Update