



Campbell County Airport Board Meeting Agenda
4 p.m. Wednesday, March 27, 2019
Fulkerson Airport Operations Facility
2440 Airport Road

A. Consent Agenda

I. Board Meeting Minutes

Documents:

[FEBRUARY 20, 2019 BOARD MEETING MINUTES.PDF](#)

II. Purchase Order Summary

Documents:

[PURCHASE ORDER SUMMARY.PDF](#)

B. Approve 2019-2020 Airport Capital Outlay Budget - Jay Lundell

Documents:

[CAPITAL REQUEST FORM FY 19 20_201901230916347391.PDF](#)

C. Approve 2019-2020 Airport Operational Budget - Jay Lundell

Documents:

[OPERATIONAL BUDGET.PDF](#)

D. 2019-2020 Airport Revenue Budget - Jay Lundell

Documents:

[DIECTORS RECOMMENDATIONS RATES AND CHARGES 2019-20.PDF](#)

E. Engineer's Report

Documents:

[ENGINEERS REPORT.PDF](#)

- F. Request For Qualifications For Airport Engineering Services - Jay Lundell
- G. Selection Committee For Airport Engineering Services - Jay Lundell
- H. Habitat Management Property Sale - Jay Lundell
- I. Flightline LFS/FBO Future - Mickey Steward
- J. Adjourn

Note: This is a provisionally approved Agenda for the March 27, 2019 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, April 17, 2019 at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on Thursday, April 11, 2019.

**Regular Meeting Minutes of the Campbell County Airport Board
February 20, 2019**

Airport board President Mr. Ohman called the meeting to order at 4:02 p.m. Members present were Mr. Gerrits, Mr. Lindblom and Mr. Schreurs via telephone.

1. Consent agenda

It was noted that the January 16, 2019 board meeting minutes should be changed to reflect airport board officers for the year 2019, not 2018. **Motion by Mr. Lindblom, second by Mr. Gerrits to approve the consent agenda, including the purchase order summary and the corrected January 16, 2019 board meeting minutes. Motion carried.**

2. Approve 2019-2020 capital construction budget – Jay Lundell

Director Lundell presented the 2019-20 capital construction budget. After lengthy discussion concerning options 3 and 4, **motion by Mr. Gerrits, second by Mr. Lindblom to delete option 3 and rename option 4 to: architectural and engineering design for construction of a new general aviation terminal facility and approve the remaining budget as presented. Motion carried.**

3. Director's report – Jay Lundell

Director Lundell presented the following:

a. Passenger enplanement statistics

January passengers were 14% higher than January 2018. Enplanements are off to a good start and hopefully this will become a future trend.

b. Control Tower

Colby Hawker received his certified tower operator certificate and passed his weather observer test. We reopen the tower on February 3rd for weekend operations.

c. AIP-45 & WYDOT AGCC69B

On February 5th Tim Wick and Director Lundell attended the county commissioner's meeting where they approved signing the AIP-45 and WYDOT Aeronautics AGCC69B grant applications. The applications have now been sent onto the FAA and WYDOT for their approvals.

d. Passenger terminal facility door lock upgrade

The project to replace key door locks to electronic door locks has moved successfully forward. The airport ordered and has received a badging machine and we'll be able to issue door and gate cards once the system is up and running.

e. Legislative update on air service

The funding for the Capacity Purchase Agreement seems to be untouched so far in both Houses. The budget bill is expected to be passed by both Houses by week's end. Another bill that would have taken Aeronautics out of the Joint Minerals Committee and place Aeronautics in the Joint Transportation Committee failed in third reading. Aeronautics will remain in the Joint Minerals Committee.

f. General aviation terminal design – Workshop with commissioners

Mr. Robert Palmer commissioner's executive director and Director Lundell met Friday, February 8th to discuss setting up a workshop between the airport board and county commissioners to discuss the design of a GA terminal. Mr. Palmer said that once the airport decided which design option for the design of a new general aviation facility, to submit the project costs of the design in the airport's construction budget and that a workshop wouldn't be necessary.

g. Operational & revenue budgets

The operational and revenue budgets are due April 10th. At the March board meeting Director Lundell will be asking the airport board to approve the operational and revenue budgets for FY 2019-2020.

h. Reschedule March 20th board meeting

Director Lundell said that Mr. Todd Chatfield and he will be attending the FAA conference in Renton, Washington the week of the regularly scheduled board meeting of March 20th and asked the airport board to reschedule the meeting date. After airport board discussion, **motion by Mr. Gerrits, second by Mr. Lindblom to move the meeting date to March 27, 2019 at 4 p.m.**

4. MMI engineer's report – Tim Wick

Mr. Wick presented to the airport board the following:

Parallel Taxiway A & E Connection and Relocate Taxiway D & B (Design) - AIP 44 – 2018

CATEX Submitted to FAA and Approved

Design Survey Complete

Design Report Complete Submitted to FAA and WYDOT

Construction Safety and Phasing Plan Submitted to FAA and WYDOT

Geotech Investigation Complete

Construction Plans 90%

Construction Specifications 90%

Construction Grant Applications Submitted to FAA and WYDOT

Construction Plans and Specs Submitted to FAA and WYDOT

FAA Supplemental Discretionary Funding

Discuss with Board

Request for Supplemental Funding FY 19 or 20 October 31, 2018

Submitted application for Snow Removal Equipment (Rotary Blower and Loader Tractor). FAA will select what projects will be funded.

5. Home Fire Foods lease agreement – Jay Lundell

Director Lundell presented the Home Fire Foods lease agreement to the airport board. No changes were noted except the dates were changed to another one (1) year lease term.

Motion by Mr. Gerrits, second by Mr. Lindblom to approve the café lease between Home Fire Foods and the airport board as presented. Motion carried.

6. Flightline LFS update – Bobby Laird

No one from Flightline LFS was present.

7. Adjourn

Motion by Mr. Gerrits, second by Mr. Lindblom to adjourn. Motion carried.

Respectfully Submitted,

Greg Schreurs, Secretary/Treasurer

Joel Ohman, President

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
CELL PHONES 2/5/19-3/4/19	18009135	OP	592683 AT&T MOBILITY-AIRPOR	03/21/19	EA			230.39
MILEAGE REIMB. 1/1/19-3/31/19	18009138	OP	469634 BESEL, SHELLY R.	03/21/19	EA			73.08
NATURAL GAS FEBRUARY 2019	18009140	OP	623195 BLACK HILLS ENERGY	03/21/19	EA			3,629.70
AIR AND OIL FILTER	18009141	OP	613157 BOBCAT OF GILLETTE	03/21/19	EA			51.13
ARFF CBL INT. 3/10/19-4/9/19	18009143	OP	477634 CHARTER COMMUNICATIO	03/21/19	EA			180.48
M. TERM CABLE 3/14/19-4/13/16	18009143	OP	477634 CHARTER COMMUNICATIO	03/21/19	EA			137.59
FEBRUARY 2019 ELEC	18009144	OP	107203 CITY OF GILLETTE-UTI	03/21/19	EA			36.61
LIGHT BULBS	18009153	OP	109567 CRUM ELECTRIC SUPPLY	03/22/19	EA			90.20
LIGHT CLIPS	18009153	OP	109567 CRUM ELECTRIC SUPPLY	03/22/19	EA			48.25
SHIPPING	18009153	OP	109567 CRUM ELECTRIC SUPPLY	03/22/19	EA			12.88
SHIPPING	18009154	OP	118720 FEDERAL EXPRESS CORP	03/22/19	EA			45.52
AIR SERVICE CONS. FEB 2019	18009155	OP	574223 FORECAST	03/22/19	EA			5,500.00
CHLORINE CYLINDER	18009156	OP	477378 HAWKINS INC	03/22/19	EA			10.00
BATTERIES AND MISC.	18009157	OP	574231 HOME DEPOT CRC-AIRPO	03/22/19	EA			86.70
TSA TENENT APPRICIATION	18009158	OP	645221 HOME FIRE FOODS	03/22/19	EA			100.00
MILEAGE REIMB.	18009159	OP	104791 LUNDELL, JAY D.	03/22/19	EA			41.76
COFFEE AND GLOVES	18009160	OP	640913 MENARDS-AIRPORT	03/22/19	EA			44.91
COFFEE AND SURGE PROT	18009160	OP	640913 MENARDS-AIRPORT	03/22/19	EA			52.40
BADGE HOLDERS	18009160	OP	640913 MENARDS-AIRPORT	03/22/19	EA			10.92
HIGH VOLTAGE SIGN	18009162	OP	588490 NORCO INC	03/22/19	EA			21.08
BERNARD SHORTSTUB 400 AMP	18009162	OP	588490 NORCO INC	03/22/19	EA			49.85
FUEL FARM PORTA POTTY	18009163	OP	111587 PAINTBRUSH SERVICES	03/22/19	EA			130.00
QUARTERLY LEASE	18009164	OP	651866 PITNEY BOWES GLOBAL	03/22/19	EA			156.00
12/28/18-1/31/19	18009165	OP	238140 POWDER RIVER ENERGY	03/22/19	EA		12	895.67
2/1/19-3/1/19	18009165	OP	238140 POWDER RIVER ENERGY	03/22/19	EA		11	809.73
WATER SYSTEM GEN CIRC HEATER	18009166	OP	114294 RECORD SUPPLY INC	03/22/19	EA			76.93
COPIES	18009168	OP	411694 ROCKY MOUNTAIN BUSIN	03/22/19	EA			175.53
COPY MACHINE ANNUAL LEASE	18009169	OP	433754 VISTA LEASING COMPAN	03/22/19	EA			850.00
WASTE REMOVAL FEBRUARY 2019	18009170	OP	298441 WASTE CONNECTIONS OF	03/22/19	EA		2	822.10
FEBRUARY 2019 SERVICE	18009171	OP	571524 WATER GUY LLC	03/22/19	EA			438.00
BACTERIA SAMPLE-FEB 2019	18009171	OP	571524 WATER GUY LLC	03/22/19	EA			438.00
MARCH 2019 SERVICE	18009171	OP	571524 WATER GUY LLC	03/22/19	EA			438.00
BACTERIA SAMPLE-MARCH 2019	18009171	OP	571524 WATER GUY LLC	03/22/19	EA			438.00
ANNUAL MEMBERSHIP 2019	18009172	OP	573415 WYOMING AIRPORT OPER	03/22/19	EA		5	500.00
JOEL OHMAN	18009172	OP	573415 WYOMING AIRPORT OPER	03/22/19	EA			500.00
ADRIAN GERRITS	18009172	OP	573415 WYOMING AIRPORT OPER	03/22/19	EA			500.00
GREG SCHREURS	18009172	OP	573415 WYOMING AIRPORT OPER	03/22/19	EA			500.00
BRUCE JONES	18009172	OP	573415 WYOMING AIRPORT OPER	03/22/19	EA			500.00
OWEN LINDBLOM	18009172	OP	573415 WYOMING AIRPORT OPER	03/22/19	EA			500.00
TODD CHATFIELD	18009172	OP	573415 WYOMING AIRPORT OPER	03/22/19	EA			500.00
SHELLY BESEL	18009172	OP	573415 WYOMING AIRPORT OPER	03/22/19	EA			500.00
COFFEE AND SUPPLIES	18009196	OP	108337 FARMER BROS CO	03/22/19	EA			390.61
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AIRPORT								41,220.12

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 3/22/19

Branch/Plant . 752
AIRPORT RESTRICTED REV FUND

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
MS WINDOWS SRV 2019 DEV CAL20	18008192	OP	185965 DELL MARKETING LP	02/19/19	EA			440.40
								440.40
AIRPORT RESTRICTED REV FUND								440.40

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MARKETING GRANT GR DESIGN	18009112	OP	556210 ADBAY.COM INC	03/21/19	EA			612.50
50% CO MATCH GRAPHIC DESIGN	18009112	OP	556210 ADBAY.COM INC	03/21/19	EA			612.50
50% MRKT GRNT FEBRUARY 2019	18009117	OP	627954 BIGHORN MOUNTAIN RAD	03/21/19	EA			222.50
50% CO MATCH FEBRUARY 2019	18009117	OP	627954 BIGHORN MOUNTAIN RAD	03/21/19	EA			222.50
50% MRKT GRNT FEB 2019	18009120	OP	621667 BLACK HILLS PIONEER	03/21/19	EA			358.25
50% CO MATCH FEB 2019	18009120	OP	621667 BLACK HILLS PIONEER	03/21/19	EA			358.25
50% MRKT GRANT 3/14/19	18009122	OP	361084 BUFFALO BULLETIN	03/21/19	EA			90.00
50% CO MTCH 3/14/19	18009122	OP	361084 BUFFALO BULLETIN	03/21/19	EA			90.00
50% MRKT GRANT 2/28/19	18009122	OP	361084 BUFFALO BULLETIN	03/21/19	EA			90.00
50% CO MTCH 2/28/19	18009122	OP	361084 BUFFALO BULLETIN	03/21/19	EA			90.00
50% MRKT GRNT WEB COMP	18009123	OP	575963 OAG FLIGHTVIEW	03/21/19	EA			77.00
50% CO MATCH WEB COMP	18009123	OP	575963 OAG FLIGHTVIEW	03/21/19	EA			77.00
50% FIDS	18009123	OP	575963 OAG FLIGHTVIEW	03/21/19	EA			240.00
50% MRKT GRANT WEB AD FEB2019	18009124	OP	404208 HIGH PLAINS SENTINEL	03/21/19	EA			150.00
50% CO MTCH WEB AD FEB 2019	18009124	OP	404208 HIGH PLAINS SENTINEL	03/21/19	EA			150.00
50% MRKT GRANT 2/28/19	18009124	OP	404208 HIGH PLAINS SENTINEL	03/21/19	EA			50.00
50% CO MATCH 2/28/19	18009124	OP	404208 HIGH PLAINS SENTINEL	03/21/19	EA			50.00
50% MRKT GRANT FEB 2019 ADV	18009125	OP	583875 KYDT RADIO	03/21/19	EA			140.00
50% CO MATCH FEB 2019 ADV	18009125	OP	583875 KYDT RADIO	03/21/19	EA			140.00
50% MRKT GRANT KOAL/FEB2019	18009127	OP	733263 KEYHOLE BROADCASTING	03/21/19	EA			65.00
50% CO MTCH KOAL/FEB 2019	18009127	OP	733263 KEYHOLE BROADCASTING	03/21/19	EA			65.00
50% MRKT GRANT KOOL/FEB 2019	18009127	OP	733263 KEYHOLE BROADCASTING	03/21/19	EA			40.00
50% MRKT GRANT KOOL/FEB 2019	18009127	OP	733263 KEYHOLE BROADCASTING	03/21/19	EA			40.00
50% MRKT GRANT FEB 2019 ADV.	18009128	OP	661941 KSLT-KLMP-KTPT	03/21/19	EA			150.00
50% CO MATCH FEB 2019 ADV	18009128	OP	661941 KSLT-KLMP-KTPT	03/21/19	EA			150.00
50% MRKT GRANT WEB AD FEB2019	18009129	OP	113275 NEWS RECORD INC	03/21/19	EA			212.50
50% CO MATCH WEB AD FEB2019	18009129	OP	113275 NEWS RECORD INC	03/21/19	EA			212.50
50% MRKT GRNT FEB 2019	18009131	OP	623668 POWDER RIVER EXAMINE	03/21/19	EA			60.00
50% CO MTCH FEB 2019	18009131	OP	623668 POWDER RIVER EXAMINE	03/21/19	EA			60.00
50% MRKT GRANT FEB 2019 ADV.	18009132	OP	199566 SUNDANCE TIMES	03/21/19	EA			162.50
50% CO MATCH FEB 2019 ADV	18009132	OP	199566 SUNDANCE TIMES	03/21/19	EA			162.50
50% MRKT GRANT FEB 2019 ADV	18009134	OP	625713 WESTON COUNTY GAZETT	03/21/19	EA			50.00
50% CO MATCH FEB 2019 ADV	18009134	OP	625713 WESTON COUNTY GAZETT	03/21/19	EA			50.00
50% MRKT GRANT FEB 2019	18009151	OP	392921 BASIN RADIO NETWORK	03/22/19	EA			264.87
50% CO MATCH FEB 2019	18009151	OP	392921 BASIN RADIO NETWORK	03/22/19	EA			264.88
50% MRKT GRANT GOV LUNCH SPON	18009173	OP	133225 CAMPBELL COUNTY CHAM	03/22/19	EA			250.00
50% CO MATCH GOV LUNCH SPONS	18009173	OP	133225 CAMPBELL COUNTY CHAM	03/22/19	EA			250.00
50% MARKETING GRNT GR DESIGN	18009195	OP	556210 ADBAY.COM INC	03/22/19	EA			458.25
50% CO MATCH GRAPHIC DESIGN	18009195	OP	556210 ADBAY.COM INC	03/22/19	EA			458.25
								6,846.75
AIRPORT MARKETING								6,846.75
								48,507.27

Campbell County Capital Request Form Budget Year 2019 - 2020

Department, Office or Board: County Airport

Funding Source: _____ General Fund
 _____ Sales Tax (Optional 1%)
 _____ Grant (Special)
 _____ Other (IE. Donations)
 _____ No Request

Please Note: Capital Outlay Items include equipment and furniture with a cost greater than \$1,000.00.

List in Priority Order (#1 Greatest Need)

	Description of Item	Price	Quantity	Total for Item	New=N Replace=R	Justification for Capital Item	Purchase Quarter
1	John Deere tractor	\$45,500.00	1	\$45,500	Replace=R	Replace 2006 John Deere lawn tractor with attachments	1
2	Control tower communications upgrade	\$28,000.00	1	\$28,000.00	replace=R	The control tower communications panel needs replaced	1
3	Bobcat broom	\$6,400.00	1	\$6,400.00	New=N	The attachment would enable airport personnel to sweep parking lots and sidewalks	1
4							
5							
6							
7							
8							
9							

Total 79,900

Will assistance be required from Facilities Maintenance or ITS? YES NO
 (i.e. installation, assembly, electrical, cabling, carpentry, moving fixtures, etc.)

* Please attach supporting documentation

Director :
Signature:

Date: 3/27/2019 Board Signature:

Date: 03/27/19

REQUESTED OPERATING BUDGET
AIRPORT
FISCAL YEAR 2019-2020

	Amount Spent FY 17-18	Budget Amount FY 18 - 19	Amount Spent FY 18-19	Budget Amount FY 19 - 20	%	Comments
AIRPORT						
Expense Accounts						
6022. - FULLTIME - REGULAR	602,736.68	628,963.00	424,270.24	609,774.00	-3.05%	
6023. - FULLTIME - O.T.	121,394.14	123,324.00	70,525.13	123,324.00	0.00%	
6041. - P/R TAX EXPENDITURES	53,669.75	57,550.00	36,756.66	56,082.00	-2.55%	
6042. - P/R BENEFIT EXPENDITURES	291,184.02	291,482.00	187,675.10	300,352.00	3.04%	
6052. - POSTAGE AND FREIGHT	2,206.20	2,000.00	895.19	2,000.00	0.00%	
6053. - TELEPHONE	3,077.77	2,820.00	1,671.08	2,820.00	0.00%	
6091. - PUBLIC RELATIONS/PROMOTIONS	2,517.42	2,500.00	2,740.14	3,500.00	40.00%	
6093. - PUBLICATION/LEGAL NOTICE	135.14	200.00	0.00	200.00	0.00%	
6102. - ASSOC.,COMM.,DUES, & FEES	2,732.06	2,500.00	1,340.00	2,500.00	0.00%	
6112. - ELECTRICITY	140,017.51	117,000.00	70,366.16	117,000.00	0.00%	
6114. - PROPANE, NATURAL GAS	17,356.85	20,000.00	8,916.11	20,000.00	0.00%	
6116. - GARBAGE COLLECTION	7,489.71	7,500.00	4,424.70	7,500.00	0.00%	
6118. - SATELITE TV/MUSIC	6,595.06	6,700.00	4,240.48	6,700.00	0.00%	
6131. - MEDICALS	330.00	600.00	290.00	600.00	0.00%	
6145. - CONSULTING - GENERAL	2,750.00	17,000.00	11,000.00	17,500.00	2.94%	
6152. - DRUG TESTING SERVICES	347.00	600.00	380.00	600.00	0.00%	
6281. - AUTOMOBILE	1,640.39	1,500.00	601.86	1,500.00	0.00%	
6282. - AIRPLANE, TRAIN, BUS	1,521.78	3,000.00	1,111.55	3,700.00	23.33%	
6283. - MEALS AND LODGING	6,379.33	5,000.00	5,042.88	7,500.00	50.00%	
6323. - WATER AND SEWER ENGINEER	6,147.88	8,400.00	3,530.00	8,400.00	0.00%	
6517.1 - TUITION AND FEES	854.00	3,000.00	0.00	3,000.00	0.00%	
6517.2 - STAFF DEVELOPMENT	9,052.00	9,160.00	9,000.00	9,160.00	0.00%	

REQUESTED OPERATING BUDGET
AIRPORT
FISCAL YEAR 2019-2020

	Amount Spent FY 17-18	Budget Amount FY 18 - 19	Amount Spent FY 18-19	Budget Amount FY 19 - 20	%	Comments
AIRPORT						
Expense Accounts						
6517.3 - CONFERENCE/SEMINAR/WRKSHOP	2,074.67	4,000.00	1,535.00	4,000.00	0.00%	
6517.4 - TRAVEL & TRANSPORTATION	438.40	700.00	0.00	0.00	-100.00%	
6517.5 - MEALS AND LODGING	44.85	1,500.00	0.00	0.00	-100.00%	
6517.6 - CRASH/FIRE RESCUE TRAINING	1,125.00	1,000.00	600.00	1,000.00	0.00%	
6531. - GENERAL SUPPLIES	2,923.56	2,500.00	1,411.14	2,500.00	0.00%	
6553. - CLOTHING/UNIFORMS	887.62	1,350.00	1,234.51	1,350.00	0.00%	
6673. - GASOLINE	8,396.17	3,000.00	2,846.16	3,000.00	0.00%	
6674. - DIESEL FUEL	9,526.58	11,000.00	4,613.40	11,000.00	0.00%	
6675. - MOTOR OIL	967.65	1,000.00	0.00	1,000.00	0.00%	
6676. - HYDRAULIC FLUID	990.00	1,000.00	0.00	1,000.00	0.00%	
6677. - GREASE	627.15	1,000.00	0.00	1,000.00	0.00%	
6683. - FIRST AID SUPPLIES	202.85	250.00	161.19	250.00	0.00%	
6690. - SHOP SUPPLIES	1,977.84	2,000.00	1,092.99	2,000.00	0.00%	
6719. - PROPERTY TAXES	328.34	500.00	333.62	500.00	0.00%	
6748. - OTHER OPERATING SUPPLIES	737.01	500.00	269.95	500.00	0.00%	
6751. - VEHICLE PARTS (NOT CAPITAL)	11,221.47	15,000.00	5,668.72	15,000.00	0.00%	
6752. - TIRES AND CHAINS	1,228.40	3,000.00	604.93	3,000.00	0.00%	
6755. - GENERAL VEHICLE MAINT	2,703.83	7,500.00	987.67	7,500.00	0.00%	
6756. - PAINTING SUPPLIES	12.98	500.00	37.13	500.00	0.00%	
6758. - ELECTRICAL SUPPLIES	943.39	3,000.00	190.38	2,000.00	-33.33%	
6759. - WATER AND SEWER MAINT	3,749.13	2,000.00	1,000.00	2,000.00	0.00%	
6760. - LIGHTING MAINTENANCE	1,931.68	6,000.00	154.88	4,000.00	-33.33%	
6763. - RADIO EQUIPMENT	2,293.82	2,000.00	0.00	2,000.00	0.00%	
6767. - GENERAL EQUIPMENT	0.00	1,500.00	34.44	1,500.00	0.00%	

REQUESTED OPERATING BUDGET
AIRPORT
FISCAL YEAR 2019-2020

	Amount Spent FY 17-18	Budget Amount FY 18 - 19	Amount Spent FY 18-19	Budget Amount FY 19 - 20	%	Comments
AIRPORT						
Expense Accounts						
6768. - TOOLS	730.73	1,000.00	0.00	1,000.00	0.00%	
6770. - GROUNDS MAINTENANCE	7,305.68	10,000.00	3,725.23	10,000.00	0.00%	
6772. - I L S MAINTENANCE	569.94	2,000.00	584.94	2,000.00	0.00%	
6777.1 - TERMINAL MAINTENANCE	1,741.42	1,000.00	717.89	1,000.00	0.00%	
6777.2 - CONTROL TOWER MAINTENANCE	466.25	250.00	258.00	250.00	0.00%	
6777.3 - HANGER MAINTENANCE	222.18	1,000.00	0.00	1,000.00	0.00%	
6777.4 - SHOP MAINTENANCE	339.40	500.00	108.71	500.00	0.00%	
6777.6 - GENERAL AVIATION BLDG	0.00	500.00	0.00	500.00	0.00%	
6789. - FUEL FARM MAINTENANCE	2,861.31	4,000.00	2,995.49	4,000.00	0.00%	
6958. - OTHER	100.00	0.00	0.00	0.00	0.00%	
6967. - POSTAGE MACHINE	624.00	630.00	312.00	630.00	0.00%	
6967.1 - COPIER LEASE	3,894.70	3,500.00	411.09	3,500.00	0.00%	
7021. - CLEAR ZONE EASEMENT	10.00	10.00	0.00	10.00	0.00%	
7097. - MARKETING/PROMOTION GRANT	65,415.96	43,000.00	21,081.23	42,000.00	-2.33%	
7323. - CRASH/FIRE/RESCUE	54.32	1,500.00	0.00	1,500.00	0.00%	
7338. - OTHER OPERATING EXPENSE	799.00	500.00	395.00	500.00	0.00%	
Total - Expense Accounts	1,420,601.97	1,451,989.00	898,142.97	1,438,702.00		
Accrued Accounts						
7532. - ACCRUED EXPEND - EOY A	-50,105.07	0.00	0.00	0.00	0.00%	
Total - Accrued Accounts	-50,105.07	0.00	0.00	0.00		
Total - AIRPORT	1,370,496.90	1,451,989.00	898,142.97	1,438,702.00		
Grand Total	1,370,496.90	1,451,989.00	898,142.97	1,438,702.00	-0.92%	

Airport Director's Recommendations Rates & Charges FY 2019-20

Rental Car Agencies (Avis, Hertz & Enterprise)

The Airport Board *may* increase percentage of monthly gross revenue to the airport annually. Car rentals currently pay 5.5% of monthly gross revenue. The percentage of gross has never been increased since the original agreements were signed July 1, 2013. According to the Wyoming rates and charges 2018 update, the average percentage charged car rental companies is 8.375%. CC Car Wash, LLC land lease shall be adjusted to the US CPI-U 2018 which was 1.5%.

Director's recommendation: Increase the percentage of the car rentals monthly gross revenue from 5.5% to 7%. Next year I will request raising another 1% until the airport catches up with the state average. Per agreement, the land lease will increase by 1.5% from \$0.16 per square foot per month to \$0.1625 per square foot per month.

Private Hangar Land Leases

The Airport Board *may* increase private hangar leases by \$.01 per square foot annually. The current annual land lease rate is \$.17 per square foot and has not been increased since July 1, 2015. According to the Wyoming air service rates and charges 2018 update, the average square footage charged by Wyoming commercial airports was \$0.225.

Director's recommendation: Increase to \$0.18 per square foot.

County Hangar Leases

Airport Board *may* annually increase hangar rent. Hangar lease rates have not been increased since July 1, 2007 but rounded up from \$242.88 to \$245.00 per month July 1, 2016.

Director's recommendation: Increase hangar rates to \$250 per month.

Flightline, Inc.

Airport Board *may* at their discretion increase Flightline LFS rent annually. Flightline LFS rent hasn't been raised since July 1, 2015. The US CPI-U 2018 was 1.5%.

Director's recommendation: Increase the FBO rent from \$5,965 to \$6,055 per month.

SkyWest Airlines

Landing fees – Airport Board *may* annually negotiate to increase SkyWest's landing fees. The GCC airport currently charges \$0.85 per thousand pounds of gross landing weight and has remained at that rate for several years. Per the Wyoming rates and charges 2018 update the Wyoming commercial air service average for landing fees is \$0.9675 per thousand pounds of gross landing weight. The counter space rental for SkyWest shall be adjusted to the US CPI-U 2018 was 1.5%.

Director's recommendation: Increase the landing fees to \$0.95 per thousand pounds of gross landing weight and adjust the counter space per lease agreement.

ENGINEER'S REPORT
Gillette-Campbell County Airport
March 2019 Board Meeting



Parallel Taxiway A & E Connection and Relocate Taxiway D & B (Design) - AIP 44 – 2018

CATEX Submitted to FAA and Approved
Design survey Complete
Design Report Complete Submitted to FAA and WYDOT
Construction Safety and Phasing Plan Submitted to FAA and WYDOT
Geotech Investigation Complete
Construction Plans 100%
Construction Specifications 100%

Invitation to Bid advertised in Casper Star and News Record
March 22, 29, and April 5
Mandatory Pre-Bid April 4
Bid Opening April 11

FAA Supplemental Discretionary Funding

For FY 19 and 20 FAA has approximately 1.3 billion.
FAA received over 11 billion in applications