

NORTHEAST WYOMING REGIONAL AIRPORT
Board Meeting Agenda
4 p.m. Wednesday, April 15, 2020

A. 3 P.M. Workshop - Flightline Renegotiation Of Fees

B. Consent Agenda

Documents:

[MARCH 18, 2020 BOARD MEETING MINUTES.PDF](#)
[APRIL 2020 PURCHASE ORDER SUM .PDF](#)

C. Director's Report - Jay Lundell

Documents:

[DIRECTORS REPORT APRIL 2020.PDF](#)

D. AVIS/Rovar Letter Of Request - Robert Varilek

Documents:

[RELIEF FROM MINIMUM ANNUAL LEASE PAYMENT.PDF](#)

E. Engineer's Report - Tim Wick

Documents:

[APRIL 2020 ENGINEERS REPORT.PDF](#)

F. Airport Logo Recommendation - Shelly Besel

Documents:

[NEWRA_LOGO_GUIDE_V1.PDF](#)

G. Flightline LFS Update - Mickey Steward

H. Adjourn

Note: This is a provisionally approved Agenda for the April 15, 2020 Northeast Wyoming Regional Airport Board meeting. The next Northeast Wyoming Regional Airport Board meeting is scheduled to be held on Wednesday, May 20, 2020 at 4:00 p.m. at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on the Thursday prior to the board meeting.

NORTHEAST WYOMING REGIONAL AIRPORT BOARD
Meeting Minutes
Wednesday, March 18, 2020

A. 3 p.m. pre-meeting – general aviation terminal building

The airport board met at 3 p.m. to discuss the design and construction of a general aviation terminal building. Mr. Wick with MMI presented some options regarding the start date of the design, construction and funding sources. After some lengthy discussion regarding the site location of a general aviation terminal building, the airport board directed Mr. Wick to move forward with the design.

B. Executive session – Personnel

President Schreurs called the meeting to order at 4 p.m. Members present were Mr. Lindblom and Mr. Malyurek.

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

C. Consent agenda items for consideration:

- Purchase order summary
- February 19, 2020 board meeting minutes

Motion by Mr. Malyurek to approve the consent agenda including the purchase order summary and the February 19, 2020 board meeting minutes. Second by Mr. Lindblom. Motion carried.

D. Director's report – Jay Lundell

1. Airport statistics

Total passengers for 2020 are up 19% YTD. That will drastically decrease because of COVID-19.

2. Spokes 2020

Due to the COVID 19 virus the Spokes 2020 conference in Dallas at the end of this month has been cancelled and tentatively rescheduled for June 18-20th. The airline tickets will be credited for up to 12 months and the hotel reservations have been canceled. The American Association of Airport Executives conference in Denver on May 10-13 has also been canceled.

3. Airport board meeting

The next airport board meeting is scheduled for Wednesday, April 15, 2020 at 4 p.m. in the Fulkerson Airport Operations Facility. This will be a quarterly meeting with the County Commissioners.

E. COVID-19 update – Jay Lundell

Director Lundell shared this with the county commissioners, airport tenants, and airport staff. Director Lundell was on a teleconference with SkyWest Airlines this morning discussing the COVID-19 national health crisis and reductions in our local airline service flight schedule. Director Lundell learned is that our flights will be reduced, but to what level is uncertain at this time. United Air Lines will be finalizing their flight schedules over this weekend, and by early next week we should have a better understanding what our local airline schedules will be. Once Director Lundell finds out, he plans on holding a tenant meeting to discuss the reduction in flight schedules. As this virus runs its course, he's confident the flights will gradually be brought back to its current levels.

F. MMI engineer's report – Tim Wick

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

G. Capital Outlay budget FY 2020/21 – Jay Lundell

Director Lundell presented the Capital Outlay budget for FY 2020/21 to the airport board.

Motion by Mr. Lindblom to approve the capital outlay budget for FY 2020/21 as presented. Second by Mr. Malyurek. Motion carried.

H. Operational budget FY 2020/21 – Jay Lundell

Director Lundell presented the Operational budget for FY 2020/21 to the airport board.

Motion by Mr. Malyurek to approve the operational budget for FY 2020/21 as presented. Second by Mr. Lindblom. Motion carried.

I. Revenue budget FY 2020/21 – Jay Lundell

Director Lundell presented the Revenue budget for FY 2020/21 to the airport board.

Motion by Mr. Malyurek to approve the revenue budget for FY 2020/21 as presented. Second Mr. Lindblom. Motion carried.

J. Flightline LFS update – Mickey Steward & Mr. Holzer

Ms. Steward introduced Mr. Justin Holzer as the line services supervisor for Flightline LFS, Inc. Mr. Holzer said the third SkyWest flight has helped a lot with their fuel sales. Flightline LFS is doing game surveys starting the last week of March and ending first week of May. Mr. Holzer stated Ms. Pat Beard has retired as the office manager and she has been replaced by Ms. Rebecca Blakeman. Mr. Holzer said that they've received a lot of calls regarding the County Weed and Pest grasshopper aerial spraying bid and contract. Flightline LFS plans to use Hangar 12 to hangar aircraft of the successful bidder. The spraying contract is scheduled to begin the first of June.

K. Adjourn

Motion by Mr. Malyurek to adjourn. Second by Mr. Lindblom. Motion carried.

Respectfully Submitted,

Greg Schreurs, President

Owen Lindblom, Secretary/Treasurer

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	To Receive Amount
PLOW BLADES	19009664	OP	288841 WINTER EQUIPMENT CO	04/08/20	EA			1,550.19
FREIGHT	19009664	OP	288841 WINTER EQUIPMENT CO	04/08/20	EA			243.21
MB BRUSHES	19009665	OP	646776 M B COMPANIES	04/08/20	EA			2,687.00
MAIN TERM CBL 3/14/20-4/13/20	19009666	OP	477634 CHARTER COMM CABLE	04/08/20	EA			188.21
MEMBER REG TODD CHATFIELD	19009667	OP	141524 WYOMING RURAL WATER	04/08/20	EA			395.00
ACCESS PAGING SYSTEM	19009668	OP	107254 COLLINS COMMUN	04/08/20	EA			100.00
MARCH 2020 SERVICE	19009669	OP	571524 WATER GUY	04/08/20	EA			438.00
MONTHLY BACTERIA SAMPLE	19009669	OP	571524 WATER GUY	04/08/20	EA			22.00
ROUND-UP WEED KILLER	19009700	OP	124361 CC WEED PEST	04/09/20	EA			51.46
TIRE REPAIR	19009701	OP	106649 BIG HORN TIRE	04/09/20	EA			110.00
CHLORINE CYLINDER	19009702	OP	477378 HAWKINS	04/09/20	EA			10.00
FUEL FARM PORTA POTTY	19009703	OP	111587 PAINTBRUSH SERVICES	04/09/20	EA			130.00
WASTE REMOVAL MARCH 2020	19009704	OP	298441 WASTE CONNECTIONS	04/09/20	EA			651.10
1400 W LAKEWAY ELEC 3/2020	19009705	OP	107203 CITY GILLETTE UTIL	04/09/20	EA			38.43
ELECTRICAL METERS MARCH 2020	19009952	OP	238140 POWDER RIVER ENER UT	04/15/20	EA			11,043.89
NATURAL GAS MARCH 2020	19009953	OP	623195 BLACK HILLS ENRG GAS	04/15/20	EA			3,639.92
OPS CABLE & INTERNET 4/10-6/9	19009954	OP	477634 CHARTER COMM CABLE	04/15/20	EA			224.58
								21,522.99
Northeast Wyoming Regional								21,522.99

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

Page - 2
Date - 4/15/20

Branch/Plant . 20101
AIRPORT NAVAID

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
NAVAIDS 4/1/20-6/30/20	19009687	OP	651479 DBT TRANSPORTATION	04/09/20	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 GR MARCH 2020 ADV	19009688	OP	392921 BASIN RADIO NETWORK	04/09/20	EA			64.88
50% CO MTCH MARCH 2020 ADV	19009688	OP	392921 BASIN RADIO NETWORK	04/09/20	EA			64.87
50% MRKT GR MARCH 2020 WEBADV	19009688	OP	392921 BASIN RADIO NETWORK	04/09/20	EA			200.00
50% CO MTCH MARCH 2020 WEBADV	19009688	OP	392921 BASIN RADIO NETWORK	04/09/20	EA			200.00
50% MRKT GR COVID ADV	19009688	OP	392921 BASIN RADIO NETWORK	04/09/20	EA			250.00
50% CO MTCH COVID ADV	19009688	OP	392921 BASIN RADIO NETWORK	04/09/20	EA			250.00
50% MRKT GR COVID ADV	19009689	OP	627954 BIGHORN MTN RADIO	04/09/20	EA			25.00
50% CO MTCH COVID ADV	19009689	OP	627954 BIGHORN MTN RADIO	04/09/20	EA			25.00
50% MRKT GR MARCH 2020 ADV	19009689	OP	627954 BIGHORN MTN RADIO	04/09/20	EA			22.50
50% CO MTCH MARCH 2020 ADV	19009689	OP	627954 BIGHORN MTN RADIO	04/09/20	EA			22.50
50% MRKT GR MARCH 2020 ADV	19009690	OP	621667 BLACK HILLS PIONEER	04/09/20	EA			358.25
50% CO MATCH MARCH 2020 ADV	19009690	OP	621667 BLACK HILLS PIONEER	04/09/20	EA			358.25
50% MRKT GR FIDS/WEB 03/2020	19009691	OP	575963 OAG FLIGHTVIEW	04/09/20	EA			216.25
50% CO MTCH FIDS/WEB 03/2020	19009691	OP	575963 OAG FLIGHTVIEW	04/09/20	EA			216.25
50% MRKT GR FIDS/WEB 04/2020	19009691	OP	575963 OAG FLIGHTVIEW	04/09/20	EA			215.25
50% CO MTCH FIDS/WEB 04/2020	19009691	OP	575963 OAG FLIGHTVIEW	04/09/20	EA			162.50
50% MRKT GR MARCH 2020 ADV	19009692	OP	199566 SUNDANCE TIMES	04/09/20	EA			162.50
50% CO MTCH MARCH 2020 ADV	19009692	OP	199566 SUNDANCE TIMES	04/09/20	EA			30.00
50% MRKT GR MARCH 2020 ADV	19009693	OP	625713 WESTON CO GAZETTE	04/09/20	EA			30.00
50% CO MTCH MARCH 2020 ADV	19009693	OP	625713 WESTON CO GAZETTE	04/09/20	EA			30.00
50% MRKT GR 3/25/20 AD	19009694	OP	361092 DOUGLAS BUDGET	04/09/20	EA			55.00
50% CO MTCH 3/25/20 AD	19009694	OP	361092 DOUGLAS BUDGET	04/09/20	EA			150.00
50% MRKT GR WEB ADV 03-2020	19009694	OP	361092 DOUGLAS BUDGET	04/09/20	EA			150.00
50% CO MTCH WEB ADV 03-2020	19009694	OP	361092 DOUGLAS BUDGET	04/09/20	EA			55.00
50% MRKT GR 03/04/2020 AD	19009694	OP	361092 DOUGLAS BUDGET	04/09/20	EA			55.00
50% CO MTCH 03/04/2020 AD	19009694	OP	361092 DOUGLAS BUDGET	04/09/20	EA			65.00
50% MRKT GRANT MARCH 2020 ADV	19009695	OP	573263 KEYHOLE BROADCASTING	04/09/20	EA			65.00
50% CO MTCH MARCH 2020 ADV	19009695	OP	573263 KEYHOLE BROADCASTING	04/09/20	EA			40.00
50% MRKT GRANT MARCH 2020 ADV	19009695	OP	573263 KEYHOLE BROADCASTING	04/09/20	EA			40.00
50% CO MTCH MARCH 2020 ADV	19009695	OP	573263 KEYHOLE BROADCASTING	04/09/20	EA			55.00
50% MRKT GRNT COVID ADV	19009695	OP	573263 KEYHOLE BROADCASTING	04/09/20	EA			55.00
50% CO MTCH COVID ADV	19009695	OP	573263 KEYHOLE BROADCASTING	04/09/20	EA			60.00
50% MRKT GRNT COVID ADV	19009695	OP	573263 KEYHOLE BROADCASTING	04/09/20	EA			60.00
50% CO MTCH COVID ADV	19009695	OP	573263 KEYHOLE BROADCASTING	04/09/20	EA			150.00
50% MRKT GRANT MARCH 2020 ADV	19009696	OP	661941 KSLT KLMP KTPT	04/09/20	EA			150.00
50% CO MTCH MARCH 2020 ADV	19009696	OP	661941 KSLT KLMP KTPT	04/09/20	EA			96.00
50% MRKT GRANT 4/2/20 ADV	19009697	OP	361084 BUFFALO BULLETIN	04/09/20	EA			96.00
50% CO MTCH 4/2/20 ADV	19009697	OP	361084 BUFFALO BULLETIN	04/09/20	EA			155.00
50% MRKT GRANT MARCH 2020 ADV	19009698	OP	583875 KYDT RADIO	04/09/20	EA			250.00
50% CO MATCH MARCH 2020 ADV	19009698	OP	583875 KYDT RADIO	04/09/20	EA			250.00
50% MRKT GRANT WEDDING PLANR	19009699	OP	113275 NEWS RECORD	04/09/20	EA			212.50
50% CO MATCH WEDDING PLANNER	19009699	OP	113275 NEWS RECORD	04/09/20	EA			212.50
50% MRKT GRANT WEB AD 03-2020	19009699	OP	113275 NEWS RECORD	04/09/20	EA			212.50
50% CO MATCH WEB AD 03-2020	19009699	OP	113275 NEWS RECORD	04/09/20	EA			60.00
50% MRKT GRANT MARCH 2020 ADV	19009950	OP	623689 POWDER RIVER EXAM	04/15/20	EA			60.00
50% CO MATCH MARCH 2020 ADV	19009950	OP	623689 POWDER RIVER EXAM	04/15/20	EA			475.00
2020 MRK GR 2020 MB DIR & MAP	19009951	OP	133225 CC CHAMBER OF COMMER	04/15/20	EA			475.00
2020 CO MATCH 2020 MB DIR/MAP	19009951	OP	133225 CC CHAMBER OF COMMER	04/15/20	EA			
-----								6,847.25
AIRPORT MARKETING								6,847.25

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 4/15/20

Branch/Plant . Northeast ⁷⁵¹ Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order QuantityOpen To Quantity	Receive . . . Amount
								34,682.32

Northeast Wyoming Regional Airport
Jay Lundell
Director's Report
April 15, 2020

1. Airport statistics

March 2020 passengers are down 25% compared to March 2019. Total enplanements were up 19% YTD in February but have drastically decreased to up 3% YTD because of COVID-19.

2. Airport personnel work schedules

The County has setup the administrative personnel with computers that allow Ms. Besel, Mr. Chatfield and me to work from home. The office for the most part is closed except for when Ms. Besel and I come in and get the mail and complete other administrative duties. Ms. Besel is primarily working from home but comes to the office a couple times a week to work on the account's payables and receivables and making bank deposits. I'm at the office most week days for a couple of hours. Mr. Chatfield is working from home.

Our three (3) operations personnel are working three (3) six-hour shifts. The control tower personnel are working their regular shifts. However, that will change the end of May when one of our controllers leaves for the FAA.

3. SkyWest schedule

SkyWest has reduced their schedule to one daily round trip flight, with no flights Monday evenings, or Tuesday morning departures.

4. Coronavirus Aid, Relief and Economic Security (CARES) Act

On March 27 the President signed into law the CARES Act. The Act includes \$10 billion in funds to be awarded as economic relief to eligible U.S. airports. Based on guidance issued by the FAA on April 4th, it appears at first glance our airport may receive up to \$ 111,595 in CARES funding. It also appears these funds may be used for construction, infrastructure, equipment and may even be used to off-set lost revenue. I'll keep you informed as more information becomes available.

5. Todd Chatfield

Please help me congratulate Todd Chatfield for completing his Bachelor of Science degree in business administration. Todd has put in a lot work to accomplish this objective in his career. Todd's next objective is to complete his accredited airport executive accreditation. Great job well done Todd!

6. Next airport board meeting

The next airport board meeting is scheduled for May 20th.

April 3 2020
Jay Lundell
Gillette Airport Manager

RE: Relief from minimum annual lease payment

Jay and The Gillette Airport Board,

I am requesting a relief from the \$18,000 rent minimum or a portion thereof, if our business is unable to gain enough rentals, thus concession fee, in which to afford such expense in the current business climate considering the advent of the Coronavirus.

My suggestion at this time would be to drop the current \$18,000 to \$10,500. This reduction would consider April-August 2020 as concession only period and then move back to normalcy assuming the Coronavirus pandemic is mostly over and travel resumes.

Our agreement doesn't require anything from us until the end of the year to reconcile concessions collected and the \$18,000 minimum. However, my intention for this request is to address this issue while we are all in the moment.

We will still collect the concession for the rental customers and forward those payments on a monthly basis, per business as usual. It would be my desire not to use this relief, but the news and direction from the government about this pandemic seems to take precedent.

I hope the request finds all of you well.

Thank you for your consideration.



Robert Varilek
President

ENGINEER'S REPORT
Northeast Wyoming Regional Airport
April 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 – Anticipate Startup April 20th

PFC Application – 2019

Submitted letter to the airlines for comment
Posted on airport website Feb 7th
Submitted to the FAA April 10th

2020 Pavement Marking Project

Board action on MMI Task Order 2
Scoping work completed on 1/9/2020
95% plans Submitted 1/31/2020
American Road Maintenance Low Bid 3/31/2020 **\$91,818.00**
Start Up Date TBD

2020 Crack Sealing Project

Bid opening was 2/13/2020
National Sealant and Concrete LLC, **\$298,693.75**
Start Up Date TBD

2021 General Aviation Terminal

Preparing Scope of Work
Engineering and Architect Fees



LOGO
FULL COLOR

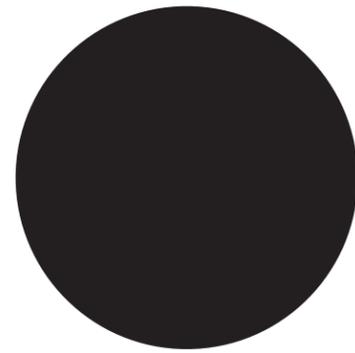


NORTHEAST  WYOMING
REGIONAL AIRPORT

LOGO
BREAKDOWN



J E T / P L A N E



S K Y / S U N / M O O N



N O R T H E A S T
W Y O M I N G
R E G I O N A L A I R P O R T



B U T T E /
D E V I L ' S T O W E R

N O R T H E A S T
W Y O M I N G
R E G I O N A L A I R P O R T

L O G O T Y P E
S T A C K

C O L O R



Sage Green

R: 141
G: 146
B: 111
C: 47
M: 32
Y: 64
K: 6
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Prairiewinkle

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G: 118
B: 178
C: 67
M: 54
Y: 4
K: 0
#6476b2



Runway Grey

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G: 122
B: 124
C: 58
M: 44
Y: 44
K: 10
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LOGO
TYPEFACE

CUNIA

ABCDEFGHIJKLMNOPQRSTUVWXYZ

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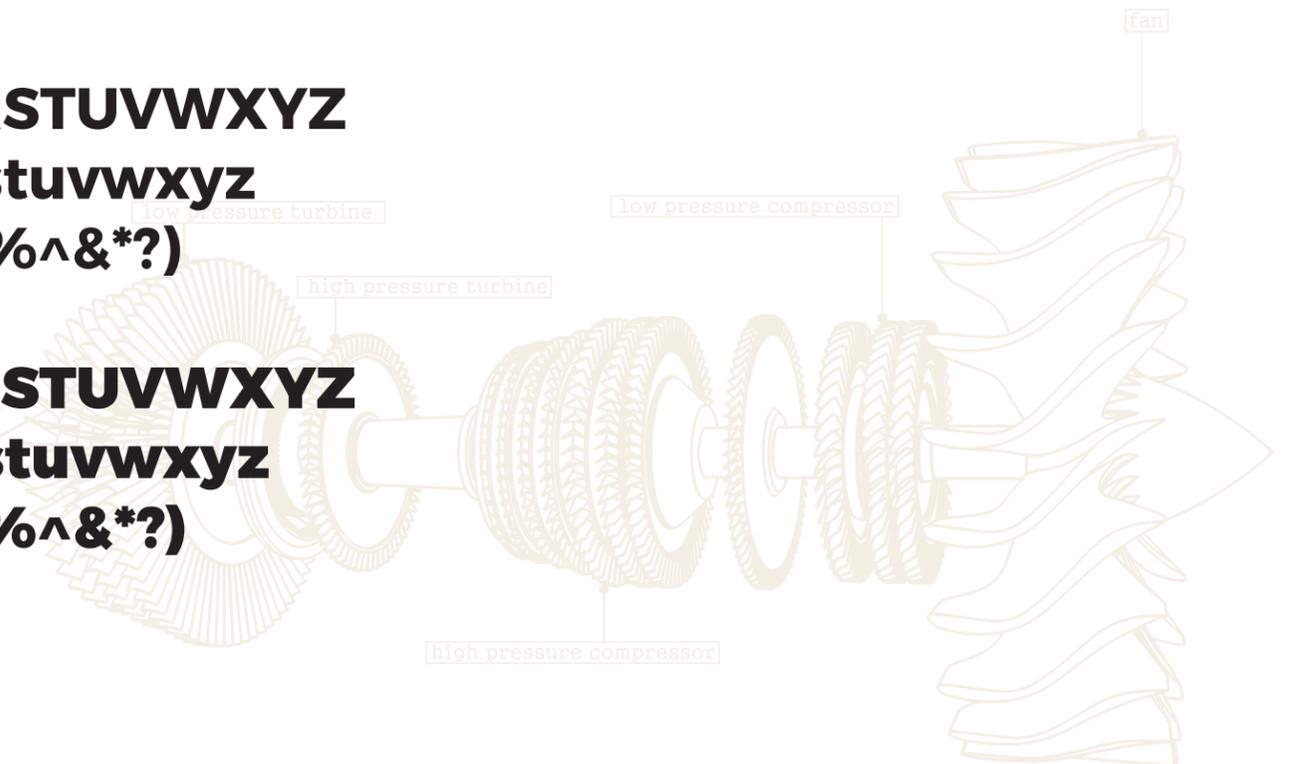
Montserrat

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LOGO
FULL COLOR



NORTHEAST  WYOMING
REGIONAL AIRPORT

LOGO
FULL COLOR



NORTHEAST  WYOMING
REGIONAL AIRPORT

LOGO
ONE COLOR



NORTHEAST  WYOMING
REGIONAL AIRPORT

LOGO
REVERSAL



NORTHEAST
WYOMING
REGIONAL AIRPORT

NORTHEAST  WYOMING
REGIONAL AIRPORT

LOGO
CLEARANCE



LOGO
CLEARANCE
IN USE



**WE'LL TAKE IT
FROM HERE.**

NORTHEAST WYOMING
REGIONAL AIRPORT