



Northeast Wyoming Regional Airport Board Agenda
4 p.m. Wednesday, June 17, 2020
Fulkerson Operations Facility
2440 Airport Road

A. Consent Agenda

Documents:

[JUNE 2020 PURCHASE ORDER SUMMARY.PDF](#)
[MAY 20, 2020 AIRPORT BOARD MINUTES.PDF](#)

B. Director's Report - Jay Lundell

Documents:

[JUNE 2020 DIRECTORS REPORT.PDF](#)

C. Engineer's Report - Tim Wick

Documents:

[JUNE 2020 ENGINEERS REPORT.PDF](#)

D. Provisionally Approved Airport Budget - Jay Lundell

E. Flightline LFS, Inc. Lease - Jay Lundell

F. Flightline LFS Update - Mickey Steward

G. Adjourn

Note: The next Airport Board meeting is a quarterly meeting with the County Commissioners and is scheduled for Wednesday, July 15, 2020 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.

CAMPBELL COUNTY
 Airport Open Purchase Orders

Branch/Plant . Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
NEW REG AP/FILINGFEE2020-2030	19011190	OP	129816 WY SECRETARY STATE	05/21/20	EA			100.00
LIVE BURN - LUNCH TODD/TERRY	19011219	OP	566240 FIB MSTRCRD AIRPORT	05/21/20	EA			31.92
								131.92
Northeast Wyoming Regional								131.92
								131.92

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 Quantity	Receive Amount
MOLD INSPECTION	19011443	OP	566240 FIB MSTRCRD AIRPORT	05/27/20	EA			380.00
ROOM CHG DENVER AAAE CONF	19011443	OP	566240 FIB MSTRCRD AIRPORT	05/27/20	EA			358.52
ACE CERT 7/19-7/24 TOD LOVE	19011443	OP	566240 FIB MSTRCRD AIRPORT	05/27/20	EA			1,995.00
DISINF. EQUIPMENT	19011443	OP	566240 FIB MSTRCRD AIRPORT	05/27/20	EA			1,585.74
STAMPS	19011443	OP	566240 FIB MSTRCRD AIRPORT	05/27/20	EA			33.00
CREDIT HYATT HOUSE DEN CO	19011444	OP	566240 FIB MSTRCRD AIRPORT	05/27/20	EA			358.52
								3,993.74
Northeast Wyoming Regional								3,993.74
								3,993.74

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
KEYS	19011703	OP	152207 ACTION LOCK AND KEY	06/09/20	EA			37.68
BIG JOHN DEERE HOSE ASSEMBLY	19011704	OP	185586 BIGHORN HYDRAULICS	06/09/20	EA			138.20
BEARING CV AXEL,B JOINTS,WHL	19011708	OP	613157 BOBCAT OF GILLETTE	06/09/20	EA			3,856.04
HYDRAULIC RESERVOIR	19011710	OP	615241 C B OPERATIONS	06/09/20	EA			49.98
FILTERS AND TIRE	19011710	OP	615241 C B OPERATIONS	06/09/20	EA			350.36
MAY 2020 1400 W LAKEWAY RD	19011715	OP	107203 CITY GILLETTE UTIL	06/09/20	EA			38.78
SHIPPING	19011716	OP	118720 FEDERAL EXPRESS CORP	06/09/20	EA			119.34
CHLORINE CYLINDER	19011717	OP	477378 HAWKINS	06/09/20	EA			10.00
SUPPLIES TO PATCH POTHOLE	19011719	OP	574231 HOME DEPOT AIRPORT	06/09/20	EA			92.98
POWER STRIP	19011720	OP	640913 MENARDS AIRPORT	06/09/20	EA			14.99
PAINT	19011720	OP	640913 MENARDS AIRPORT	06/09/20	EA			33.77
PAINT	19011720	OP	640913 MENARDS AIRPORT	06/09/20	EA			28.98
CUPS AND PAPER TOWELS	19011720	OP	640913 MENARDS AIRPORT	06/09/20	EA			45.88
TREE FERT, INJ, SPRAYING	19011721	OP	598217 MIDWEST PEST MANAG	06/09/20	EA			2,391.00
FUEL FARM PORTA POTTY	19011722	OP	111587 PAINTBRUSH SERVICES	06/09/20	EA			125.00
QTRLY LEASE CHG	19011723	OP	651866 PB GLOBAL AIRPRT	06/09/20	EA			156.00
SHOP AND TERMINAL	19011724	OP	573407 RESPOND FIRST AID	06/09/20	EA			121.95
8/1/19-5/27/20 COPIES	19011725	OP	411694 ROCKY MTN BUSINESS	06/09/20	EA			747.50
PAINT	19011726	OP	334203 SHERWIN WILLIAMS	06/09/20	EA			85.77
CALIBRATION	19011727	OP	642821 THALES	06/09/20	EA			1,310.00
SHIPPING	19011727	OP	642821 THALES	06/09/20	EA			25.00
UNIFORMS - NEW LOGO	19011728	OP	539591 THAT EMBROIDERY PLAC	06/09/20	EA			705.66
ANNUAL LEASE 6/1/20-6/1/21	19011729	OP	433754 VISTA LEASING CO	06/09/20	EA			2,880.00
MAY 2020 WASTE REMOVAL	19011730	OP	298441 WASTE CONNECTIONS	06/09/20	EA			651.10
								13,958.00
Northeast Wyoming Regional								13,958.00

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MRKT GR GRAPHIC DESIGN	19011684	OP	556210 ADBAY COM	06/09/20	EA			756.25
50% CO MATCH GR DESIGN	19011684	OP	556210 ADBAY COM	06/09/20	EA			756.25
50% MRKT GRANT WEB 02/2020	19011685	OP	392921 BASIN RADIO NETWORK	06/09/20	EA			200.00
50% CO MATCH WEB ADV 02/2020	19011685	OP	392921 BASIN RADIO NETWORK	06/09/20	EA			200.00
50% MRKT GRANT WEB 05/2020	19011685	OP	392921 BASIN RADIO NETWORK	06/09/20	EA			200.00
50% CO MATCH WEB ADV 05/2020	19011685	OP	392921 BASIN RADIO NETWORK	06/09/20	EA			200.00
50% MRKT GRANT MAY 2020 ADV	19011685	OP	392921 BASIN RADIO NETWORK	06/09/20	EA			103.80
50% CO MATCH MAY 2020 ADV	19011685	OP	392921 BASIN RADIO NETWORK	06/09/20	EA			103.80
50% MRKT GRANT MAY 2020 ADV	19011686	OP	627954 BIGHORN MTN RADIO	06/09/20	EA			22.50
50% CO MATCH MAY 2020 ADV	19011686	OP	627954 BIGHORN MTN RADIO	06/09/20	EA			22.50
50% MRKT GRANT MAY 2020 ADV	19011687	OP	621667 BLACK HILLS PIONEER	06/09/20	EA			358.25
50% CO MATCH MAY 2020 ADV	19011687	OP	621667 BLACK HILLS PIONEER	06/09/20	EA			358.25
50% MRKT GRANT 05/14/2020	19011688	OP	361084 BUFFALO BULLETIN	06/09/20	EA			90.00
50% CO MATCH 05/14/2020	19011688	OP	361084 BUFFALO BULLETIN	06/09/20	EA			90.00
50% MRKT GRANT 05/28/2020	19011688	OP	361084 BUFFALO BULLETIN	06/09/20	EA			90.00
50% CO MATCH 05/28/2020	19011688	OP	361084 BUFFALO BULLETIN	06/09/20	EA			90.00
50% MRKT GRANT MAY 2020 WEBAD	19011689	OP	361092 DOUGLAS BUDGET	06/09/20	EA			150.00
50% CO MATCH MAY 2020 WEB ADV	19011689	OP	361092 DOUGLAS BUDGET	06/09/20	EA			150.00
50% MRKT GRANT 05/06/2020 ADV	19011689	OP	361092 DOUGLAS BUDGET	06/09/20	EA			55.00
50% CO MATCH MAY 6, 2020 ADV	19011689	OP	361092 DOUGLAS BUDGET	06/09/20	EA			55.00
50% MRKT GRANT MAY 20, 2020 AD	19011689	OP	361092 DOUGLAS BUDGET	06/09/20	EA			55.00
50% CO MATCH MAY 20, 2020 AD	19011689	OP	361092 DOUGLAS BUDGET	06/09/20	EA			55.00
50% MRKT GR WEB/FIDS 06/2020	19011690	OP	575963 OAG FLIGHTVIEW	06/09/20	EA			238.46
50% CO MTCH WEB/FIDS 06/2020	19011690	OP	575963 OAG FLIGHTVIEW	06/09/20	EA			238.46
50% MRKT GR 05/2020 KOAL ADV	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			65.00
50% CO MTCH 05/2020 KOAL ADV	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			65.00
50% MRKT GR 05/2020 KOOL ADV	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			40.00
50% CO MTCH 05/2020 KOOL ADV	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			40.00
50% MRKT GR COVID ADV 05/2020	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			90.00
50% CO MTCH COVID ADV 05/2020	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			90.00
50% MRKT GR MED HEROS ADV	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			28.00
50% CO MTCH MED HEROS ADV	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			28.00
50% CO MTCH COVID MAY 2020 AD	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			90.00
50% MRKT GR MED HEROS ADV	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			42.00
50% CO MATCH MEDICAL HEROS AD	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			42.00
50% MRKT GR COVID MAY 2020 AD	19011693	OP	573263 KEYHOLE BROADCASTING	06/09/20	EA			90.00
50% MRKT GRANT MAY 2020 ADV	19011695	OP	661941 KSLT KLMP KTPT	06/09/20	EA			150.00
50% MRKT GRANT MAY 2020 ADV	19011695	OP	661941 KSLT KLMP KTPT	06/09/20	EA			150.00
50% MRKT GR WEB AD MAY 2020	19011696	OP	113275 NEWS RECORD	06/09/20	EA			212.50
50% CO MATCH WEB AD MAY 2020	19011696	OP	113275 NEWS RECORD	06/09/20	EA			212.50
50% MRKT GRANT MAY 2020 ADV	19011697	OP	623689 POWDER RIVER EXAM	06/09/20	EA			60.00
50% CO MATCH MAY 2020 ADV	19011697	OP	623689 POWDER RIVER EXAM	06/09/20	EA			60.00
50% MRKT GRANT JUNE 2020 ADV	19011699	OP	199566 SUNDANCE TIMES	06/09/20	EA			162.50
50% CO MATCH JUNE 2020 ADV	19011699	OP	199566 SUNDANCE TIMES	06/09/20	EA			162.50
50% MRKT GRANT COVID ADV.	19011701	OP	625713 WESTON CO GAZETTE	06/09/20	EA			19.50
50% CO MATCH COVID ADV.	19011701	OP	625713 WESTON CO GAZETTE	06/09/20	EA			19.50
50% MRKT GRANT MAY 2020 ADV	19011712	OP	583875 KYDT RADIO	06/09/20	EA			152.00
50% CO GRANT MAY 2020 ADV	19011712	OP	583875 KYDT RADIO	06/09/20	EA			152.00
								6,861.52
AIRPORT MARKETING								6,861.52

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 6/09/20

Branch/Plant . Northeast 751 Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order QuantityOpen To Quantity	Receive. Amount
								20,819.52

**Northeast Wyoming Regional Airport
Board Meeting Minutes
4 p.m. Wednesday, May 20, 2020**

President Schreurs called the meeting to order at 4 p.m. All board members were present: Mr. Ohman, Mr. Lindblom, Mr. Malyurek and Mr. Gerrits.

A. Consent agenda items for consideration:

- Purchase order summary
- April 15, 2020 regular board meeting minutes
- April 22, 2020 special board meeting minutes

Mr. Lindblom pointed out in the board meeting minutes of the April 15, 2020 under the CARES Act funding the level should read \$1,111,653. Mr. Lundell said that he will correct the amount mentioned in the minutes.

Moved by Mr. Lindblom, to approve the consent agenda to include the purchase order summary, the April 15, 2020 regular board meeting minutes with noted correction and the April 22, 2020 special board meeting minutes. Seconded by Mr. Ohman. Motion carried.

B. Ratify Budget Revisions – Jay Lundell
a. Revised Capital Outlay Budget

Director Lundell went over with the airport board the revised Capital Outlay budget.

Moved by Mr. Gerrits to approve the revised capital outlay budget as presented. Seconded by Mr. Malyurek. Motion carried.

b. Revised Operational Budget

Director Lundell went over with the airport board the revised Operational budget.

Moved by Mr. Malyurek to approve the revised Operational budget as presented. Seconded by Mr. Lindblom. Motion carried.

C. Approve CARES Act AIP 3-56-0012-046-2020 Grant Offer – Jay Lundell

Director Lundell stated the county commissioners approved the grant offer yesterday at their board meeting.

Moved by Mr. Gerrits to approve the Federal Aviation Administration CARES Act grant number AIP 3-56-0012-046-2020 not to exceed One Million, One Hundred Eleven Thousand, Six Hundred Fifty-Three dollars and zero cents (\$ 1,111,653.00) as presented. Motion carried.

D. MMI engineer's report – Tim Wick

Mr. Wick went over the engineer's report and updated the airport board on the progress of the taxiway extension project. Mr. Wick also stated the design for the general aviation terminal building has begun and MMI has hired Arete Architects to complete the architectural design.

E. Home Fire Foods lease renewal – Jay Lundell

Director Lundell stated because of COVID-19 the café has been closed and the operator of Home Fire Foods and he hadn't gotten together to discuss the lease renewal. The lease will be retroactive from original date it should've been renewed.

Mr. Malyurek stated the lease has the airport's old name. Director Lundell thanked Mr. Malyurek and said he will make the correction.

Moved by Mr. Ohman to approve the Home Fire Foods café lease for an effective date of March 1, 2020 until February 28, 2021 as presented. Second by Mr. Malyurek. Motion carried.

F. Flightline LFS, Inc. lease - Renegotiation Committee Report

President Schreurs went over the renegotiation committee's suggestions to the airport board and that an entire new lease should be written between the airport board and Flightline LFS, Inc. with the following terms and conditions:

- 1) **LESSEE** agrees to pay a basic monthly facility rental fee of \$ 2,000.00
- 2) **LESSEE** agrees to relinquish to the **THE BOARD** building (Hangar) 12 and the General Aviation Terminal second floor.
- 3) **LESSEE** agrees to pay to **THE BOARD** as rental for the fuel farm facilities the following fuel rates:
 - \$ 0.08 per gallon for all internal fuel consumed by the lessee
 - \$ 0.08 per gallon for all retail fuel from the self-service station
 - \$ 0.08 per gallon for all fuel into scheduled commuter airline(s)
 - \$ 0.08 per gallon for all retail 100LL and Jet A fuel sales
- 4) **LESSEE** agrees to a one (1) year lease term beginning July 1, 2020 and ending on June 30, 2021.
- 5) **LESSEE** agrees within the lease term to provide **THE BOARD** with a 120-day written notice prior to electing to close the business and vacating the premises.
- 6) **LESSEE** agrees to provide **THE BOARD** within the 120-day written notice prior to electing to close the business and vacating the premises a transition team so **THE BOARD** may exercise their **proprietary exclusive right** to over aircraft fueling.

Moved by Mr. Malyurek to direct director Lundell to develop a new lease with the help of the County Attorney's office, incorporating the terms and conditions for the airport board's consideration at their June 17th board meeting. Second by Mr. Gerrits. Motion carried.

G. Flightline LFS, Inc. update – Mickey Steward

Ms. Steward handed out graphics showing their fuel sales since COVID-19. Also, Ms. Steward stated she would look over the proposed changes to a new lease and get back with the corporate members of Flightline LFS, Inc. for their input. Director Lundell stated that he would write a letter to Flightline LFS, Inc. outlining those changes proposed by the airport board.

H. Adjourn

Moved by Mr. Gerrits to adjourn the meeting. Second by Mr. Malyurek. Motion carried.

DRAFT

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

Northeast Wyoming Regional Airport Jay Lundell Director's Report June 17, 2020

1. Airport statistics

Total passengers for May were 770 compared to 224 passengers in April. Advanced bookings are gradually increasing for each month. Starting in July SkyWest will discontinue our tag with Sheridan. We'll be back to our own daily flight. As advanced bookings increase, SkyWest will add-in a second flight.

United continues to only have two daily banks in and out of Denver International Airport compared to five daily banks pre-COVID-19.

2. Tower closure

The control tower permanently closed June 4th. We'd originally planned for July 1st but unfortunate circumstances forced its premature permanent closure.

3. Operations personnel

The airport is now fully staffed with a total of five (5) operations personnel, operations supervisor Tod Love, and operations director Todd Chatfield.

4. Wyoming Airport Operators Association

Gillette was scheduled to host this year's Fall conference, but because of COVID-19 this year's conference has been cancelled. Next year's conference will be held in Casper. Gillette can apply to be the conference host in 2022.

5. Next airport board meeting

The next airport board meeting is scheduled for July 15th and will be a quarterly meeting with the County Commissioners.

ENGINEER'S REPORT
Northeast Wyoming Regional Airport
June 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 Shut Down November 2019
Project restart April 20, 2020
Construction Update

2020 Crack Sealing Project

Bid opening was 2/13/2020
National Sealant and Concrete LLC, **\$298,693.75**
Start Up Date June 11, 2020

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. After the Crack Sealing is complete.

2021 General Aviation Terminal

Preparing Scope of Work
Engineering and Architect Fees