



Campbell County Airport Board Meeting Agenda  
4 p.m. Wednesday, June 19, 2019  
Fulkerson Airport Operations Facility  
2440 Airport Road

A. Consent Agenda

Documents:

[JUNE PURCHASE ORDER SUMMARY.PDF](#)  
[MAY 15 2019 BOARD MINUTES.PDF](#)

B. Airport Hay Bid Opening - Jay Lundell

C. Director's Report - Jay Lundell

D. Engineer's Report - Tim Wick

Documents:

[JUNE ENGINEERS REPORT.PDF](#)

E. FAA AIP-45 Grant Offer/State Grant AGCC-69-B - Tim Wick

Documents:

[GCC AIP 45 GRANT OFFER DRAFT.PDF](#)

F. Airport FY 2019/2020 Budget Letter - Jay Lundell

G. Flightline LFS Update

H. Habitat Management Building - Jay Lundell

I. Executive Session - Possible Acquisition Of Property

J. Adjourn

Note: This is a provisionally approved Agenda for the June 19, 2019 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, July 17, 2019 at the Fulkerson Operations Facility. This will be a quarterly meeting with the County Commissioners. All agenda items must be approved by the Airport Director by Noon on Thursday, July 11, 2019.

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
NATURAL GAS MAY 2019	18012025	OP	623195 BLACK HILLS ENERGY	06/11/19	EA			1,163.16
FIXED BENT BROOM ON TOOLCAT	18012026	OP	613157 BOBCAT OF GILLETTE	06/11/19	EA			703.02
WORK GLOVES	18012028	OP	610984 BOMGAARS	06/11/19	EA			34.98
DONUTS FOR BLACK CAT TRNG	18012029	OP	306051 BREANNA'S BAKERY	06/11/19	EA			22.00
TICKET TO GOV LUNCHEON 2019	18012030	OP	133225 CAMPBELL COUNTY CHAM	06/11/19	EA			35.00
M. TERM CABLE 5/14-6/13/19	18012031	OP	477634 CHARTER COMMUNICATIO	06/11/19	EA			137.59
1400 W LAKEWAY ELEC MAY 2019	18012032	OP	107203 CITY OF GILLETTE-UTI	06/11/19	EA			37.48
05/01/19 ADVERTISING	18012033	OP	361092 DOUGLAS BUDGET	06/11/19	EA			110.00
BENNETT ANNUAL PHYSICAL 2019	18012034	OP	108290 FAMILY HEALTH	06/11/19	EA			165.00
AIRSERVICE CONSULTING 05/19	18012035	OP	574223 FORECAST	06/11/19	EA			5,500.00
05/01/2019 WEB AD	18012036	OP	113275 NEWS RECORD INC	06/11/19	EA			425.00
REPAIR FUEL FARM PIPE	18012037	OP	157454 GREGS WELDING INC.	06/11/19	EA			3,970.00
CHLORINE CYLINDER	18012038	OP	477378 HAWKINS INC	06/11/19	EA			10.00
PERS VEHICLE USE 3/19-6/19	18012039	OP	104791 LUNDELL, JAY D.	06/11/19	EA			71.34
MISC SHOP SUPPLIES	18012040	OP	640913 MENARDS-AIRPORT	06/11/19	EA			58.86
USB CABLE	18012041	OP	389167 OFFICE DEPOT INC	06/11/19	EA			24.99
FUEL FARM PORTA POTTY	18012042	OP	111587 PAINTBRUSH SERVICES	06/11/19	EA			125.00
MAY 2019 ADVERTISING	18012043	OP	199566 SUNDANCE TIMES	06/11/19	EA			325.00
LEASED METER QTRLY CHARGE	18012045	OP	651866 PITNEY BOWES GLOBAL	06/11/19	EA			156.00
MAY 2019 ALL ELEC METERS	18012046	OP	238140 POWDER RIVER ENERGY	06/11/19	EA			11,436.78
MAY 2019 ADVERTISING	18012047	OP	623689 POWDER RIVER EXAMINE	06/11/19	EA			120.00
APRIL 2019 ADVERTISING	18012047	OP	623689 POWDER RIVER EXAMINE	06/11/19	EA			120.00
COOLANT HEATERS FOR GEN.	18012048	OP	114294 RECORD SUPPLY INC	06/11/19	EA			153.86
BATTERY BOOSTER	18012048	OP	114294 RECORD SUPPLY INC	06/11/19	EA			169.99
MAY 2019 WASTE REMOVAL	18012049	OP	298441 WASTE CONNECTIONS OF	06/11/19	EA			632.10
TOD LOVE MEMBERSHIP 2019	18012050	OP	573415 WYOMING AIRPORT OPER	06/11/19	EA			50.00
MAY 2019 SERVICE	18012051	OP	571524 WATER GUY LLC	06/11/19	EA			438.00
MAY 2019 BACTERIA SAMPLE	18012051	OP	571524 WATER GUY LLC	06/11/19	EA			22.00
REPAIR THE LITTLE JOHN DEERE	18012052	OP	615241 C & B OPERATIONS LLC	06/11/19	EA			1,440.33
REPLACE WINDSHIELD	18012053	OP	500259 WHITE'S ENERGY MOTOR	06/11/19	EA			300.00
BATTERY FOR KODIAK	18012054	OP	116177 WYOMING MACHINERY CO	06/11/19	EA			601.62
11-5 GAL JUGS OF WATER	18012055	OP	413403 WYOMING WATER SOLUTI	06/11/19	EA			77.00
								28,636.10
AIRPORT								28,636.10

Branch/Plant . 20102  
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive . . . Amount
50% MRK GRANT GRAPHIC DESIGN	18012015	OP	556210 ADBAY.COM INC	06/11/19	EA			42.50
50% CO MATCH GRAPHIC DESIGN	18012015	OP	556210 ADBAY.COM INC	06/11/19	EA			42.50
50% MRKT GRNT RADIO/WEB 05/19	18012016	OP	392921 BASIN RADIO NETWORK	06/11/19	EA			407.60
50% CO MTCH RADIO/WEB 05/2019	18012016	OP	392921 BASIN RADIO NETWORK	06/11/19	EA			407.60
50% MRKT GRANT MAY 2019 ADV	18012017	OP	627954 BIGHORN MOUNTAIN RAD	06/11/19	EA			22.50
50% CO MATCH ADV MAY 2019	18012017	OP	627954 BIGHORN MOUNTAIN RAD	06/11/19	EA			22.50
50% MRKT GRANT MAY 2019 ADV.	18012018	OP	621667 BLACK HILLS PIONEER	06/11/19	EA			358.25
50% CO MATCH MAY 2019 ADV.	18012018	OP	621667 BLACK HILLS PIONEER	06/11/19	EA			358.25
50% MRKT GRANT 6/6/19 ADV.	18012019	OP	361084 BUFFALO BULLETIN	06/11/19	EA			90.00
50% CO MATCH 6/6/19 ADV.	18012019	OP	361084 BUFFALO BULLETIN	06/11/19	EA			90.00
50% MRKT GRANT 5/23/19 ADV.	18012019	OP	361084 BUFFALO BULLETIN	06/11/19	EA			90.00
50% CO MATCH 5/23/19 ADV.	18012019	OP	361084 BUFFALO BULLETIN	06/11/19	EA			90.00
WEB COMPONANTS AND FIDS	18012020	OP	575963 OAG FLIGHTVIEW	06/11/19	EA			216.75
WEB COMPONANTS AND FIDS	18012020	OP	575963 OAG FLIGHTVIEW	06/11/19	EA			216.75
50% MRKT GRANT TOURISM GUIDE	18012021	OP	113275 NEWS RECORD INC	06/11/19	EA			275.00
50% CO MATCH TOURISM GUIDE	18012021	OP	113275 NEWS RECORD INC	06/11/19	EA			275.00
50% MRKT GRANT GRAD SECTION	18012021	OP	113275 NEWS RECORD INC	06/11/19	EA			277.50
50% CO MATCH GRAD SECTION	18012021	OP	113275 NEWS RECORD INC	06/11/19	EA			277.50
50% MRKT GRNT KOOL MAY 2019	18012022	OP	573263 KEYHOLE BROADCASTING	06/11/19	EA			40.00
50% CO MATCH KOOL MAY 2019 AD	18012022	OP	573263 KEYHOLE BROADCASTING	06/11/19	EA			40.00
50% MRKT GRANT KOAL MAY 2019	18012022	OP	573263 KEYHOLE BROADCASTING	06/11/19	EA			65.00
50% CO MATCH KOAL MAY 2019 AD	18012022	OP	573263 KEYHOLE BROADCASTING	06/11/19	EA			65.00
50% MRKT GRANT MAY 2019 ADV	18012023	OP	661941 KSLT-KLMP-KTPT	06/11/19	EA			150.00
50% CO MATCH MAY 2019 ADV	18012023	OP	661941 KSLT-KLMP-KTPT	06/11/19	EA			150.00
50% MRKT GRANT JUNE 2019 ADV	18012024	OP	199566 SUNDANCE TIMES	06/11/19	EA			162.50
50% CO MATCH JUNE 2019 ADV	18012024	OP	199566 SUNDANCE TIMES	06/11/19	EA			162.50
								4,395.20
AIRPORT MARKETING								4,395.20
								33,031.30

CAMPBELL COUNTY  
Airport Open Purchase Orders

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	. . . .Open To Receive. . . . Quantity	Amount
TODD & TERRY LIVE BURN MEAL	18011296	OP	566240 FIRST INTERSTATE MAS	05/21/19	EA			25.01
FIRE SCHOOL MILEAGE REIMB.	18011297	OP	669935 CHEAIRS, TREVOR A.	05/21/19	EA			157.76
MILEAGE REIMB-FUEL SYS TRNG	18011302	OP	651250 LOVE, TOD D.	05/21/19	EA			430.36
MEAL REIMB - FUEL SYS TRNG	18011302	OP	651250 LOVE, TOD D.	05/21/19	EA			11.65
LODGING-FUEL SYSTEM TRNG-DNV	18011303	OP	566240 FIRST INTERSTATE MAS	05/21/19	EA			381.06
REPLACEMENT PHONE-JAY	18011306	OP	592683 AT&T MOBILITY-AIRPOR	05/21/19	EA			499.99
4/5/19-5/4/19 JAY, TODD, ONCALL	18011306	OP	592683 AT&T MOBILITY-AIRPOR	05/21/19	EA			229.92
								1,735.75
AIRPORT								1,735.75
								1,735.75

**Regular Meeting of the Campbell County Airport Board**  
**4 p.m. Wednesday, May 15, 2019**

**Airport board President Joel Ohman called the meeting to order at 4 p.m. Members present Mr. Adrian Gerrits, Mr. Bruce Jones and Mr. Owen Lindblom.**

**A. Consent agenda items for consideration:**

- Purchase order summary
- April 17, 2019 board meeting minutes

Moved Mr. Lindblom, seconded by Mr. Jones to approve the consent agenda, including the purchase order summary, and the April 17, 2019 airport board minutes. Motion carried.

**B. MMI engineer's report – Tim Wick**

**C. S&S Builders, Inc. contract – Tim Wick**

Moved by Mr. Jones, seconded by Mr. Lindblom to approve the construction contract between S&S Builders, Inc. schedules 1, 2, and 3 for the taxiway construction and the airport board in the amount of Four Million, Four Hundred Eighty-Nine Thousand, Three Hundred Forty-Six Dollars and 70 cents (\$4,489,346.70) subject to FAA and WYDOT concurrence and contingent upon receiving grant offer AIP 3-56-0012-45-2019 from the FAA and certificate of state grant-in-aid AGCC69B from WYDOT as presented.

**D. MMI basic engineering services contract – Tim Wick**

Moved Mr. Gerrits, seconded by Mr. Lindblom to approve the basic engineering services contract between Morrison Maierle, Inc. and the airport board as presented. Motion carried.

**E. MMI task order No. one/Passenger Facility Charge application – Tim Wick**

Moved by Mr. Jones, seconded by Mr. Lindblom to approve Task Order number one (1) between Morrison Maierle, Inc. and the airport board for preparing a 2019 passenger facility charge (PFC) application as presented. Motion carried.

**F. Flightline LFS**

Ms. Micky Steward was present from Flightline LFS. Ms. Steward stated that 25% of the total Avgas sales were from the self-service fueling station. Mr. Lundell asked that Ms. Steward provide an electronic copy of her statistics to the airport board. Ms. Steward agreed. Ms. Steward asked that negotiations begin regarding Flightline LFS's future lease agreement. Within the lease agreement after June 30, 2020 at which time the lessee shall have the option to renew their lease agreement for an additional term of five (5) years subject only to renegotiation of reasonable rent and insurance requirements. Ms. Steward's concern is if there is a new general aviation terminal built, how will that affect their lease agreement and the transition from the present building to a new facility? President Ohman

stated the airport board will begin future discussions concerning the negotiation of fees. Ms. Steward also stated she would like for Flightline LFS to be involved and contribute to the layout and other input to the new facility.

**G. Executive Session – Possible acquisition of property**

Moved by Mr. Lindblom and seconded by Mr. Gerrits the airport board go into executive session to discuss the possible acquisition of property. Motion carried.

Moved by Mr. Jones and seconded by Mr. Lindblom the airport board adjourn from executive session back into the regular meeting. Motion carried.

**H. Adjourn:** Moved by Mr. Gerrits and seconded by Mr. Lindblom to adjourn. Motion carried.

Respectfully Submitted,

Greg Schreurs, Secretary/Treasurer

Joel Ohman, President

DRAFT

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



**Parallel Taxiway A & E Connection and Relocate Taxiway D & B - AIP 44 – 2018**

Grant Offer sent to GCC	
FAA - 4,620,000	93.75%
State – 184,800	3.75%
<u>Local – 123,200</u>	<u>2.5%</u>
Total 4,928,000	

S&S Builders looking at July 8th for Notice to Proceed

**PFC Application – 2019**

Working on project list

**WACIP**

Due to State and FAA in August



U.S. Department  
of Transportation  
Federal Aviation  
Administration

## GRANT AGREEMENT

### PART I – OFFER

Date of Offer	June 11,2019
Airport/Planning Area	Gillette-Campbell County Airport
AIP Grant Number	3-56-0012-045-2019 (Contract No. DOT-FA19NM-1006)
DUNS Number	07-141-3140

**TO:** County of Campbell, Wyoming and the Gillette-Campbell County Airport Board  
(herein called the "Sponsor") (For Co-Sponsors, list all Co-Sponsor names. The word "Sponsor" in this Grant Agreement also applies to a Co-Sponsor.)

**FROM:** **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated February 5, 2019, for a grant of Federal funds for a project at or associated with the Gillette-Campbell County Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Gillette-Campbell County Airport (herein called the "Project") consisting of the following:

**Construct Taxiway A (phase II construction); Reconstruct Taxiway A2 and A3 (phase III construction)**

which is more fully described in the Project Application.

**NOW THEREFORE**, according to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. § 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. § 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, as applied and interpreted consistent with the FAA Reauthorization Act of 2018 (see 2018 Reauthorization grant condition), (b) the Sponsor's acceptance of this Offer, and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided.

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES** to pay 93.75 percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.



This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

### CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$ 4,620,000.  
The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):  
\$0 for planning  
\$4,620,000 for airport development or noise program implementation; and,  
\$0 for land acquisition.
2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.  
The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).  
The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs – Sponsor.** Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application, as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States’ share of allowable project costs will be made in accordance with the regulations, policies, and procedures of the Secretary. Final determination of the United States’ share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from performing the project that exceeds three months. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the assurances which are part of this agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before July 19, 2019, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term “Federal funds” means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to

the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

- 10. United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.
- 11. System for Award Management (SAM) Registration And Universal Identifier.**
- A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
  - B. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5771) or on the web (currently at <http://fedgov.dnb.com/webform>).
- 12. Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
- 13. Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.
- The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.
- The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.
- An informal letter amendment has the same force and effect as a formal grant amendment.
- 14. Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this agreement.
- 15. Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
- 16. Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
- 17. Maximum Obligation Increase for Primary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
- A. may not be increased for a planning project;
  - B. may be increased by not more than 15 percent for development projects;
  - C. may be increased by not more than 15 percent for a land project.

- 18. Audits for Public Sponsors.** The Sponsor must provide for a Single Audit or program specific audit in accordance with 2 CFR part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse’s Internet Data Entry System at <http://harvester.census.gov/facweb/>. Provide one copy of the completed audit to the FAA if requested.
- 19. Suspension or Debarment.** When entering into a “covered transaction” as defined by 2 CFR § 180.200, the Sponsor must:
- A. Verify the non-federal entity is eligible to participate in this Federal program by:
    - 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-federal entity is excluded or disqualified; or
    - 2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
    - 3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
  - B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
  - C. Immediately disclose to the FAA whenever the Sponsor (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.
- 20. Ban on Texting When Driving.**
- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
    - 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
    - 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
      - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
      - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
  - B. The Sponsor must insert the substance of this clause on banning texting when driving in all subgrants, contracts, and subcontracts
- 21. Exhibit “A” Property Map.** The Exhibit “A” Property Map dated May 2018, is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.
- 22. Employee Protection from Reprisal.**
- A. Prohibition of Reprisals –
    - 1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
      - i. Gross mismanagement of a Federal grant;
      - ii. Gross waste of Federal funds;
      - iii. An abuse of authority relating to implementation or use of Federal funds;
      - iv. A substantial and specific danger to public health or safety; or
      - v. A violation of law, rule, or regulation related to a Federal grant.

2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
    - i. A member of Congress or a representative of a committee of Congress;
    - ii. An Inspector General;
    - iii. The Government Accountability Office;
    - iv. A Federal office or employee responsible for oversight of a grant program;
    - v. A court or grand jury;
    - vi. A management office of the grantee or subgrantee; or
    - vii. A Federal or State regulatory enforcement agency.
  3. Submission of Complaint – A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
  4. Time Limitation for Submittal of a Complaint - A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
  5. Required Actions of the Inspector General – Actions, limitations, and exceptions of the Inspector General’s office are established under 41 U.S.C. § 4712(b)
  6. Assumption of Rights to Civil Remedy - Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).
- 23. 2018 FAA Reauthorization.** This grant agreement is subject to the terms and conditions contained herein including the terms known as the Grant Assurances as they were published in the Federal Register on April 3, 2014. On October 5, 2018, the FAA Reauthorization Act of 2018 made certain amendments to 49 U.S.C. chapter 471. The Reauthorization Act will require FAA to make certain amendments to the assurances in order to best achieve consistency with the statute. Federal law requires that FAA publish any amendments to the assurances in the Federal Register along with an opportunity to comment. In order not to delay the offer of this grant, the existing assurances are attached herein; however, FAA shall interpret and apply these assurances consistent with the Reauthorization Act. To the extent there is a conflict between the assurances and Federal statutes, the statutes shall apply. The full text of the Act is at <https://www.congress.gov/bill/115th-congress/house-bill/302/text>.
- 24. Co-Sponsor.** The Co-Sponsors understand and agree that they jointly and severally adopt and ratify the representations and assurances contained therein and that the word "Sponsor" as used in the application and other assurances is deemed to include all co-sponsors.
- 25. Current FAA Advisory Circulars for AIP Projects.** The sponsor will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the *Current FAA Advisory Circulars Required For Use In AIP Funded and PFC Approved Projects*, dated April 18, 2019, and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.
- 26. Agency Agreement.** The FAA, in tendering this Offer on behalf of the United States, recognizes the existence of an Agency relationship between the Sponsor, as principal, and the Wyoming Department of Transportation, Division of Aeronautics, as agent. The Sponsor agrees that it will not amend, modify, or terminate said Agency Agreement without prior written approval of the FAA or its designated representative.
- 27. Final Project Documentation.** The Sponsor understands and agrees that in accordance with 49 USC 47111, and with the Airport District Office's (ADO) concurrence, that no payments totaling more than 90.0 percent of United States Government’s share of the project’s estimated allowable cost may be made before the project is determined to be substantially complete. Substantially complete means the following: (1) The project results in a complete, usable unit of work as defined in the grant agreement; and (2) The sponsor submits necessary documents showing that the project is substantially complete per the contract requirements, or has a plan (that FAA agrees with) that addresses

all elements contained on the punch list. Furthermore, no payments totaling more than 97.5 percent of the United States Government's share of the project's estimated allowable cost may be made until: (1) The sponsor submits all necessary closeout documentation and (2) The sponsor receives final payment notification from the ADO.

- 28. AGIS Requirements.** Airports GIS requirements, as specified in Advisory Circular 150/5300-18, apply to the project included in this grant offer. Final construction as-built information or planning deliverables must be collected according to these specifications and submitted to the FAA. The submittal must be reviewed and accepted by the FAA before the grant can be administratively closed.
- 29. Pavement Maintenance Management Program.** The Sponsor agrees that it will implement an effective airport pavement maintenance management program as required by Grant Assurance Pavement Preventive Management. The Sponsor agrees that it will use the program for the useful life of any pavement constructed, reconstructed, or repaired with federal financial assistance at the airport. The Sponsor further agrees that the program will
- A. Follow FAA Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements, establishing an effective maintenance program, specific types of distress and its probable cause, inspection guidelines, and recommended methods of repair;
  - B. Detail the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed;
  - C. Include a Pavement Inventory, Inspection Schedule, Record Keeping, Information Retrieval, and Reference, meeting the following requirements:
    1. Pavement Inventory. The following must be depicted in an appropriate form and level of detail:
      - a. location of all runways, taxiways, and aprons;
      - b. dimensions;
      - c. type of pavement, and;
      - d. year of construction or most recent major rehabilitation.
    2. Inspection Schedule.
      - a. Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in the Advisory Circular 150/5380-6, the frequency of inspections may be extended to three years.
      - b. Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition. For drive-by inspections, the date of inspection and any maintenance performed must be recorded.
  - D. Record Keeping. Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The type of distress, location, and remedial action, scheduled or performed, must be documented. The minimum information is:
    1. inspection date;
    2. location;
    3. distress types; and
    4. maintenance scheduled or performed.
  - E. Information Retrieval System. The Sponsor must be able to retrieve the information and records produced by the pavement survey to provide a report to the FAA as may be required.

- 30. Projects Which Contain Paving Work in Excess of \$500,000.** The Sponsor agrees to:
- A. Furnish a construction management program to the FAA prior to the start of construction which details the measures and procedures to be used to comply with the quality control provisions of the construction contract, including, but not limited to, all quality control provisions and tests required by the Federal specifications. The program must include as a minimum:
    1. The name of the person representing the Sponsor who has overall responsibility for contract administration for the project and the authority to take necessary actions to comply with the contract;
    2. Names of testing laboratories and consulting engineer firms with quality control responsibilities on the project, together with a description of the services to be provided;
    3. Procedures for determining that the testing laboratories meet the requirements of the American Society of Testing and Materials standards on laboratory evaluation referenced in the contract specifications (D 3666, C 1077);
    4. Qualifications of engineering supervision and construction inspection personnel;
    5. A listing of all tests required by the contract specifications, including the type and frequency of tests to be taken, the method of sampling, the applicable test standard, and the acceptance criteria or tolerances permitted for each type of test; and
    6. Procedures for ensuring that the tests are taken in accordance with the program, that they are documented daily, and that the proper corrective actions, where necessary, are undertaken.
  - B. Submit at completion of the project, a final test and quality assurance report documenting the summary results of all tests performed; highlighting those tests that indicated failure or that did not meet the applicable test standard. The report must include the pay reductions applied and the reasons for accepting any out-of-tolerance material. Submit interim test and quality assurance reports when requested by the FAA.
  - C. Failure to provide a complete report as described in paragraph b, or failure to perform such tests, will, absent any compelling justification, result in a reduction in Federal participation for costs incurred in connection with construction of the applicable pavement. Such reduction will be at the discretion of the FAA and will be based on the type or types of required tests not performed or not documented and will be commensurate with the proportion of applicable pavement with respect to the total pavement constructed under the grant agreement.
  - D. The FAA, at its discretion, reserves the right to conduct independent tests and to reduce grant payments accordingly if such independent tests determine that sponsor test results are inaccurate.
- 31. Lighting** The Sponsor must operate and maintain the lighting system during the useful life of the system in accordance with applicable FAA standards.
- 32. Airport Layout Plan.** The Sponsor understands and agrees to update the Airport Layout Plan to reflect the construction to standards satisfactory to the FAA and submit it in final form to the FAA. It is further mutually agreed that the reasonable cost of developing said Airport Layout Plan Map is an allowable cost within the scope of this project.

The Sponsor’s acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor’s acceptance of this Offer.

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**

\_\_\_\_\_  
*(Signature)*  
**John P. Bauer**  
\_\_\_\_\_  
*(Typed Name)*  
**Manager, Denver Airports District Office**  
\_\_\_\_\_  
*(Title of FAA Official)*

**PART II - ACCEPTANCE**

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**COUNTY OF CAMPBELL, WYOMING**

\_\_\_\_\_  
*(Name of Sponsor)*  
\_\_\_\_\_  
*(Signature of Sponsor’s Authorized Official)*  
**By:** \_\_\_\_\_  
*(Printed Name of Sponsor’s Authorized Official)*  
**Title:** \_\_\_\_\_  
*(Title of Sponsor’s Authorized Official)*

**CERTIFICATE OF SPONSOR’S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor’s official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By \_\_\_\_\_  
*(Signature of Sponsor’s Attorney)*

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.<sup>2</sup>

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**GILLETE-CAMPBELL COUNTY AIRPORT BOARD**

\_\_\_\_\_  
*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*

**By:**

\_\_\_\_\_  
*(Printed Name of Sponsor's Authorized Official)*

**Title:**

\_\_\_\_\_  
*(Title of Sponsor's Designated Authorized Official)*

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Sponsor's Attorney)*

<sup>2</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.