



Campbell County Airport Board Meeting Agenda
4 p.m. Wednesday, July 17, 2019
Fulkerson Airport Operations Facility
2440 Airport Road

A. Consent Agenda

Documents:

[JUNE 2019 MINUTES.PDF](#)
[JULY 2019 PURCHASE ORDER SUMMARY.PDF](#)

B. Director's Report - Jay Lundell

C. Engineer's Report - Tim Wick

Documents:

[JULY 2019 ENGINEERS REPORT 2019.PDF](#)

D. Flightline LFS Update

E. Adjourn

Note: This is a provisionally approved Agenda for the July 17, 2019 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, August 21, 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, August 15, 2019.

**Regular Meeting of the Campbell County Airport Board
June 19, 2019**

Airport President Ohman called the meeting to order at 4:00 p.m. Members present Mr. Jones and Mr. Schreurs.

Consent Agenda:

Mr. Jones moved to approve the Consent Agenda, including the Purchase Order summary and the May 15, 2019 Airport Board meeting minutes as presented, second by Mr. Schreurs. Motion carried.

Hay Bid:

The Airport received three hay bids. Mr. Carr bid \$22.00 per ton, Mr. Davidson bid \$30.00 per ton and Mr. Mackey bid \$26.00 per ton. **Mr. Jones moved to award the 2019 haying contract to the high bid belonging to Mr. Darrin Davidson for \$30 per ton, second by Mr. Schreurs. Motion carried.**

Directors Report:

Mr. Lundell presented the following items to the Airport Board:

Passenger Enplanement Statistics:

May passenger statistics were 6.8% less than they were in May 2018. Mr. Lundell asked the board to keep-in-mind the seat capacity dropped by approximately 100 available seats daily since the third flight was discontinued on July 23, 2018.

Air Fares:

SkyWest has lowered air fares to Denver which hopefully will drive up passenger boarding's. Mr. Nick Wangler was instrumental in helping to get our air fares lowered to Denver. Mr. Wangler continues to have discussions with United Air Lines regarding lowering air fares beyond the Denver hub.

Capacity Purchase Agreement:

Commissioner's Administrative Director, Robert Palmer was appointed as the negotiator between Campbell County and SkyWest airlines under the State's Capacity Purchase Agreement Program. Mr. Palmer stated the negotiations went very well but is unable to release the details at this time. However, part of the negotiations included adding a third flight during seasonal peak times of the week and year.

Self-Service Fueling Station:

Mr. Chatfield has ordered a new fuel pump for the self-service fueling station. With the airport's 2019-20 capital outlay budget approved, a new fueling terminal (Card reader) will also be ordered soon.

Airport Annual Airport Emergency Plan Review:

The airport will be holding their annual airport emergency plan review on June 26th from 10 a.m. to Noon. In June 2020 the airport will be required to hold their full-scale tri-annual disaster drill.

Airport Annual Transportation Security Administration (TSA) Inspection:

TSA completed their annual inspection on June 6th and 7th. The airport was found to be in compliance and in good standing.

Mr. Lundell personally recognized Mr. Tod Love for all his hard work in organizing the vehicle gate and terminal building card reader system. All the terminal building tenant personnel now have issued key cards for access to their authorized areas. The new system has basically eliminated all the keys previously issued to airport tenants. Tenant personnel include: Airport, Avis, Café, County facilities, Hertz, SkyWest and TSA.

Engineers Report – Tim Wick:

Tim Wick, of Morrison Maierle presented the following items to the Airport Board:

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

July 8, 2019 – Notice to Proceed to S&S Builders.

2019 GCC PFC Application:

Working on project list.

WACIP:

Due to the State and FAA in August.

FAA AIP-45 Grant Offer:

Mr. Lundell presented AIP-45 Grant Offer to the airport board for consideration and approval. **Mr. Schreurs moved to approve the acceptance of the Federal Aviation Administration Grant Offer for Airport Improvement Project 3-56-0012-045-2019 in the amount of Four Million, Six Hundred Twenty Thousand Dollars and zero cents (\$4,620,000.00) to construct taxiway A (phase II construction); and reconstruct taxiway A2 and A3 (phase III construction, second by Mr. Jones. Motion carried.**

Approved FY 2019-20 Budgets – Jay Lundell:

The Airport budgets were approved as presented except for the General Aviation Building Design. Mr. Lundell is uncertain why this item was cut from the budget but encouraged the board to discuss this with the Commissioners at the July Airport Board meeting.

Flightline LFS Update:

Mr. Laird stated that he is disappointed that the New GA Building Design had been

cut from the budget. Additionally, he reported everything is going well and they are looking forward to the Self-Service Fueling Station to be up and running.

Executive Session – Possible Acquisition of Property:

Mr. Jones moved the Airport Board pause the regular Airport Board meeting to go into executive session, second by Mr. Schreurs. Motion carried. The board moved into executive session at 4:15 p.m. and resumed the existing regularly scheduled Airport Board meeting at 4:45 p.m.

Adjourn:

There being no further business before the Airport Board a motion for adjournment was called. **Motion by Mr. Jones, second by Mr. Schreurs. Motion carried.**

Respectfully Submitted,

Greg Schreurs
Secretary/Treasurer

Joel Ohman
Airport Board President

DRAFT

DRAFT

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
TIRE LABOR	19000298	OP	106649 BIG HORN TIRE INC	07/11/19	EA			21.00
NATURAL GAS JUNE 2019	19000299	OP	623195 BLACK HILLS ENERGY	07/11/19	EA			443.86
M. TERM CABLE 6/14/19-7/13/16	19000300	OP	477634 CHARTER COMMUNICATIO	07/11/19	EA			137.59
1400 W. LAKEWAY JUNE 2019	19000301	OP	107203 CITY OF GILLETTE-UTI	07/11/19	EA			36.61
WATER TESTING	19000302	OP	207685 ENERGY LABORATORIES	07/11/19	EA			184.00
OIL CHANGE	19000303	OP	583955 EXPRESSO LUBE LLC	07/11/19	EA			49.48
SHIPPING - DENVER	19000304	OP	118720 FEDERAL EXPRESS CORP	07/11/19	EA			18.29
SHIPPING - BILLINGS	19000304	OP	118720 FEDERAL EXPRESS CORP	07/11/19	EA			18.37
AIRSERVICE CONS - JUNE 2019	19000305	OP	574223 FORECAST	07/11/19	EA			5,500.00
CHLORINE CYLINDER	19000307	OP	477378 HAWKINS INC	07/11/19	EA			10.00
CHEM SP, DRILL, MISC TOOLS	19000308	OP	574231 HOME DEPOT CRC-AIRPO	07/11/19	EA			542.61
WRNCH'S AND MISC TOOLS	19000314	OP	640913 MENARDS-AIRPORT	07/11/19	EA			145.87
COFFEE	19000314	OP	640913 MENARDS-AIRPORT	07/11/19	EA			29.92
WATER FOR BOARD MEETINGS	19000314	OP	640913 MENARDS-AIRPORT	07/11/19	EA			7.80
ADV. FOR THE HAY BID	19000318	OP	113275 NEWS RECORD INC	07/11/19	EA			58.00
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FUEL FARM PORTA POTTY	19000319	OP	111587 PAINTBRUSH SERVICES	07/11/19	EA			125.00
ELECTRICITY JUNE 2019	19000321	OP	238140 POWDER RIVER ENERGY	07/11/19	EA			10,825.12
WASTE REMOVAL JUNE 2019	19000325	OP	298441 WASTE CONNECTIONS OF	07/11/19	EA			632.10
2019 WILDLIFE TRAINING	19000327	OP	649125 WILDLIFE SERVICES	07/11/19	EA			643.83
COFFEE AND SUGAR	19000335	OP	108337 FARMER BROS CO	07/11/19	EA			230.24
VEOCI SOFTWARE 7/1/19-6/30/20	19000336	OP	638418 GREY WALL SOFTWARE L	07/11/19	EA			9,000.00
								28,717.69
AIRPORT								28,717.69

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

Page - 2
Date - 7/11/19

Branch/Plant . 20101
AIRPORT NAVAID

Description	Order No	Ty	Supplier	Requested	PR UM	On Order QuantityOpen To Quantity	Receive. . . . Amount
NAVAID 7/1/2019-9/30/19	19000330	OP	651479 DBT TRANSPORTATION S	07/11/19	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	Receive Amount
50% MRKT GRANT JUNE 2019 ADV	19000282	OP	392921 BASIN RADIO NETWORK	07/11/19	EA			433.55
50% CO MATCH JUNE 2019 ADV	19000282	OP	392921 BASIN RADIO NETWORK	07/11/19	EA			433.55
50% MRKT GRANT JUNE 2019 ADV	19000284	OP	627954 BIGHORN MOUNTAIN RAD	07/11/19	EA			22.50
50% CO MATCH JUNE 2019 ADV	19000284	OP	627954 BIGHORN MOUNTAIN RAD	07/11/19	EA			22.50
50% MRKT GRANT 06/20/19 ADV	19000285	OP	361084 BUFFALO BULLETIN	07/11/19	EA			90.00
50% CO MATCH 06/20/19 ADV	19000285	OP	361084 BUFFALO BULLETIN	07/11/19	EA			90.00
50% MRKT GRANT 2019 ADV	19000287	OP	192081 CIVIL AIR PATROL MAG	07/11/19	EA			197.50
50% MRKT GRANT 2019 ADV	19000287	OP	192081 CIVIL AIR PATROL MAG	07/11/19	EA			197.50
50% MRKT GRANT MAY/JUNE WEB	19000288	OP	361092 DOUGLAS BUDGET	07/11/19	EA			300.00
50% CO MATCH MAY/JUNE WEB AD	19000288	OP	361092 DOUGLAS BUDGET	07/11/19	EA			300.00
50% MRKT GRANT 06/12/19 AD	19000288	OP	361092 DOUGLAS BUDGET	07/11/19	EA			55.00
50% CO MATCH 06/12/19 AD	19000288	OP	361092 DOUGLAS BUDGET	07/11/19	EA			55.00
50% MRKT GR CREDIT 06/12/19	19000288	OP	361092 DOUGLAS BUDGET	07/11/19	EA			55.00-
50% CO MATCH CREDIT 6/12/19	19000288	OP	361092 DOUGLAS BUDGET	07/11/19	EA			55.00-
50% MRKT GRANT 6/26/19	19000288	OP	361092 DOUGLAS BUDGET	07/11/19	EA			55.00
50% CO MATCH 6/26/19	19000288	OP	361092 DOUGLAS BUDGET	07/11/19	EA			55.00
50% MRKT GRANT WEBAD 6/2019	19000289	OP	113275 NEWS RECORD INC	07/11/19	EA			212.50
50% CO MATCH WEB AD 06/2019	19000289	OP	113275 NEWS RECORD INC	07/11/19	EA			212.50
50% MRKT GRANT KOAL JUNE2019	19000290	OP	573263 KEYHOLE BROADCASTING	07/11/19	EA			65.00
50% CO MATCH KOAL JUNE 2019	19000290	OP	573263 KEYHOLE BROADCASTING	07/11/19	EA			65.00
50% MRKT GRANT KOOL JUNE 2019	19000290	OP	573263 KEYHOLE BROADCASTING	07/11/19	EA			40.00
50% CO MATCH KOOL JUNE 2019	19000290	OP	573263 KEYHOLE BROADCASTING	07/11/19	EA			40.00
50% MRKT GRANT JUNE 2019	19000291	OP	661941 KSLT-KLMP-KTPT	07/11/19	EA			150.00
50% CO MATCH JUNE 2019	19000291	OP	661941 KSLT-KLMP-KTPT	07/11/19	EA			150.00
50% MRKT GRANT JUNE 2019 ADV	19000292	OP	583875 KYDT RADIO	07/11/19	EA			150.00
50% CO MATCH JUNE 2019 ADV	19000292	OP	583875 KYDT RADIO	07/11/19	EA			150.00
50% MRKT GRANT JUNE 2019 ADV	19000293	OP	623689 POWDER RIVER EXAMINE	07/11/19	EA			60.00
50% CO MATCH JUNE 2019 ADV	19000293	OP	623689 POWDER RIVER EXAMINE	07/11/19	EA			60.00
50% MRKT GRANT 2019 DIRECTORY	19000295	OP	597417 SPEARFISH AREA CHAMB	07/11/19	EA			350.00
50% CO MATCH 2019 DIRECT ADV	19000295	OP	597417 SPEARFISH AREA CHAMB	07/11/19	EA			350.00
50% MRKT GRANT JUNE 2019 ADV	19000296	OP	199566 SUNDANCE TIMES	07/11/19	EA			162.50
50% CO MATCH JUNE 2019 ADV	19000296	OP	199566 SUNDANCE TIMES	07/11/19	EA			162.50
50% MRKT GRANT 7/4/19 AD	19000331	OP	361084 BUFFALO BULLETIN	07/11/19	EA			90.00
50% CO MATCH 7/4/19	19000331	OP	361084 BUFFALO BULLETIN	07/11/19	EA			90.00
50% MRKT GRANT WEB COMP/FIDS	19000332	OP	575963 OAG FLIGHTVIEW	07/11/19	EA			216.75
50% CO MATCH WEB COMP/FIDS	19000332	OP	575963 OAG FLIGHTVIEW	07/11/19	EA			216.75
50% MRKT GRANT AUG/SEPT 2019	19000333	OP	199566 SUNDANCE TIMES	07/11/19	EA			87.50
50% CO MATCH AUG/SEPT 2019	19000333	OP	199566 SUNDANCE TIMES	07/11/19	EA			87.50
50% MRKT GRANT JULY 2019 ADV	19000334	OP	199566 SUNDANCE TIMES	07/11/19	EA			162.50
50% CO MATCH JULY 2019 ADV	19000334	OP	199566 SUNDANCE TIMES	07/11/19	EA			162.50
								5,690.60
AIRPORT MARKETING								5,690.60
								40,720.37

ENGINEER'S REPORT
Gillette-Campbell County Airport
July 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

- Preconstruction Meeting July 16th
- Notice to Proceed July 22nd

Flyer for tenants/airport users

PFC Application – 2019

Working on project list

WACIP

Due to State and FAA in August
Will schedule a conference call for the first part of August