



**Campbell County Airport Board Meeting Agenda
4 p.m. Wednesday July 18, 2018
Campbell County Commissioner's Chambers
500 S. Gillette Ave.**

A. Commissioner's Agenda

Documents:

[COMMISSIONERS AGENDA.PDF](#)

B. Consent Agenda

I. Board Meeting Minutes

Documents:

[JUNE 2018.PDF](#)

II. Purchase Order Summary

Documents:

[PURCHASE ORDER SUMMARY.PDF](#)

C. Engineer's Report - Tim Wick And Laura Bourne

Documents:

[ENGINEERS REPORT.PDF](#)

D. Wyoming Aviation Capital Improvement Plan (WACIP) - Tim Wick And Laura Bourne

E. Suplimental AIP Funding - Tim Wick

F. Airport Master Plan Presentation - Laura Bourne

G. Flightline LFS Update

H. Adjourn

Note: This is a provisionally approved Agenda for the July 18, 2018 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, August 15, 2018 at the Fulkerson Operation Facility. All agenda items must be approved by the Airport

Director by Noon on Thursday, August 9, 2018.



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Robert P. Palmer, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

Mark A. Christensen, Chairman
Rusty Bell
G. Matthew Avery
Clark Kissack
Micky Shober

Airport Board

18 July 2018
4:00 PM
Commissioners Chambers

Board Members		
President Joel Ohman	Vice-President Gregory Schreurs	Secretary/Treasurer Bruce Jones
Member Reuben Tarver	Member Adrian Gerritts	Airport Director Jay D. Lundell

Agenda

- Wyoming Commercial Air Service Improvement Council Meeting Update
- FY 2018-19 Budget
- Other:
 - Airport Master Plan – Ms. Laura Bourne will present during the regular Airport Board Meeting

**Regular Meeting of the Campbell County Airport Board
June 20, 2018**

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 16, 2018 Airport Board meeting minutes as presented, second by Mr. Schreurs. Motion carried.

Hay Bid:

The Airport received one hay bid from Darrin Davison. **Mr. Schreurs moved to award the 2018 haying contract to Darrin Davidson for \$15 per ton, second by Mr. Jones. Motion carried.**

Directors Report:

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

Airport Budget FY 2018-19:

The county and airport budget was officially adopted at the commissioner's board meeting yesterday. The Airport budget was approved as submitted with no cuts.

SkyWest Airline Visit:

On June 11th, several of the Air Service Enhancement committee members visited with SkyWest airlines. Jay distributed the notes as taken at the last committee meeting.

Car Rental Parking:

Avis Rovar has reduced their vehicle inventories and helped to decrease the crowding on the northeast General Aviation parking lot. Hertz Overland West continues to have high vehicle inventories in the east parking lot resulting in vehicle overcrowding for the general aviation users. Jay will get a meeting with Avis and Hertz to discuss what mediation we can come up with. Jay stated that if Hertz continues to have high inventories, the airport will need to increase the CC Car Wash LLC leased area. The airport will still need to develop more parking area soon. There is a possibility that the car rentals can utilize parking in the main parking lot. This depends on determination from the FAA. The parking lot was paid for with Federal funding, however the length of time since the project and the improvements made to the lot in that time frame may allow the airport to charge the car rental companies to park their cars in the main parking lot. Jay will keep the board informed on this subject.

SEAT Base Re-Location:

Todd met with County Fire Chief Shank and staff to discuss a possible relocation of the SEAT (single engine aircraft tanker) base to a more permanent location on the airport. County fire wants to fund an upgrade to the facility and now would be the time to find a permanent site.

Aviation Surface Observation System (ASOS):

Todd had Control Tower staff document outages of the ASOS. Jay distributed a handout documenting those outages. The historical documentation of the outages can be reported to the FAA and NWS as evidence of its unreliability. Airport Operations Manager, Todd Chatfield added that funding was approved for a new DCP. The ACU in the tower has had replacement parts added and new radios are in place.

General Aviation Transient Landing Fees:

Several airports in the state are charging landing fees to transient aircraft of certain weights. Pinedale, Jackson, Evanston and Cody. Afton is considering landing fees. Local based aircraft are exempt from the landing fees. If the Airport Board is interested in considering landing fees, Jay suggested forming a committee consisting of two (2) board members, airport staff and Flight LFS.

AVIS Rovar Building No. 22:

Robert Varilek owner of the Avis/Rovar's former car wash facility has told the County Assessor's office that he has no intention of paying taxes on a building that he doesn't have access to, and that the county can take it over. Jay is working out the details with the Assessor's office on how to transfer ownership.

Airport Emergency Plan Table Top Exercise:

On June 18th the airport held its annual airport emergency plan table top exercise. Departments and agencies that participated were: SkyWest, County Fire, Campbell County Health, Emergency Medical Services, Sheriff's Office, County Emergency Management, FBO, County Commissioners Office and Airport staff.

TSA Annual Inspection June 20th – 22nd:

TSA has started its annual inspection of the airport, SkyWest and UPS.

Next Board Meeting:

The next scheduled board meeting is a joint quarterly meeting with the County Commissioners July 18, 2018 at 4 p.m. in the Commissioner's chambers at the Campbell County Courthouse.

Engineers Report – Tim Wick:

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

Gillette-Campbell County Airport – Master Plan – AIP 41 – 2015:

The Master Plan final report will be presented to the Airport Board and County Commissioners at the joint meeting on July 18, 2018 in the Commissioner's Chambers at 4:00 p.m.

Electrical Vault Upgrade – AIP 43-2017:

The project close out will be completed this month. The contractor worked on the vault building doors the week of June 11, 2018. Van Ewing Construction has submitted a letter regarding the vault building concrete work.

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

The project CATEX is being prepared. The design survey and report have begun for this project.

2018 GCC PFC Application:

This has been submitted to the FAA for final approval.

Van Ewing Construction, Inc. – Jake Ewing:

Mr. Wick addressed the Airport Board regarding the letter written by Mr. Jake Ewing. The Electrical Vault concrete apron has heaved. Van Ewing Construction is requesting the 5% retainage be released and has requested replacing the apron during the warranty period. **Moved by Mr. Jones to release the 5% retainage to Van Ewing Construction if there is no connection with the warranty provision of the contract, second by Mr. Schreurs. Motion carried.**

Adjourn:

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

Respectfully Submitted,

Bruce Jones

Secretary/Treasurer

Joel Ohman
Airport Board President

DRAFT

DRAFT

Branch/Plant . 751
AIRPORT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
SEC AREA SIGNS/VEND WATER CHG	17011990	OP	111974 JLC SIGN & GRAPHIC W	06/14/18	EA			310.00
WEB AD, SPEARFISH CHMB DESIGN	18000272	OP	556210 ADBAY.COM INC	07/13/18	EA			191.25
RADIO, PRINT, DIGITAL DESIGN	18000272	OP	556210 ADBAY.COM INC	07/13/18	EA			5,575.00
JUNE 2018 WEB AND RADIO ADV.	18000274	OP	392921 BASIN RADIO NETWORK	07/13/18	EA			581.65
JUNE 2018 RADIO ADV.	18000275	OP	627954 BIGHORN MOUNTAIN RAD	07/13/18	EA			72.00
JUNE 2018 WEB AND PRINT AD	18000276	OP	621667 BLACK HILLS PIONEER	07/13/18	EA			716.50
BLADE	18000277	OP	613157 BOBCAT OF GILLETTE	07/13/18	EA			259.17
COUPLER	18000277	OP	613157 BOBCAT OF GILLETTE	07/13/18	EA			26.45
06/21/18 PRINT AD	18000278	OP	361084 BUFFALO BULLETIN	07/13/18	EA			150.00
CHLORINE CYLINDER	18000280	OP	477378 HAWKINS INC	07/13/18	EA			10.00
06/21/18 PRINT AD	18000281	OP	404208 HIGH PLAINS SENTINEL	07/13/18	EA			100.00
JUNE 2018 WEB AD	18000281	OP	404208 HIGH PLAINS SENTINEL	07/13/18	EA			300.00
06/07/18 PRINT AD	18000281	OP	404208 HIGH PLAINS SENTINEL	07/13/18	EA			100.00
RYOBI ONE HAND VAC KIT	18000282	OP	574231 HOME DEPOT CRC-AIRPO	07/13/18	EA			69.97
SIGNS FOR SCREENED AREA	18000283	OP	111974 JLC SIGN & GRAPHIC W	07/13/18	EA			310.00
JUNE 2018 RADIO ADV.	18000284	OP	583875 KYDT RADIO	07/13/18	EA			200.00
JUNE 2018 KOAL 106.1 ADV.	18000285	OP	573263 KEYHOLE BROADCASTING	07/13/18	EA			130.00
JUNE 2018 KOOL 105.3 ADV.	18000285	OP	573263 KEYHOLE BROADCASTING	07/13/18	EA			80.00
JUNE 2018 RADIO ADV.	18000286	OP	661941 KSLT-KLMP-KTPT	07/13/18	EA			300.00
WATER DISPENSER	18000287	OP	640913 MENARDS-AIRPORT	07/13/18	EA			179.00
WEB AD FOR JUNE 2018	18000288	OP	113275 NEWS RECORD INC	07/13/18	EA			425.00
FUEL FARM PORTA POTTY	18000289	OP	111587 PAINTBRUSH SERVICES	07/13/18	EA			125.00
JUNE 2018 PRINT AD	18000290	OP	623689 POWDER RIVER EXAMINE	07/13/18	EA			120.00
CHAIRMAT FOR CAR RENTAL	18000291	OP	113937 POWDER RIVER OFFICE	07/13/18	EA			44.99
PAPER, HI-LITERS, LBLs, MRKRS	18000291	OP	113937 POWDER RIVER OFFICE	07/13/18	EA			156.25
REPAIR TAXI WAY LIGHT	18000292	OP	126447 SCOTT BROTHERS, INC.	07/13/18	EA			760.00
WASTE REMOVAL JUNE 2018	18000293	OP	298441 WASTE CONNECTIONS OF	07/13/18	EA			632.10
PRINT ADV. JUNE 2018	18000294	OP	199566 SUNDANCE TIMES	07/13/18	EA			325.00
REPAIR CHLORINE DETECTOR	18000295	OP	571524 WATER GUY LLC	07/13/18	EA			2,956.00
JUNE 2018 CERT OP, BAC SMPL	18000295	OP	571524 WATER GUY LLC	07/13/18	EA			460.00
JUNE 2018 PRINT ADV.	18000296	OP	625713 WESTON COUNTY GAZETT	07/13/18	EA			100.00
VALVE REPAIR	18000297	OP	107297 CONTRACTORS SUPPLY I	07/13/18	EA			206.43
WILDLIFE TRAINING 2018	18000298	OP	649125 WILDLIFE SERVICES	07/13/18	EA			625.67
WEB COMPONENTS APRIL 2018	18000299	OP	575963 OAG FLIGHTVIEW	07/13/18	EA			154.00
FIDS MAY 2018	18000299	OP	575963 OAG FLIGHTVIEW	07/13/18	EA			240.00
NATURAL GAS JUNE 2018	18000300	OP	623195 BLACK HILLS ENERGY	07/13/18	EA			415.93
ELEC. 1400 W. LAKWAY 06/2018	18000301	OP	107203 CITY OF GILLETTE-UTI	07/13/18	EA			36.96
ELEC 5/29/18-6/29/18	18000525	OP	238140 POWDER RIVER ENERGY	07/18/18	EA			12,051.04
JUNE5-JULY4, 2018 CELL PHONES	18000526	OP	592683 AT&T MOBILITY-AIRPOR	07/18/18	EA			229.55
REPAIR FUEL FARM HOSE	18000532	OP	185586 BIGHORN HYDRAULICS I	07/18/18	EA			16.12
HOSE ASSEMBLY FUEL FARM	18000532	OP	185586 BIGHORN HYDRAULICS I	07/18/18	EA			353.45
TIRES FOR SMALL JOHN DEERE	18000533	OP	106649 BIG HORN TIRE INC	07/18/18	EA			357.52
M. TERM CABLE 7/6/18-8/13/18	18000534	OP	477634 CHARTER COMMUNICATIO	07/18/18	EA			134.26
OPS CABLE 7/10/18-8/9/18	18000534	OP	477634 CHARTER COMMUNICATIO	07/18/18	EA			177.20
COFFEE AND SUP/FREE 4 PSNGRS	18000535	OP	108337 FARMER BROS CO	07/18/18	EA			376.83
2 CHAIRS FOR THE TOWER	18000536	OP	640913 MENARDS-AIRPORT	07/18/18	EA			258.00
SIGNS FOR FUEL FARM	18000537	OP	588490 NORCO INC	07/18/18	EA			6.28
10 (5) GAL JUGS OF WATER	18000538	OP	413403 WYOMING WATER SOLUTI	07/18/18	EA			70.00
								31,474.57
AIRPORT								31,474.57

Branch/Plant . 752
AIRPORT RESTRICTED REV FUND

Description	Order No	Ty	Supplier	Requested	PR UM	On Order QuantityOpen To Quantity	Receive. . . . Amount
2.5%MTCH EL VAULT/CONC PN RPL	17012223	OP	618767 MORRISON MAIERLE INC	06/20/18	EA			749.74
								749.74
AIRPORT RESTRICTED REV FUND								749.74

Branch/Plant . 20101
AIRPORT NAVAID

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
NAVAID 07/01/18-09/30/18	18000531	OP	651479 DBT TRANSPORTATION S	07/18/18	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 Quantity	Receive. Amount
50% MRKT GRNT 7/5/18 PRINT AD	18000528	OP	361084 BUFFALO BULLETIN	07/18/18	EA			75.00
50% CO MATCH 7/5/18 PRINT AD	18000528	OP	361084 BUFFALO BULLETIN	07/18/18	EA			75.00
50% MARKETING GRANT JULY2018	18000529	OP	199566 SUNDANCE TIMES	07/18/18	EA			162.50
50% COUNTY MATCH JULY2018ADV	18000529	OP	199566 SUNDANCE TIMES	07/18/18	EA			162.50
50% MARKETING GR AUG/SEPT2018	18000530	OP	580842 MINERS NEWS	07/18/18	EA			87.50
50% CO MATCH AUG/SEPT 2018ADV	18000530	OP	580842 MINERS NEWS	07/18/18	EA			87.50
								650.00
AIRPORT MARKETING								650.00

ENGINEER'S REPORT
Gillette-Campbell County Airport
July 18, 2018 Board Meeting



Gillette-Campbell County Airport – Master Plan – AIP 41 - 2015

Master Plan Final Report Presentation

Electrical Vault Upgrade – AIP 43 - 2017

Project Close Out July 2018.

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

Timeline:

Fee Negotiation between GCC and MMI	April 2018
Board action on MMI Task Order	May 2018
Grant Offer from FAA and WYDOT	July 2018

Preparing project CATEX
Design survey has begun
Design Report has begun

GCC PFC 2018 Application - 2018

Timeline:

Submitted Letter to Airlines	March 9, 2018
Airline Salutation Meeting	April 2, 2018
Public Notice Comments	April 12, 2018
Submit to FAA for Approval	May 12, 2018