



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

A. Commissioner's Agenda

Documents:

[AIRPORT 082119.PDF](#)

B. Consent Agenda

Documents:

[AIRPORT BOARD MINUTES JULY 2019.PDF](#)
[PURCHASE ORDER SUMMARY AUGUST 2019.PDF](#)

C. Director's Report - Jay Lundell

D. Operations Manager's Report - Todd Chatfield

E. Engineer's Report - Tim Wick

Documents:

[ENGINEERS REPORT AUGUST 2019.PDF](#)

F. Airport Rebranding - Shelly Besel

G. SkyWest Airlines Lease Space - Jay Lundell

H. Flightline LFS Update

I. Adjourn

Note: This is a provisionally approved Agenda for the August 21, 2019 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, September 18, 2019 at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on Thursday, September 12, 2019.



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BOARD OF COMMISSIONERS

Rusty Bell, Chairman
Mark A. Christensen
Bob Maul
D.G. Reardon
Del Shelstad

Airport Board

21 August 2019

4:00 PM

Fulkerson Airport Operations Facility

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

Agenda

- General Aviation Terminal Building Design
- Airport Entrance Sign
- WYDOT Memorandum of Understanding (MOU)
- Other:

**Regular Meeting of the Campbell County Airport Board
July 17, 2019**

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

Consent Agenda:

Board member Schreurs stated his concern over the cost of the software agreement with Grey Wall. Grey Wall is the company that provides the software support for the airport's safety management system. Mr. Lundell and Mr. Chatfield briefly discussed the benefit of the system to the airport and offered to demonstrate the system to Mr. Schreurs at a more convenient time. **Mr. Gerrits moved to approve the Consent Agenda, including the Purchase Order summary, the June 19, 2019 Executive Session minutes, and the June 19, 2019 Airport Board minutes as presented, second by Mr. Jones. Motion carried.**

Directors Report:

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

Passenger Enplanement Statistics

The statistics for June 2019 were included in the packets for the board to review.

Capacity Purchase Agreement - MOU

Mr. Lundell is waiting to hear from WYDOT Aeronautics when to expect to receive and review the community memorandum of understanding (MOU) between Campbell County and WYDOT Aeronautics. The MOU will be sent to the County Commissioner's for their review and approval.

SkyWest Weekly Flight Frequency

SkyWest's weekly flight frequency will start adding the third daily roundtrip flight back in on Mondays, Thursdays, Fridays and Sundays, effective October 1st. This will only be for the months of September, October, November, December, March, April and May. During the months of January and February the schedule reverts to two (2) daily roundtrip flights. However, in June, July and August there will be three (3) daily roundtrip flights except for Saturdays. The flight-times of the third flight have not been completely determined.

Self Service Fueling Station:

Mr. Chatfield updated the board on the status of this project. The pump was ordered last fiscal year and the card reader was ordered this fiscal year. The system will be ready to install in August. Mr. Chatfield did advise the board that there is a \$500 annual service contract associated with the new system.

Glide Slope:

Mr. Chatfield advised the board that lightning struck the glide slope and destroyed one of the three radios in the glide slope. The County HR/Risk department has spoken with the insurance company regarding coverage. The radio is covered by insurance and the insurance company has requested the technician will write a letter documenting the damage for their records. The parts were ordered on July 11th and DBT will come to install them when they arrive.

Other:

Mr. Lundell congratulated Ms. Besel on her selection by the Commissioner's to attend GALI (Gillette Area Leadership Institute) in the upcoming year. In addition, he congratulated Ms. Besel for her recent completion of her BS degree from Capella University.

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:

Preconstruction meeting was held on July 16, 2019 with the notice to proceed given to be given on July 22, 2019. A construction flyer was sent to the airport users and has been placed on the website.

2019 GCC PFC Application:

Working on project list.

WACIP:

The Airport Board will review the WACIP for approval at the August 21, 2019 board meeting. Upon approval the WACIP will be submitted to the FAA and State on August 23, 2019.

Flightline LFS Update:

Ms. Steward expressed concern with the day time runway closures. In the past this practice cost the FBO a substantial amount of money. Tim Wick and Laura Borne assured Ms. Steward the construction would not be happening daily and at most would occur 2 days each week.

Ms. Steward expressed gratitude for the board's knowledge and assistance with Flightline LFS issues. She went on to state that the FBO is concerned with the recent events at Bel Aire and Eagle Butte mines.

Ms. Steward concluded the report with informing the board that AV insurance rates will be increasing 20%. This is a nationwide substantial increase and is of no fault of the FBO.

Adjourn:

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

Respectfully Submitted,

Greg Schreurs
Secretary/Treasurer

Joel Ohman
Airport Board President

DRAFT

DRAFT

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MRKT GRANT JULY 2019	19001641	OP	583875 KYDT RADIO	08/19/19	EA			155.00
50% CO MATCH JULY 2019	19001641	OP	583875 KYDT RADIO	08/19/19	EA			155.00
TIRES FOR THE TOOLCAT	19001651	OP	106649 BIG HORN TIRE INC	08/19/19	EA			103.68
NATURAL GAS 6/28/19-7/31/19	19001652	OP	623195 BLACK HILLS ENERGY	08/19/19	EA			193.12
GALI TUITION - SHELLY BESEL	19001653	OP	133225 CAMPBELL COUNTY CHAM	08/19/19	EA			200.00
M. TERM CABLE 7/14/19-8/13/19	19001654	OP	477634 CHARTER COMMUNICATIO	08/19/19	EA			137.59
OPS CABLE/INT 8/10/19-9/9/19	19001654	OP	477634 CHARTER COMMUNICATIO	08/19/19	EA			190.48
M. TERM CABLE 8/14/19-9/13/19	19001654	OP	477634 CHARTER COMMUNICATIO	08/19/19	EA			137.59
1400 W LAKEWAY ROAD JULY 2019	19001655	OP	107203 CITY OF GILLETTE-UTI	08/19/19	EA			36.44
HANGAR RUBBER SEAL	19001658	OP	433615 CURRY GARAGE DOOR CO	08/19/19	EA			1,000.00
SHIRTS - JAY	19001659	OP	539591 THAT EMBROIDERY PLAC	08/19/19	EA			92.94
RANDOM DRUG SCREEN	19001660	OP	465051 EMPLOYMENT TESTING S	08/19/19	EA			30.00
WATER ANALYSIS	19001661	OP	207685 ENERGY LABORATORIES	08/19/19	EA			184.00
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PHYSICAL - BEYER	19001662	OP	108290 FAMILY HEALTH	08/19/19	EA			165.00
AIR SERVICE CONS - JULY 2019	19001663	OP	574223 FORECAST	08/19/19	EA			5,500.00
CHLORINE CYLINDER	19001664	OP	477378 HAWKINS INC	08/19/19	EA			10.00
SAFETY VEST, KLEENEX, TIE DOWNS	19001665	OP	640913 MENARDS-AIRPORT	08/19/19	EA			60.45
DIS WIPES, CLEANERS, BATTERIES	19001665	OP	640913 MENARDS-AIRPORT	08/19/19	EA			54.97
TONER, ENV., FOLDERS, MISC SUPP	19001666	OP	389167 OFFICE DEPOT INC	08/19/19	EA			278.74
FRAME	19001666	OP	389167 OFFICE DEPOT INC	08/19/19	EA			7.99
LAMINATOR, LAM. PAPER	19001666	OP	389167 OFFICE DEPOT INC	08/19/19	EA			262.66
LAM POUCHES	19001666	OP	389167 OFFICE DEPOT INC	08/19/19	EA			85.29
FUEL FARM PORTA POTTY	19001667	OP	111587 PAINTBRUSH SERVICES	08/19/19	EA			125.00
POSTAGE REFILL	19001668	OP	574311 POSTAGE BY PHONE-AIR	08/19/19	EA			300.00
ALL ELEC METERS JULY 2019	19001669	OP	238140 POWDER RIVER ENERGY	08/19/19	EA			11,370.38
CAR WASH - TAHOE	19001670	OP	586961 RAIN LOCKER CAR WASH	08/19/19	EA			8.11
COPY CHARGE	19001671	OP	411694 ROCKY MOUNTAIN BUSIN	08/19/19	EA			155.69
STAPLES	19001671	OP	411694 ROCKY MOUNTAIN BUSIN	08/19/19	EA			118.00
WASTE REMOVAL - JULY 2019	19001672	OP	298441 WASTE CONNECTIONS OF	08/19/19	EA			632.10
JULY - SERVICE AGREEMENT	19001673	OP	571524 WATER GUY LLC	08/19/19	EA			438.00
JULY - BACTERIA SAMPLE	19001673	OP	571524 WATER GUY LLC	08/19/19	EA			22.00
RANDOM DRUG SCREEN	19001675	OP	599877 WESTERN AEROMEDICAL	08/19/19	EA			70.00
PAINT FOR TAHOE	19001676	OP	443039 WHITE'S FRONTIER MOT	08/19/19	EA			22.54
JACKSON HOLE RENDEZVOUS 2019	19001677	OP	573415 WYOMING AIRPORT OPER	08/19/19	EA			240.00
SHIPPING	19001678	OP	118720 FEDERAL EXPRESS CORP	08/19/19	EA			18.37
								22,745.13
AIRPORT								22,745.13

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MARKETING GRANT GRAPHICS	19001618	OP	556210 ADBAY.COM INC	08/19/19	EA			53.13
50% CO MATCH GRAPHICS	19001618	OP	556210 ADBAY.COM INC	08/19/19	EA			53.12
50% MARKETING GRANT JULY 2019	19001621	OP	392921 BASIN RADIO NETWORK	08/19/19	EA			194.63
50% CO MATCH JULY 2019	19001621	OP	392921 BASIN RADIO NETWORK	08/19/19	EA			194.62
50% M. GRANT WEB JULY 2019	19001624	OP	392921 BASIN RADIO NETWORK	08/19/19	EA			200.00
50% CO MATCH WEB JULY 2019	19001624	OP	392921 BASIN RADIO NETWORK	08/19/19	EA			200.00
50% MRKT GRANT JULY 2019	19001628	OP	627954 BIGHORN MOUNTAIN RAD	08/19/19	EA			22.50
50% CO MATCH JULY 2019	19001628	OP	627954 BIGHORN MOUNTAIN RAD	08/19/19	EA			22.50
50% MRKT GRANT JULY 2019	19001629	OP	621667 BLACK HILLS PIONEER	08/19/19	EA			358.25
50% CO MATCH JULY 2019	19001629	OP	621667 BLACK HILLS PIONEER	08/19/19	EA			358.25
50% MRKT GRANT 08/01/19	19001630	OP	361084 BUFFALO BULLETIN	08/19/19	EA			90.00
50% CO MATCH 08/01/19	19001630	OP	361084 BUFFALO BULLETIN	08/19/19	EA			90.00
50% MRKT GRANT 08/15/19	19001630	OP	361084 BUFFALO BULLETIN	08/19/19	EA			90.00
50% CO MATCH 08/15/19	19001630	OP	361084 BUFFALO BULLETIN	08/19/19	EA			90.00
50% MRKT GRANT 07/18/19	19001630	OP	361084 BUFFALO BULLETIN	08/19/19	EA			90.00
50% CO MATCH 07/18/19	19001630	OP	361084 BUFFALO BULLETIN	08/19/19	EA			90.00
50% MRKT GRANT 07/24/19	19001632	OP	361092 DOUGLAS BUDGET	08/19/19	EA			55.00
50% CO MATCH 07/24/19	19001632	OP	361092 DOUGLAS BUDGET	08/19/19	EA			55.00
50% MRKT GRANT WEB AD 07/2019	19001632	OP	361092 DOUGLAS BUDGET	08/19/19	EA			150.00
50% CO MATCH WEB AD 07/2019	19001632	OP	361092 DOUGLAS BUDGET	08/19/19	EA			150.00
50% MRKT GRANT 07/10/19	19001632	OP	361092 DOUGLAS BUDGET	08/19/19	EA			55.00
50% CO MATCH 07/10/19	19001632	OP	361092 DOUGLAS BUDGET	08/19/19	EA			55.00
50% MRKT GRANT WEB/FIDS 7/19	19001638	OP	575963 OAG FLIGHTVIEW	08/19/19	EA			216.75
50% CO MATCH WEB/FIDS 7/2019	19001638	OP	575963 OAG FLIGHTVIEW	08/19/19	EA			216.75
50% MRKT GRANT JULY 2019 KOAL	19001644	OP	573263 KEYHOLE BROADCASTING	08/19/19	EA			65.00
50% CO MATCH JULY 2019 KOAL	19001644	OP	573263 KEYHOLE BROADCASTING	08/19/19	EA			65.00
50% MRKT GRANT JULY 2019 KOOL	19001644	OP	573263 KEYHOLE BROADCASTING	08/19/19	EA			40.00
50% MRKT GRANT JULY 2019 KOOL	19001644	OP	573263 KEYHOLE BROADCASTING	08/19/19	EA			40.00
50% MRKT GRANT JULY 2019	19001645	OP	666321 KSKY	08/19/19	EA			315.00
50% CO MATCH JULY 2019	19001645	OP	666321 KSKY	08/19/19	EA			315.00
50% MRKT GRANT JULY 2019	19001646	OP	661941 KSLT-KLMP-KTPT	08/19/19	EA			150.00
50% CO MATCH JULY 2019	19001646	OP	661941 KSLT-KLMP-KTPT	08/19/19	EA			150.00
50% MRKT GRANT JULY 2019	19001647	OP	623689 POWDER RIVER EXAMINE	08/19/19	EA			60.00
50% CO MATCH JULY 2019	19001647	OP	623689 POWDER RIVER EXAMINE	08/19/19	EA			60.00
50% MRKT GRANT JULY 2019	19001648	OP	199566 SUNDANCE TIMES	08/19/19	EA			162.50
50% CO MATCH JULY 2019	19001648	OP	199566 SUNDANCE TIMES	08/19/19	EA			162.50
50% MRKT GRANT JULY 2019	19001649	OP	625713 WESTON COUNTY GAZETT	08/19/19	EA			25.00
50% CO MATCH JULY 2019	19001649	OP	625713 WESTON COUNTY GAZETT	08/19/19	EA			25.00
								4,785.50
AIRPORT MARKETING								4,785.50

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
50% MRKT GR WEB AD JULY 2019	19001639	OP	113275 NEWS RECORD INC	08/19/19	EA			212.50
50% CO MTCH WEB AD JULY 2019	19001639	OP	113275 NEWS RECORD INC	08/19/19	EA			212.50
								425.00
AVIATION ENCOURAGEMENT								425.00
								27,955.63

ENGINEER'S REPORT
Gillette-Campbell County Airport
August 2019 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

- Construction Update

PFC Application – 2019

Working on project list

WACIP

Due to State and FAA in August
Had conference call on August 13th with WYDOT and FAA