



Greg Schreurs, President
Luke Malyurek, Vice President
Owen Lindblom, Secretary/Treasurer
Joel Ohman, Member
Adrian Gerrits, Member

Northeast Wyoming Regional Airport Board Agenda
4 p.m. Wednesday, September 16, 2020
Fulkerson Operations Facility
2440 Airport Road

A. Workshop 3:00 P.m. - Taxiway Construction Project

B. Consent Agenda

Documents:

[AUGUST 2020.PDF](#)
[PURCHASE ORDER SUMMARY.PDF](#)

C. Director's Report - Jay Lundell

Documents:

[DIRECTORS REPORT SEPTEMBER 16, 2020.PDF](#)

D. Engineer's Report - Tim Wick

Documents:

[SEPTEMBER ENGINEER REPORT.PDF](#)

E. G.A. Terminal Design & Construction IFE - Jay Lundell

F. Task Order No. 3 - G.A. Terminal Design & Construction

Documents:

[TASK ORDER THREE - GCC 2021 GA TERMINAL.PDF](#)

G. Airport Signage Request For Qualifications (RFQ) - Jay Lundell

H. Flightline LFS Update - Mickey Steward

I. Adjourn

Note: The next Airport Board meeting is a quarterly meeting with the County Commissioners and is scheduled for Wednesday, October 21, 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.

**Regular Meeting of the Northeast Wyoming Regional Airport Board
August 19, 2020**

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

A. Approve Consent Agenda:

Motion by Mr. Ohman, second by Mr. Lindblom to approve the Consent Agenda, including the Purchase Order Summary, and the July 15, 2020 Airport Board Minutes. Motion carried.

B. Directors Report:

Mr. Lundell presented the following items to the airport board:

1. Passenger statistics

Total passengers for July were 1,982 compared to 961 passengers in June. On August 3rd SkyWest added two (2) daily flights on Sundays, Mondays, Thursdays and Fridays. Load factor for July was 70%. August load factor is currently at 52%. Advanced bookings for September were looking poor, so SkyWest decided to decrease flights to one daily flight. October is booking much better and SkyWest plans to add back-in the second daily flight during the four high demand days.

2. Miscellaneous Projects

Operations personnel have been working hard on redoing the landscaping between the terminal building and parking lot. They're replacing all the bark with new weed barrier and filling back-in with black aggregate. The Northwestern quadrant of the passenger parking lot will be receiving a sealcoat and remarking in the upcoming weeks. The main water storage tank will be drained, and a company that specializes in water tanks will be repairing and resealing the water tank's interior. The Water Guy has installed a backup water tank for temporary water supply to airport facilities.

3. Airport Equipment

The airport has received the new Bob Cat 5600 along with mower deck and manlift attachments. This equipment was purchased using CARES Act funds for which we've already received reimbursement for 100% of the total costs.

4. HEALS Act

There is legislation for another act to help with airport operational and construction funding. If the act is passed by Congress and the preliminary

formulas are correct, our airport would receive approximately \$508,000 of additional airport funding.

5. Airport Entrance Sign

MMI is putting together an RFP for an entrance sign design/build project. Later in this meeting Jay will request the board appoint a couple of board members form selection committee to review the responding sign company designs, and later put forth an award recommendation to the airport board. This project will also include replacement of lettering with the airport's new name on the east and west sides of the terminal building.

6. Next airport board meeting

The next airport board meeting is scheduled for Wednesday, September 16, 2020 at 4 p.m.

C. Engineers Report:

Mr. Wick, of Morrison and Maierle presented the engineer's report updating the board on the Crack Sealing and Pavement Marking Projects as well as the GA Terminal Project. Mr. Pat Stetson updated the airport board on the progress of the taxiway extension project, indicating that the project should be finished within the next two weeks. Mr. Wick stated that the project is currently approximately 115 days over the initial contract date and will be closer to 130 days over when the project is complete. He requested the board meet with S&S to discuss this issue. President Schreurs agreed that a meeting is necessary to discuss this issue and requested that Mr. Wick make the arrangements. President Schreurs and Vice President Malyurek will meet with S&S.

D. Review G.A. Terminal Design S.O.W. – Tim Wick:

Mr. Wick stated that Dale Buckingham of Arete Design Group has been chosen as the Architect to design the new General Aviation Building. MMI has submitted the Scope of Work and Mr. Lundell will now send this out for an Independent Fee Evaluation. Once this step is complete and the design is in place the bidding process should begin in March 2021.

E. Airport Signage Committee – Board Assignment

Mr. Lindblom and Mr. Malyurek will be on the review committee.

F. Flightline LFS Update:

Ms. Steward gave the airport board the following update:

Flightline' s fuel sales are currently down about 60% from last year which has resulted in the company cutting a position and applying for PPE loan forgiveness. Ms. Steward requested that the FBO have input on the GA design and will submit a

formal letter to the Airport Board. Ms. Steward went on to ask if the retardant tanks for the SEAT Base could be relocated back to their original location as the FBO is not pumping any fuel in their planes since they have moved the tanks. Jay indicated due to EPA regulations and the desire to keep the retardant off the apron that the tank needed to be moved and would not be moved back to its original location. Todd provided input that the relocation of the tanks has nothing to do with the lack of fuel sales. He has been informed that the construction on the airfield has been caused a safety concern for the pilot's and once the construction is complete that there will be three planes based at GCC during the summer months. Ms. Steward went on to reiterate what she has said in several previous meetings, the construction has caused a disruption of revenue for the FBO.

F. Adjourn:

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

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Greg Schreurs, President

DRAFT

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
CHAMBER LUNCHEON SERIES 20/21	21002264	OP	133225 CC CHAMBER OF COMMER	09/04/20	EA			100.00
M TERM 08/14/20-09/13/20	21002265	OP	477634 CHARTER COMM CABLE	09/04/20	EA			191.33
CHLORINE CYLINDER	21002266	OP	477378 HAWKINS	09/04/20	EA			5.00
CHLORINE AND CYLINDERS	21002266	OP	477378 HAWKINS	09/04/20	EA			354.50
VINYL LOGO SET OF 2 NEW LOGO	21002267	OP	111974 JLC SIGN GRAPHIC	09/04/20	EA			175.00
VINYL LETTERING 2 TRUCKS	21002267	OP	111974 JLC SIGN GRAPHIC	09/04/20	EA			350.00
CDL REIMBURSEMENT	21002268	OP	680341 MATHEWS, DAMON T.	09/04/20	EA			42.25
RAKE LND FABRIC, STAPLES, MISC.	21002269	OP	640913 MENARDS AIRPORT	09/04/20	EA			210.93
CALENDARS, PENS, SANITIZER	21002270	OP	389167 OFFICE DEPOT	09/04/20	EA			95.09
FUEL FARM PORTA POTTY	21002271	OP	111587 PAINTBRUSH SERVICES	09/04/20	EA			125.00
UNIFORMS AND LOGOS	21002272	OP	539591 THAT EMBROIDERY PLAC	09/04/20	EA			231.94
REPAIR CHLORINE SYSTEM	21002273	OP	571524 WATER GUY	09/04/20	EA			125.00
AUGUST 2020/MNTHLY BACT SMPL	21002273	OP	571524 WATER GUY	09/04/20	EA			460.00
NATURAL GAS AUGUST 2020	21002579	OP	623195 BLACK HILLS ENRG GAS	09/16/20	EA			692.74
SWITCH	21002580	OP	613157 BOBCAT OF GILLETTE	09/16/20	EA			35.67
OPS CABLE 9/10/20-10/9/20	21002581	OP	477634 CHARTER COMM CABLE	09/16/20	EA			227.71
JULY-SEPT 2020 MLG REIMB	21002582	OP	469634 BESEL, SHELLY R.	09/16/20	EA			123.05
MEALS IN CASPER/WATER CLASS	21002583	OP	538855 CHATFIELD, TODD	09/16/20	EA			130.97
1400 W LAKEWAY AUGUST 2020	21002584	OP	107203 CITY GILLETTE UTIL	09/16/20	EA			38.78
LODGING - CASPER WATER CLASS	21002585	OP	566240 FIB MSTRCRD AIRPORT	09/16/20	EA			270.20
BATTERY	21002586	OP	566240 FIB MSTRCRD AIRPORT	09/16/20	EA			31.70
UNIFORMS/NEW LOGO JAY	21002587	OP	566240 FIB MSTRCRD AIRPORT	09/16/20	EA			355.92
BATTERIES, COFFEE, MISC SPL	21002588	OP	640913 MENARDS AIRPORT	09/16/20	EA			245.19
BATTERIES, PNT MXR, DRV PTCH	21002588	OP	640913 MENARDS AIRPORT	09/16/20	EA			51.42
DESK	21002589	OP	389167 OFFICE DEPOT	09/16/20	EA			328.02
SHIPPING	21002589	OP	389167 OFFICE DEPOT	09/16/20	EA			24.92
HUTCH	21002589	OP	389167 OFFICE DEPOT	09/16/20	EA			211.11
SHIPPING	21002589	OP	389167 OFFICE DEPOT	09/16/20	EA			91.29
ELECTRICAL METERS AUG 2020	21002590	OP	238140 POWDER RIVER ENER UT	09/16/20	EA			10,953.62
LATCH FOR FIRE TRUCK	21002591	OP	114294 RECORD SUPPLY	09/16/20	EA			6.32
LATCH FOR FIRE TRUCK	21002591	OP	114294 RECORD SUPPLY	09/16/20	EA			6.32
WASTE REMOVAL AUGUST 2020	21002592	OP	298441 WASTE CONNECTIONS	09/16/20	EA			651.10
SUPPORT AGREEMENT 2020/2021	21002596	OP	675454 OT PETROLEUM DEMAND	09/16/20	EA			1,425.00
TOOLCAT TIRE	21002599	OP	106649 BIG HORN TIRE	09/16/20	EA			235.71
TRUCK 3 NEW TIRES	21002599	OP	106649 BIG HORN TIRE	09/16/20	EA			792.51
								19,395.31
Northeast Wyoming Regional								19,395.31

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

Page - 2
Date - 9/16/20

Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
93.75% ALCMS SOFTWARE/COMMSNG	21000428	OP	682671 EATON COOPER CROUSE	07/16/20	EA			19,781.25
								19,781.25
			FAA AIRPORT IMPROVEMENT PROG					19,781.25

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MRKT GR AUG 2020 WEB&ADV	21002259	OP	392921 BASIN RADIO NETWORK	09/04/20	EA			238.93
50% CO MTCH AUG 2020 WEB/ADV	21002259	OP	392921 BASIN RADIO NETWORK	09/04/20	EA			238.92
50% MRKT GRANT AUG 2020 ADV	21002260	OP	627954 BIGHORN MTN RADIO	09/04/20	EA			13.50
50% CO MATCH AUGUST 2020 ADV	21002260	OP	627954 BIGHORN MTN RADIO	09/04/20	EA			13.50
50% MRKT GRANT 08/20/20 AD	21002261	OP	361084 BUFFALO BULLETIN	09/04/20	EA			90.00
50% CO MATCH 08/20/20 AD	21002261	OP	361084 BUFFALO BULLETIN	09/04/20	EA			90.00
50% MRKT GRANT SEPT 2020 ADV	21002262	OP	199566 SUNDANCE TIMES	09/04/20	EA			162.50
50% CO MATCH SEPT 2020 ADV	21002262	OP	199566 SUNDANCE TIMES	09/04/20	EA			162.50
50% MRKT GRANT FIDS/WEB 09/20	21002263	OP	575963 OAG FLIGHTVIEW	09/04/20	EA			237.96
50% CO MATCH FIDS/WEB 09/2020	21002263	OP	575963 OAG FLIGHTVIEW	09/04/20	EA			237.96
50% MRKT GRNT AUGUST 2020 ADV	21002269	OP	392921 BASIN RADIO NETWORK	09/16/20	EA			25.95
50% CO MATCH AUGUST 2020 ADV	21002269	OP	392921 BASIN RADIO NETWORK	09/16/20	EA			25.95
50% MRKT GRANT AUGUST 2020 AD	21002270	OP	627954 BIGHORN MTN RADIO	09/16/20	EA			9.00
50% CO MATCH AUGUST 2020 ADV	21002270	OP	627954 BIGHORN MTN RADIO	09/16/20	EA			9.00
50% MRKT GRNT AUG PR/WEB ADV	21002271	OP	621667 BLACK HILLS PIONEER	09/16/20	EA			358.25
50% CO MATCH AUG 2020 ADV	21002271	OP	621667 BLACK HILLS PIONEER	09/16/20	EA			358.25
50% MRKT GRNT 09/03/20 ADV	21002272	OP	361084 BUFFALO BULLETIN	09/16/20	EA			96.00
50% CO MATCH 09/03/2020 ADV	21002272	OP	361084 BUFFALO BULLETIN	09/16/20	EA			96.00
50% MRKT GRNT 8/5/2020 ADV	21002273	OP	361092 DOUGLAS BUDGET	09/16/20	EA			55.00
50% CO MATCH 8/5/2020 ADV	21002273	OP	361092 DOUGLAS BUDGET	09/16/20	EA			55.00
50% MRKT GRNT AUG 2020 WEB AD	21002273	OP	361092 DOUGLAS BUDGET	09/16/20	EA			150.00
50% CO MATCH AUG 2020 WEB AD	21002273	OP	361092 DOUGLAS BUDGET	09/16/20	EA			150.00
50% MRKT GRNT 8/19/2020 ADV	21002273	OP	361092 DOUGLAS BUDGET	09/16/20	EA			55.00
50% CO MATCH 8/19/2020 ADV	21002273	OP	361092 DOUGLAS BUDGET	09/16/20	EA			55.00
50% MRKT GRNT AUG 2020 WEB AD	21002274	OP	113275 NEWS RECORD	09/16/20	EA			212.50
50% CO MATCH AUG 2020 WEB AD	21002274	OP	113275 NEWS RECORD	09/16/20	EA			212.50
50% MRKT GRNT KOAL AUG 2020	21002275	OP	573263 KEYHOLE BROADCASTING	09/16/20	EA			65.00
50% CO MATCH KOAL AUG 2020	21002275	OP	573263 KEYHOLE BROADCASTING	09/16/20	EA			65.00
50% MRKT GRNT KOOL AUG 2020	21002275	OP	573263 KEYHOLE BROADCASTING	09/16/20	EA			40.00
50% CO MTCH KOOL AUG 2020	21002275	OP	573263 KEYHOLE BROADCASTING	09/16/20	EA			40.00
50% MRKT GRNT AUG 2020 PROMO	21002276	OP	661941 KSLT KLMP KTPT	09/16/20	EA			50.00
50% CO MATCH AUG 2020 PROMO	21002276	OP	661941 KSLT KLMP KTPT	09/16/20	EA			50.00
50% MRKT GRNT AUG 2020 ADV	21002276	OP	661941 KSLT KLMP KTPT	09/16/20	EA			150.00
50% CO MATCH AUG 2020 ADV	21002276	OP	661941 KSLT KLMP KTPT	09/16/20	EA			150.00
50% MRKT GRNT AUGUST 2020 ADV	21002277	OP	623689 POWDER RIVER EXAM	09/16/20	EA			60.00
50% CO MATCH AUGUST 2020 ADV	21002277	OP	623689 POWDER RIVER EXAM	09/16/20	EA			60.00
50% MRKT GRANT AUGUST 2020	21002278	OP	625713 WESTON CO GAZETTE	09/16/20	EA			19.50
50% CO MATCH AUGUST 2020	21002278	OP	625713 WESTON CO GAZETTE	09/16/20	EA			19.50
								4,178.17
AIRPORT MARKETING								4,178.17

Branch/Plant . 20105
AVIATION ENCOURAGEMENT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
TABLE RENTAL FOR MEGAMIXER	21002568	OP	133225 CC CHAMBER OF COMMER	09/16/20	EA			10.00
2 LG FOOD TRAYS-MEGA MIXER	21002595	OP	645221 HOME FIRE FOODS	09/16/20	EA			240.00
								250.00
AVIATION ENCOURAGEMENT								250.00

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

Director's Report
September 16, 2020

1. Passenger statistics

Total passengers for August were 2,453 compared to 1,982 passengers in July. For September SkyWest has only one (1) daily round trip flight. However, starting in October SkyWest is planning two (2) daily round trip flights on Sundays, Mondays, Thursdays and Fridays. August load factor was 49.5%. MTD load factor is 75% September. Current advanced bookings for October are 14%.

2. Miscellaneous Projects

Operations personnel have completed the second phase on redoing the landscaping between the terminal building and parking lot. As I've previously reported they're replacing all the bark with new weed barrier and filling back-in with black aggregate. They plan on completing the third and final phase in the upcoming days.

The northwestern quadrant of the passenger parking lot received a sealcoat and remarking. Because the north and south eastern half of the parking lot had very few cars parked in the area, we were able to sealcoat and remark those areas as well.

The main water storage tank has been repaired and resealed. There was a one week curing time before the tank could be disinfected by the Water Guy and resupplied with water.

3. Airport Equipment

The airport has ordered the de-icing tank and associated pump equipment. There is a six (6) week delivery time period for the de-icing tank and only a five (5) day delivery period for the chemical de-icing fluid. The cost associated with adapting the new equipment to the truck's hydraulic system should be less than One Thousand Dollars (\$1,000). The de-icing tank equipment and fluid will be purchased using CARES Act funds.

4. Next airport board meeting

The next airport board meeting is a scheduled quarterly meeting with the County Commissioner on Wednesday, October 21, 2020 at 4 p.m. The last quarterly meeting was canceled due to lack of commissioner agenda items, and this quarterly meeting may be canceled too. However, we'll still hold the airport board meeting as currently scheduled.

ENGINEER'S REPORT
Northeast Wyoming Regional Airport
August 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
NSC completed contract

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**
Scheduled for week of September 21st

2021 General Aviation Terminal

Scope of Work submitted to Airport, FAA, and State
Airport solicited for IFE
Engineering and Architect Fees will be after IFE (September)
Task Order 3

Exhibit A – Task Order No.: 3

For Master Agreement between the Owner, Northeast Wyoming Regional Airport And the Engineer, Morrison-Maierle, Inc.

Task Order No.: 3

In accordance with the Master Agreement for Professional Airport Engineering Services for the Northeast Wyoming Regional Airport between **Owner** and **Engineer** dated May 15, 2019 (Agreement), **Owner** and **Engineer** agree as follows:

Section A1 - SPECIFIC PROJECT DATA

A1.01 Effective Date of Task Order: September 16, 2020

A1.02 Project Title: **Northeast Wyoming Regional Airport – 2021 Construct GA Terminal Building**

A1.03 Project Description: This project will consist of securing professional engineering consultant service for the Design, Bid, and Construction of a new General Aviation Terminal.

A1.04 Funding: The Airport Improvement project will be funded with FAA, local, and State funds.

Section A2 - SERVICES OF ENGINEER

2.01 *The specific services to be provided or furnished by Engineer under this Task Order are the services (and related terms and conditions) set forth in the following sections of the Master Agreement, such sections being hereby incorporated by reference:*

Design and Construction Administration of Airport Improvement Projects

- Phase I Programming and Pre-Design Activities for the Project (Master Agreement Section 2.01 B.)
- Phase II Preliminary Design Engineering for the Project (Master Agreement Section 2.01 B.)
- Phase III Final Design Engineering for the Project (Master Agreement Section 2.01 B.)
- Phase IV Assistance in the Bidding Process (Master Agreement Section 2.01 B.)
- Phase V Construction Phase Services including Resident Project Representative (Master Agreement Section 2.01 B.)
- Phase VI Project Closeout (Master Agreement Section 2.01 B.)

A2.02 Basic Services

The ENGINEER agrees to provide normal professional engineering and planning services in connection with the Project as set forth below:

1. Construct 5,000 square foot GA Terminal Building.
2. Reference Services of Engineer below for specific tasks.

Section A3 – OWNER’S RESPONSIBILITY

The provisions of **Section 3 Owner’s Responsibilities** from the Master Agreement are hereby incorporated by reference.

The following SPONSOR’s responsibilities related directly to this project are added to this Task Order:

Section A4 - TIMES FOR RENDERING SERVICES

<u>Phase</u>	<u>Completion Date</u>
Phase I – Programming and Pre-Design Activities	October 2020
Phase II – Preliminary Design Engineering	November 2020
Phase III –Final Design Engineering	February 2021
Phase IV – Bidding Assistance	March 2021
Phase V - Construction Phase Services	February 2022
Phase VI – Project Closeout Services	April 2022

Section A5 - PAYMENTS TO ENGINEER

A5.01 Effective Rates for this Task Order

- A. The approved federal overhead rate in effect on the date of this Task Order is 65.83%.
- B. Transportation rate of \$ 0.681 /mile with no hourly charge.

A5.02. Summary of Total Compensation

The total compensation for services identified under this Task Order is estimated to be \$361,378.00 based on the following assumed distribution:

Phase	Method of Payment		Estimated Compensation
Phase I – Programming & Pre-Design Activities	Lump Sum		\$5,322.00
Phase II – Preliminary Design Services	Lump Sum		\$60,621.00
Phase III – Final Design Services	Lump Sum		\$102,591.00
Phase IV – Assistance in the Bidding Process	Lump Sum		\$19,680.00
Phase V - Construction Phase Services	Cost Plus Fixed Fee Direct Labor, Payroll & Overhead	\$120,880.00	\$154,458.00
	Reimbursable Expenses	\$15,446.00	
	Subconsultant Costs	<u>\$0.00</u>	
	Estimated Total Cost	\$136,326.00	
	Fixed Fee	<u>\$18,132.00</u>	
	Total Estimated Compensation	\$154,458.00	
Phase VI – Project Closeout Services	Lump Sum		\$18,706.00
TOTAL ESTIMATED COMPENSATION THIS TASK ORDER			\$361,378.00

Section A6 - CONSULTANTS:

ARETE Design Group.

Section A7- OTHER MODIFICATIONS TO MASTER AGREEMENT:

None.

Section A8 - ATTACHMENTS:

A. Exhibit A – Engineering Budget & Scope of Work

Section A9 - DOCUMENTS INCORPORATED BY REFERENCE

A. Master Agreement Dated May 15, 2019

B. Exhibit B – Duties, Responsibilities, and Limitations of Authority of Resident Engineer (RE) or Resident Project Representative (RPR)

C. Exhibit C – Notice of Acceptability of Work

D. Exhibit D - Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors

