



Campbell County Airport Board Meeting Agenda  
4 p.m. Wednesday, September 19, 2018  
Fulkerson Airport Operations Facility  
2440 Airport Road

A. Design And Construction Of A General Aviation Terminal - Workshop 3:00 P.m.

B. Consent Agenda

I. Purchase Order Summary

Documents:

[PURCHASE ORDER SUMMARY SEPTEMBER 2018.PDF](#)

II. Board Meeting Minutes

Documents:

[AUGUST 2018.PDF](#)

C. Engineer's Report - Tim Wick

Documents:

[SEPTEMBER ENGINEERS REPORT.PDF](#)

D. Flightline LFS Update

E. Adjourn

Note: This is a provisionally approved Agenda for September 19, 2018 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, October 17, 2018 at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on Thursday, October 11, 2018.



Branch/Plant . AIRPORT 751

| Description                   | Order No | Ty | Supplier                    | Requested | PR UM | On Order Quantity | Open To Receive Quantity | Amount    |
|-------------------------------|----------|----|-----------------------------|-----------|-------|-------------------|--------------------------|-----------|
| PARTS TO REPAIR THE LOADER    | 18002576 | OP | 185586 BIGHORN HYDRAULICS I | 09/11/18  | EA    |                   |                          | 86.20     |
| BLO-GUN EXT. Z-TAG            | 18002577 | OP | 610984 BOMGAARS             | 09/11/18  | EA    |                   |                          | 75.97     |
| OPS CABLE INT.                | 18002578 | OP | 477634 CHARTER COMMUNICATIO | 09/11/18  | EA    |                   |                          | 177.19    |
| M. TERM CABLE                 | 18002578 | OP | 477634 CHARTER COMMUNICATIO | 09/11/18  | EA    |                   |                          | 134.25    |
| SHIPPING                      | 18002579 | OP | 118720 FEDERAL EXPRESS CORP | 09/11/18  | EA    |                   |                          | 43.37     |
| CHLORINE CYLINDER             | 18002580 | OP | 477378 HAWKINS INC          | 09/11/18  | EA    |                   |                          | 10.00     |
| SUITE 107 DOOR SIGN           | 18002581 | OP | 111974 JLC SIGN & GRAPHIC W | 09/11/18  | EA    |                   |                          | 154.50    |
| FUEL FARM PORTA POTTY         | 18002582 | OP | 111587 PAINTERUSH SERVICES  | 09/11/18  | EA    |                   |                          | 125.00    |
| QUARTERLY LEASE CHARGE        | 18002583 | OP | 651866 PITNEY BOWES GLOBAL  | 09/11/18  | EA    |                   |                          | 156.00    |
| ALL METERS 7/29/18-8/28/19    | 18002584 | OP | 238140 POWDER RIVER ENERGY  | 09/11/18  | EA    |                   | 11.                      | 385.07    |
| UNIFORMS FOR SHELLY           | 18002585 | OP | 539591 THAT EMBROIDERY PLAC | 09/11/18  | EA    |                   |                          | 87.96     |
| WASTE REMOVAL AUGUST 2018     | 18002586 | OP | 298441 WASTE CONNECTIONS OF | 09/11/18  | EA    |                   |                          | 632.10    |
| MNTH SERV OP & BACKUP OP      | 18002587 | OP | 571524 WATER GUY LLC        | 09/11/18  | EA    |                   |                          | 438.00    |
| MONTHLY BACTERIA SAMPLE       | 18002587 | OP | 571524 WATER GUY LLC        | 09/11/18  | EA    |                   |                          | 22.00     |
| OIL CHANGE                    | 18002589 | OP | 583955 EXPRESSO LUBE LLC    | 09/11/18  | EA    |                   |                          | 49.48     |
| MEAL REIMB. WAOA ROCK SPRINGS | 18002908 | OP | 538855 CHATFIELD, TODD      | 09/19/18  | EA    |                   |                          | 19.80     |
| TSA PRECHECK                  | 18002911 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 85.00     |
| GASOLINE ROCK SPRINGS/WAOA    | 18002911 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 76.53     |
| LODGING ROCK SPRINGS/WAOA     | 18002911 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 356.00    |
| LODGING RS/WAOA CREDIT        | 18002911 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 14.24     |
| RECALIBRATION/ILS             | 18002917 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 584.94    |
| SHIPPING                      | 18002917 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 20.00     |
| TSA PRECHECK                  | 18002918 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 85.00     |
| MEALS AND LODGING             | 18002918 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 764.89    |
| GASOLINE                      | 18002918 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 164.61    |
| AAAA MEMBERSHIP DUES 18/19    | 18002918 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 275.00    |
| CREDIT GASOLINE               | 18002918 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | .17       |
| CREDIT RED LOBSTER            | 18002918 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 4.08      |
| CREDIT HOLIDAY INN            | 18002918 | OP | 566240 FIRST INTERSTATE MAS | 09/19/18  | EA    |                   |                          | 7.12      |
| CELL PHONES 8/5/18-9/4/18     | 18002929 | OP | 592683 AT&T MOBILITY-AIRPOR | 09/19/18  | EA    |                   |                          | 229.55    |
| COUPLERS AND ADPT             | 18002930 | OP | 185586 BIGHORN HYDRAULICS I | 09/19/18  | EA    |                   |                          | 88.47     |
| 3/8" YELLOW PUSHLOK           | 18002931 | OP | 185586 BIGHORN HYDRAULICS I | 09/19/18  | EA    |                   |                          | 90.00     |
| TIRES AND LABOR               | 18002932 | OP | 106649 BIG HORN TIRE INC    | 09/19/18  | EA    |                   |                          | 111.05    |
| NATURAL GAS 7/27/18-8/29/18   | 18002933 | OP | 623195 BLACK HILLS ENERGY   | 09/19/18  | EA    |                   |                          | 138.26    |
| UNIFORMS TOD & BOB            | 18002934 | OP | 610984 BOMGAARS             | 09/19/18  | EA    |                   |                          | 80.93     |
| ELECTRICITY 8/1/18-9/4/18     | 18002935 | OP | 107203 CITY OF GILLETTE-UTI | 09/19/18  | EA    |                   |                          | 37.22     |
| METAL OUTLET COVERS (5)       | 18002936 | OP | 109567 CRUM ELECTRIC SUPPLY | 09/19/18  | EA    |                   |                          | 222.25    |
| METAL OUTLET COVERS (5)       | 18002936 | OP | 109567 CRUM ELECTRIC SUPPLY | 09/19/18  | EA    |                   |                          | 222.25    |
| COFFEE AND SUPPLIES           | 18002937 | OP | 108337 FARMER BROS CO       | 09/19/18  | EA    |                   |                          | 350.35    |
| REPAIR FUEL MASTER            | 18002938 | OP | 138595 GRIMM'S PUMP & INDUS | 09/19/18  | EA    |                   |                          | 327.47    |
| GARDEN STAPLES                | 18002939 | OP | 640913 MENARDS-AIRPORT      | 09/19/18  | EA    |                   |                          | 29.95     |
| SUPPLIES 4 PLANTER ROCK PROJ  | 18002939 | OP | 640913 MENARDS-AIRPORT      | 09/19/18  | EA    |                   |                          | 30.29     |
| BLISTER PACK CAPS             | 18002940 | OP | 114294 RECORD SUPPLY INC    | 09/19/18  | EA    |                   |                          | 26.98     |
| COPIES B/W AND COLOR          | 18002941 | OP | 411694 ROCKY MOUNTAIN BUSIN | 09/19/18  | EA    |                   |                          | 287.48    |
| COUPLER PLUG                  | 18002942 | OP | 615241 C & B OPERATIONS LLC | 09/19/18  | EA    |                   |                          | 108.61    |
| SHIPPING                      | 18002942 | OP | 615241 C & B OPERATIONS LLC | 09/19/18  | EA    |                   |                          | 15.00     |
| 5 YEAR DISCHARGE PERMIT       | 18002943 | OP | 146325 STATE OF WY-DEPT ENV | 09/19/18  | EA    |                   |                          | 500.00    |
| CHATFIELD 2018 ANNUAL CONF.   | 18002944 | OP | 573415 WYOMING AIRPORT OPER | 09/19/18  | EA    |                   |                          | 75.00     |
|                               |          |    |                             |           |       |                   |                          | 18,954.36 |
| AIRPORT                       |          |    |                             |           |       |                   |                          | 18,954.36 |

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 AUG 2018 PR AD | 18002558 | OP | 392921 BASIN RADIO NETWORK  | 09/11/18  | EA    |                   |                          | 129.75         |
| 50% CO MATCH AUG 2018 PRNT AD | 18002558 | OP | 392921 BASIN RADIO NETWORK  | 09/11/18  | EA    |                   |                          | 129.75         |
| 50% MRKT GRANT WEB AD AUG2018 | 18002558 | OP | 392921 BASIN RADIO NETWORK  | 09/11/18  | EA    |                   |                          | 200.00         |
| 50% CO MATCH AUG 2018 WEB AD  | 18002558 | OP | 392921 BASIN RADIO NETWORK  | 09/11/18  | EA    |                   |                          | 200.00         |
| 50% MARKETING GRANT 8/16/18AD | 18002560 | OP | 361084 BUFFALO BULLETIN     | 09/11/18  | EA    |                   |                          | 90.00          |
| 50% COUNTY MATCH 8/16/18 ADV  | 18002560 | OP | 361084 BUFFALO BULLETIN     | 09/11/18  | EA    |                   |                          | 90.00          |
| 50% MRKT GRANT 8/30/18 ADV    | 18002560 | OP | 361084 BUFFALO BULLETIN     | 09/11/18  | EA    |                   |                          | 90.00          |
| 50% COUNTY MATCH 8/30/18 ADV  | 18002560 | OP | 361084 BUFFALO BULLETIN     | 09/11/18  | EA    |                   |                          | 90.00          |
| 50% MRKT GRANT WEB COMPONENTS | 18002561 | OP | 575963 OAG FLIGHTVIEW       | 09/11/18  | EA    |                   |                          | 77.00          |
| 50% COUNTY MTCH WEB COMP      | 18002561 | OP | 575963 OAG FLIGHTVIEW       | 09/11/18  | EA    |                   |                          | 77.00          |
| 50% MRKT GRANT WEB AD AUG2018 | 18002565 | OP | 575963 OAG FLIGHTVIEW       | 09/11/18  | EA    |                   |                          | 240.00         |
| 50% CO MTCH WEB ADV AUG 2018  | 18002565 | OP | 404208 HIGH PLAINS SENTINEL | 09/11/18  | EA    |                   |                          | 150.00         |
| 50% MRKT GR CHMB MIXER CATER  | 18002567 | OP | 404208 HIGH PLAINS SENTINEL | 09/11/18  | EA    |                   |                          | 150.00         |
| 50% CO MTCH CHMB MIXER CATER  | 18002567 | OP | 645221 HOME FIRE FOODS      | 09/11/18  | EA    |                   |                          | 50.00          |
| 50% MRKT GRNT KOAL AUG 2018   | 18002568 | OP | 645221 HOME FIRE FOODS      | 09/11/18  | EA    |                   |                          | 50.00          |
| 50% CO MATCH KOAL106 1 08/18  | 18002568 | OP | 573263 KEYHOLE BROADCASTING | 09/11/18  | EA    |                   |                          | 65.00          |
| 50% MRKT GRNT KOOL AUG 2018   | 18002568 | OP | 573263 KEYHOLE BROADCASTING | 09/11/18  | EA    |                   |                          | 40.00          |
| 50% CO MATCH KOOL105 3 08/18  | 18002568 | OP | 573263 KEYHOLE BROADCASTING | 09/11/18  | EA    |                   |                          | 40.00          |
| 50% MRKT GRNT AUGUST 2018 ADV | 18002569 | OP | 666321 KSKY                 | 09/11/18  | EA    |                   |                          | 225.00         |
| 50% CO MATCH AUGUST 2018 ADV  | 18002569 | OP | 666321 KSKY                 | 09/11/18  | EA    |                   |                          | 225.00         |
| 50% MRKT GRANT AUGUST 2018 AD | 18002570 | OP | 661941 KSLT-KLMP-KTPT       | 09/11/18  | EA    |                   |                          | 150.00         |
| 50% COUNTY MTCH AUG 2018 ADV  | 18002570 | OP | 661941 KSLT-KLMP-KTPT       | 09/11/18  | EA    |                   |                          | 150.00         |
| 50% MRKT GRANT AUGUST 2018ADV | 18002571 | OP | 583875 KYDT RADIO           | 09/11/18  | EA    |                   |                          | 155.00         |
| 50% COUNTY MTCH AUG 2018 ADV  | 18002571 | OP | 583875 KYDT RADIO           | 09/11/18  | EA    |                   |                          | 155.00         |
| 50% MRKT GRANT WEB AD AUG2018 | 18002572 | OP | 113275 NEWS RECORD INC      | 09/11/18  | EA    |                   |                          | 212.50         |
| 50% CO MTCH WEB AD AUG 2018   | 18002572 | OP | 113275 NEWS RECORD INC      | 09/11/18  | EA    |                   |                          | 212.50         |
| 50% MRKT GRANT AUGUST 2018 AD | 18002573 | OP | 623689 POWDER RIVER EXAMINE | 09/11/18  | EA    |                   |                          | 60.00          |
| 50% CO MATCH AUGUST 2018 ADV  | 18002573 | OP | 623689 POWDER RIVER EXAMINE | 09/11/18  | EA    |                   |                          | 60.00          |
| 50% MRKT GRANT AUG 2018 ADV   | 18002574 | OP | 199566 SUNDANCE TIMES       | 09/11/18  | EA    |                   |                          | 162.50         |
| 50% COUNTY MTCH AUG 2018 ADV  | 18002574 | OP | 199566 SUNDANCE TIMES       | 09/11/18  | EA    |                   |                          | 162.50         |
| 50% MRKT GRANT AUGUST 2018 AD | 18002575 | OP | 625713 WESTON COUNTY GAZETT | 09/11/18  | EA    |                   |                          | 37.50          |
| 50% CO MATCH AUGUST 2018 ADV  | 18002575 | OP | 625713 WESTON COUNTY GAZETT | 09/11/18  | EA    |                   |                          | 37.50          |
| 50% MRKT GRANT AUGUST 2018 AD | 18002590 | OP | 627954 BIGHORN MOUNTAIN RAD | 09/11/18  | EA    |                   |                          | 22.50          |
| 50% CO MATCH AUGUST 2018 ADV  | 18002590 | OP | 627954 BIGHORN MOUNTAIN RAD | 09/11/18  | EA    |                   |                          | 22.50          |
| 50% MRKT GRANT OCT/NOV 2018   | 18002924 | OP | 580842 MINERS NEWS          | 09/19/18  | EA    |                   |                          | 87.50          |
| 50% CO MATCH OCT/NOV 2018     | 18002924 | OP | 580842 MINERS NEWS          | 09/19/18  | EA    |                   |                          | 87.50          |
| 50% MRKT GRANT AUG 2018 ADV   | 18002927 | OP | 621667 BLACK HILLS PIONEER  | 09/19/18  | EA    |                   |                          | 358.25         |
| 50% COUNTY MATCH AUG 2018 ADV | 18002927 | OP | 621667 BLACK HILLS PIONEER  | 09/19/18  | EA    |                   |                          | 358.25         |
| 50% MRKT GRANT AUG 2018 ADV   | 18002928 | OP | 361084 BUFFALO BULLETIN     | 09/19/18  | EA    |                   |                          | 90.00          |
| 50% COUNTY MATCH AUG 2018 ADV | 18002928 | OP | 361084 BUFFALO BULLETIN     | 09/19/18  | EA    |                   |                          | 90.00          |
| -----                         |          |    |                             |           |       |                   |                          | 5,145.00       |
| AIRPORT MARKETING             |          |    |                             |           |       |                   |                          | -----          |
| -----                         |          |    |                             |           |       |                   |                          | 5,145.00       |
| -----                         |          |    |                             |           |       |                   |                          | 24,099.36      |

**Regular Meeting of the Campbell County Airport Board  
August 15, 2018**

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

**Approve Consent Agenda:**

**Mr. Gerrits moved to approve the Consent Agenda, including the Purchase Order summary, the July 18, 2018 Airport Board meeting minutes as presented, second by Mr. Schreurs. Motion carried.**

**Engineers Report:**

Mr. Tim Wick and Ms. Laura Borne of Morrison and Maierle, Inc. presented the Engineers report:

Parallel Taxiway A&E Connection and Relocate Taxiway D&B (Design)-AIP44-2018:  
Currently the Airport is waiting for the grant offer from the FAA and WYDOT. Morrison and Maierle anticipates this project going out for bid in March of 2019.

**GCC PFC Application – 2018:**

The application has been submitted to the FAA for approval.

**FAA Supplemental Discretionary Funding:**

The request for FAA Supplemental Discretionary Funding is due on October 31, 2018.

**Wyoming Aviation Capital Improvement Plan (WACIP) – Laura Bourne:**

Ms. Bourne discussed the WACIP with the board.

**General Aviation Terminal & Hangar Facility:**

Mr. Lundell provided a diagram of the location where the airport is considering constructing a new General Aviation Facility. After initial discussion regarding a new General Aviation facility it was the consensus of the Airport Director and Airport Board to hold a special workshop to discuss this topic at further length. Mr. Lundell will send out a doodle poll to determine what date works best for the Airport Board, Airport Staff, Commissioners and Flightline LFS.

**FAA AIP-44 Grant Offer:**

Due to an extremely tight timeline for this grant Mr. Lundell requested the allow President Ohman to sign the original FAA AIP 3-56-0012-44-2018 grant offer once it has been presented by the Federal Aviation Administration for County Commissioners and Airport Board Signatures. **Mr. Gerrits motioned to approve President Joel Ohman signing the original FAA AIP 3-56-0012-44-2018 grant offer once presented by the Federal Aviation Administration for County Commissioners and Airport Board signatures.**

**Flightline LFS Update – Mickey Steward:**

Ms. Steward stated the problems with SkyWest taking fuel seem to have been settled. At this point with the loss of the third flight the fuel has decreased which directly affects the FBO. Flightline LFS is dealing with the issue by strictly adhering to their budget and reducing staffing by 25%. Ms. Steward is hopeful that the third flight will return in September.

**Other:**

Mr. Lundell requested the board change their meetings to the third Wednesday of each month at 11:30 a.m. The board agreed to the time change and Mr. Lundell will reach out to board member Bruce Jones to ask if this time change will work with his schedule. Additionally, Mr. Lundell invited the Airport Board to the Wyoming Air Service Council community event to be held on November 28, 2018 from 6 p.m.-8 p.m.

**Adjourn:**

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

Respectfully Submitted,

Bruce Jones

Secretary/Treasurer

Joel Ohman  
Airport Board President

DRAFT

DRAFT



## **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      | August 2018 |
| Notice to Proceed                   | June 2018   |

CATEX Submitted to FAA and Approved  
Design survey continue  
Design Report continue  
Construction Safety and Phasing Plan

## **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    |
| Approval Letter Received     | August 30, 2018 |

## **FAA Supplemental Discretionary Funding**

|  |                  |
|--|------------------|
| Discuss with Board                           | August 15, 2018  |
| Request for Supplemental Funding FY 19 or 20 | October 31, 2018 |