



Campbell County Airport Board Meeting Agenda  
4 p.m. Wednesday, October 16, 2019  
Fulkerson Airport Operations Facility  
2440 Airport Road

A. Consent Agenda

Documents:

[OCTOBER 2019 PURCHASE ORDER SUMMARY.PDF](#)  
[AIRPORT BOARD MINTUES SEPTEMBER 2018.PDF](#)

B. Director's Report - Jay Lundell

C. Operations Manager's Report - Todd Chatfield

D. Engineer's Report - Tim Wick

Documents:

[OCTOBER 2019 ENGINEERS REPORT.PDF](#)

E. Airport Rebranding - Jay Lundell

F. Flightline LFS Update

G. Adjourn

Note: This is a provisionally approved Agenda for the October 16, 2019 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, November 20, 2019 at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on Thursday, November 14, 2019.

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
MOWER DECK TIRES	19003375	OP	106649 BIG HORN TIRE INC	10/03/19	EA			80.48
2019 PR TAX PR#30058967	19003376	OP	126316 CAMPBELL COUNTY TREA	10/03/19	EA			118.94
WATER TESTING	19003377	OP	207685 ENERGY LABORATORIES	10/03/19	EA			184.00
SHIPPING	19003378	OP	118720 FEDERAL EXPRESS CORP	10/03/19	EA			134.56
FILTER FOR CAFE'	19003379	OP	640913 MENARDS-AIRPORT	10/03/19	EA			79.99
FREEZER FOR CAFE'	19003379	OP	640913 MENARDS-AIRPORT	10/03/19	EA			699.00
BOILER PUMP	19003380	OP	610984 BOMGAARS	10/03/19	EA			179.99
CONSULTING SERVICES AIR SERV.	19003381	OP	574223 FORECAST	10/03/19	EA			5,500.00
HALOTRON EXT.	19003382	OP	588490 NORCO INC	10/03/19	EA			519.50
FUEL FARM PORTA POTTY	19003383	OP	111587 PAINTBRUSH SERVICES	10/03/19	EA			125.00
COFFEE AND SUPPLIES	19003384	OP	547102 REINHART FOODSERVICE	10/03/19	EA			218.40
SEPTEMBER SERVICE	19003385	OP	571524 WATER GUY LLC	10/03/19	EA			438.00
BACTERIA SAMPLE	19003385	OP	571524 WATER GUY LLC	10/03/19	EA			22.00
								8,299.86
AIRPORT								8,299.86

Branch/Plant . 20102  
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% M GRANT SUMMER ADS GRPHC	19003365	OP	556210 ADBAY.COM INC	10/03/19	EA			698.98
50% CO MTCH GRPH SUMMER ADS	19003365	OP	556210 ADBAY.COM INC	10/03/19	EA			698.97
50% M GRANT FALL ADS GRPHICS	19003365	OP	556210 ADBAY.COM INC	10/03/19	EA			466.25
50% CO MTCH FALL ADS GRPHICS	19003365	OP	556210 ADBAY.COM INC	10/03/19	EA			466.25
50% MRK GRANT SEPTEMBER 2019	19003366	OP	627954 BIGHORN MOUNTAIN RAD	10/03/19	EA			67.50
50% CO MTCH SEPTEMBER 2019	19003366	OP	627954 BIGHORN MOUNTAIN RAD	10/03/19	EA			67.50
50% MRKT GRANT 09/26/19	19003367	OP	361084 BUFFALO BULLETIN	10/03/19	EA			90.00
50% CO MACH 09/26/16	19003367	OP	361084 BUFFALO BULLETIN	10/03/19	EA			90.00
50% MRKT GRANT WEB SEPT 2019	19003368	OP	361092 DOUGLAS BUDGET	10/03/19	EA			150.00
50% CO MATCH WEB AD SEPT 2019	19003368	OP	361092 DOUGLAS BUDGET	10/03/19	EA			150.00
50% MRKT GRANT 9/4/19	19003368	OP	361092 DOUGLAS BUDGET	10/03/19	EA			55.00
50% CO MATCH 9/4/19	19003368	OP	361092 DOUGLAS BUDGET	10/03/19	EA			55.00
50% MRKT GRANT 9/18/19	19003368	OP	361092 DOUGLAS BUDGET	10/03/19	EA			55.00
50% CO MATCH 9/18/19	19003368	OP	361092 DOUGLAS BUDGET	10/03/19	EA			55.00
50% MRKT GRANT SEPTEMBER 2019	19003369	OP	583875 KYDT RADIO	10/03/19	EA			155.00
50% CO MATCH SEPTEMBER 2019	19003369	OP	583875 KYDT RADIO	10/03/19	EA			155.00
50% MARKETING GRANT SEPT 2019	19003370	OP	666321 KSKY	10/03/19	EA			315.00
50% CO MATCH SEPTEMBER 2019	19003370	OP	666321 KSKY	10/03/19	EA			315.00
50% M GR 10/19-6/20 WY OFF TR	19003371	OP	674814 MILES PARTNERSHIP LL	10/03/19	EA			540.00
50% CO MTCH 10/19-6/20 WEB	19003371	OP	674814 MILES PARTNERSHIP LL	10/03/19	EA			540.00
50% MRKT GRANT WEB AD 09/19	19003372	OP	113275 NEWS RECORD INC	10/03/19	EA			212.50
50% CO MATCH WEB AD SEPT 2019	19003372	OP	113275 NEWS RECORD INC	10/03/19	EA			212.50
50% MRKT GRANT SEPTEMBER 2019	19003373	OP	623689 POWDER RIVER EXAMINE	10/03/19	EA			60.00
50% CO MATCH SEPTEMBER 2019	19003373	OP	623689 POWDER RIVER EXAMINE	10/03/19	EA			60.00
50% MRKT GRANT SEPTEMBER 2019	19003374	OP	199566 SUNDANCE TIMES	10/03/19	EA			162.50
50% CO MATCH SEPTEMBER 2019	19003374	OP	199566 SUNDANCE TIMES	10/03/19	EA			162.50
								6,055.45
AIRPORT MARKETING								6,055.45
								14,355.31

**Regular Meeting of the Campbell County Airport Board  
September 18, 2019**

Airport President Ohman called the meeting to order at 4:00 p.m. Members present Mr. Lindblom, Mr. Gerrits, and Mr. Schreurs arrived at 4:10 p.m.

Prior to the meeting President Ohman recognized Mr. Lundell as the recipient of the Wyoming Airport Operators Association's Lifetime Achievement Award. Mr. Lundell was nominated by the Sheridan Airport Director and selected by WAOA to receive this prestigious award during the annual WAOA Fall Conference that was held in Casper last week.

**Consent Agenda:**

**Mr. Lindblom moved to approve the Consent Agenda, including the Purchase Order summary, and the August 21, 2019 Airport Board minutes as presented, second by Mr. Gerrits. Motion carried.**

**Directors Report:**

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

Passenger Enplanement Statistics:

August's total passenger statistics were up 18% more than August of 2018 and total passengers YTD are up 1%. The third flight will begin service Sunday October 6<sup>th</sup> and will operate Sundays, Mondays, Thursday's and Friday's until January 2020 at which time we'll be reduced to two flights per day. The third flight comes back starting in March 2020 through May 2020 and then June 2020 through August 2020 we'll have three flights daily except for Saturdays.

Air Transportation Liaison Committee Meeting:

Mr. Lundell attended the Air Transportation Liaison Committee meeting in Jackson, Wyoming on Wednesday September 4<sup>th</sup>. The committee is made up of four (4) senators and four (4) representatives.

Mr. Greg Atkin Managing Director of Marketing Development of SkyWest Airlines was one of the presenters and had a very informational presentation. Other presenters were WYDOT Aeronautics, American Airlines and United Air Lines.

After the meeting the commercial air service Airport Directors had a luncheon meeting with WYDOT director Maj. Gen. Luke Reiner. The director is very interested in Wyoming air service.

Tod Love:

Mr. Lundell congratulated Tod Love on his achievement of receiving his Airport Certified Employee (ACE) designation in Airport Operations. Tod is now eligible for advancement to an Airport Operations Officer.

Airport Board Meeting:

The next Airport Board meeting is a quarterly meeting with the County Commissioners scheduled for October 16<sup>th</sup>.

**Operation Managers Report:**

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

Self-Service Fueling Station:

This project will begin on October 1, 2019 with a projected 2-day completion.

Lifetime Achievement Award:

Mr. Chatfield congratulated Mr. Lundell on the receipt of the WAOA Lifetime Achievement Award.

**Engineers Report – Tim Wick:**

Tim Wick and Laura Bourne, 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:

Runway closures have been kept to a minimum and the project is proceeding as projected.

2019 GCC PFC Application:

The current project is the last project on the current application. Mr. Wick will meet with Mr. Lundell to discuss projects to place on the next application.

**Rovar, LLC Avis Rental Car:**

Mr. Lundell opened the floor to the car rental representatives for discussion.

Mr. Dennis Petry and Ms. Dede Moser representing Rovar/Avis, and Mr. Steve Jones, Ms. Barbara Lam-Hales and Ms. Janine Bills representing Overland West/Hertz addressed the Airport Board with concerns regarding the March 27, 2019 motion to increase the percentage of monthly gross revenue submitted by the car rental agencies by 1.5%. The car rental companies stated the verbiage in the motion as well as the verbiage included in the rate increase notification letter dated April 15, 2019 was incorrectly stated. In addition, while Overland West/Hertz complied with the July 1, 2019 implementation of the new rate of 7%, Rovar/Avis was unable to accommodate rate increase as their corporate office requested a more specific motion from the Airport Board to implementation in the computer system. Until such documentation is received Rovar/Avis is unable to comply with increasing the collection from 5.5% to 7%. **Mr. Gerrits moved to amend the motion adopted on March 27, 2019, establishing rate increases by striking the reference to “Revenue Budget rate increases of 1.5% for the Car Rental Agencies CFC’s” and inserting “a rate increase of 1.5% to the Rovar, LLC d/b/a AVIS, and Overland West, Inc. d/b/a Hertz facility leases and Enterprise RAC**

**Company of Montana/Wyoming LLC Drop Box Agreement by increasing the lease rates from 5.5% of gross monthly revenue to 7% of gross monthly revenue as defined in the lease agreements for an effective date of October 1, 2019, second by Mr. Lindblom. Motion carried.**

In the interest of fairness and consistency, Mr. Lundell spoke with Mr. Jones representing Overland West/Hertz offering a credit for the months of July, August and September as Rovar/Avis Car Rental Agency had not complied with the rate increase. Mr. Jones stated that this would not be necessary, and their company will continue to remit the 7% to the Gillette-Campbell County Airport. The representatives from both Car Rental Agencies requested the Airport Board consider an amendment to the current lease to incorporate a specific procedure and cap on the percent of gross keeping the Gillette agencies in-line with the state of Wyoming. President Ohman stated the Airport Board will discuss this matter during the next budget session. In addition, Mr. Jones and Mr. Petry requested that verbiage be added to the rate increase letter and future lease amendment requiring all car rental agencies to disclose the airport customer fees on their websites and rental agreements.

**SkyWest Lease Amendment:**

During the August Airport Board meeting the board directed Mr. Lundell to request Deputy County Attorney, Carol Seger draft an amendment stating that SkyWest may occupy the additional office space with no increase to the current lease rate. However, should another airline request the space SkyWest would be asked to vacate the space. Mr. Lundell presented the lease amendment for review and approval. **Mr. Lindblom moved to approve the amendment to the lease agreement between the Gillette-Campbell County Airport and SkyWest Airlines as presented, second by Mr. Schreurs. Motion carried.**

**Airport Rebranding – Shelly Besel and Jay Lundell:**

Ms. Besel discussed the current progress in the rebranding process. She explained that the airport has certain obligations with the current agency. However, during the WAOA conference Ms. Besel was able to speak with The Narrator Group, an agency that is based in Colorado regarding the services they would be able to provide the airport during the rebranding process. This agency boasts experience in assisting other airports including Cheyenne and Rock Springs Airports in their rebranding process. Ms. Besel suggested that the airport continue its working relationship with Adbay during this fiscal year and up to the rebranding process. At which point, with no other comparison Ms. Besel believes that The Narrator Group would best serve the airport during and after the rebranding process. Mr. Gerrits suggested to be fair and impartial an RFP would be the most appropriate action. Mr. Lundell agreed and stated that the Commissioner's will attend the next Airport Board meeting, at which time the rebranding process will be discussed more thoroughly. It is essential that the Commissioner's offer their support and financial backing for the rebranding process to move forward.

**Flightline LFS Update:**

Mr. Laird stated the summer has went well and complimented the engineers on a well-run project. In addition, he stated the haying crew did a remarkable job.

**Adjourn:**

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

Respectfully Submitted,

Greg Schreurs  
Secretary/Treasurer

Joel Ohman  
Airport Board President

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**ENGINEER'S REPORT**  
Gillette-Campbell County Airport  
October 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%
<u>Local – 123,200</u>	2.5%
Total 4,928,000	

**S&S Builders**

- Construction Update

**PFC Application – 2019**

Working on project list

**2020 Pavement Marking Project**

Working on state grant