



Campbell County Airport Board Meeting Agenda
4 p.m. Wednesday, October 17, 2018
Fulkerson Airport Operations Facility
2440 Airport Road

A. Commissioner's Agenda

Documents:

[COMMISSIONERS AGENDA.PDF](#)

B. Consent Agenda

I. September 19, 2018 Board Meeting Minutes

Documents:

[SEPTEMBER 2018.PDF](#)

II. Purchase Order Summary

Documents:

[PURCHASE ORDER SUMMARY.PDF](#)

C. Director's Report - Jay Lundell

D. Operations Manager's Report - Todd Chatfield

E. MMI Engineer's Report - Tim Wick

Documents:

[ENGINEERS REPORT .PDF](#)

F. Flightline LFS Update - Bob Laird

G. Adjourn

Note: This is a provisionally approved Agenda for the October 17, 2018 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, November 21, 2018 at the Fulkerson Operation Facility. All agenda items must be approved by

the Airport Director by Noon on Thursday, November 15, 2018.



OFFICE

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Robert P. Palmer, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

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

Airport Board

17 October 2018

4:00 PM

Fulkerson Airport Operations Facility

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

- SkyWest Flight Schedule
- General Aviation Terminal Workshop
- Airport Monthly Revenue Report
- Community Outreach Event – November 27th
 - 5:30 pm – 7:00 pm
 - Gillette College - Pronghorn Center
- Other:

Next Quarterly Meeting Date – Wednesday, 16 January 2019

**Regular Meeting of the Campbell County Airport Board
September 19, 2018**

Airport Board President Mr. Ohman called the meeting to order at 4:00 p.m. Members present Mr. Jones, Mr. Gerrits, and Mr. Schreurs arrived at 4:15 p.m.

Approve Consent Agenda:

Mr. Gerrits moved to approve the Consent Agenda, including the Purchase Order summary, the August 15, 2018 Airport Board meeting minutes as presented, second by Mr. Jones. Motion carried.

Engineers Report:

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

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

The Grant was signed and returned to the FAA on Friday, September 14, 2018. The design report and survey continue for this project. The construction safety and phasing plan has begun.

GCC PFC 2018 Application:

The approval letter was received on August 30, 2018. The first project on this application will be the terminal door lock and badging system.

FAA Supplemental Discretionary Funding:

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

Directors Report:

Mr. Lundell presented the Directors report:

Community Outreach -Capacity Purchase Agreement:

The Gillette-Campbell County Airport will be hosting a Community Outreach the evening prior to the final Air Service Council meeting. The event will be held on November 27, 2018 with the location yet to be determined.

Air Traffic Control Tower – Staffing:

Tyler Lund will be resigning as he has been hired by the FAA. Todd will reduce the tower's hours until a replacement has been hired.

Adjourn:

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

Respectfully Submitted,

Bruce Jones
Secretary/Treasurer

Joel Ohman
Airport Board President

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 752
AIRPORT RESTRICTED REV FUND

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
2.5% MATCH EL VAULT/C.PNL RPL	18003073	OP	618767 MORRISON MAIERLE INC	09/21/18	EA			749.74
								749.74
AIRPORT RESTRICTED REV FUND								749.74
								749.74

Branch/Plant . 751
AIRPORT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
07/01/18-09/31/18 MLG REIMB.	18003683	OP	469634 BESEL, SHELLY R.	10/15/18	EA			107.09
NATURAL GAS 08/29/18-09/27/18	18003684	OP	623195 BLACK HILLS ENERGY	10/15/18	EA			410.32
REPAIR THE TOOLCAT	18003689	OP	613157 BOBCAT OF GILLETTE	10/15/18	EA			527.36
SHIPPING	18003689	OP	613157 BOBCAT OF GILLETTE	10/15/18	EA			31.25
HOSE FITTING AND FITTING	18003690	OP	615241 C & B OPERATIONS LLC	10/15/18	EA			70.24
GLOVES	18003691	OP	610984 BOMGAARS	10/15/18	EA			39.98
PROP TAX PARC 32472/2018	18003692	OP	126316 CAMPBELL COUNTY TREA	10/15/18	EA			233.72
PROP TAX PARC 30058967/2018	18003692	OP	126316 CAMPBELL COUNTY TREA	10/15/18	EA			99.90
09/04/18-10/01/18 ELEC	18003693	OP	107203 CITY OF GILLETTE-UTI	10/15/18	EA			36.26
10/10/2018-11/09/2018	18003695	OP	477634 CHARTER COMMUNICATIO	10/15/18	EA			177.19
10/14/2018-11/13/2018	18003695	OP	477634 CHARTER COMMUNICATIO	10/15/18	EA			134.25
OIL CHANGE	18003696	OP	583955 EXPRESSO LUBE LLC	10/15/18	EA			83.38
OIL CHANGE	18003696	OP	583955 EXPRESSO LUBE LLC	10/15/18	EA			91.46
SHIPPING	18003697	OP	118720 FEDERAL EXPRESS CORP	10/15/18	EA			26.51
CHLORINE CYLINDER	18003700	OP	477378 HAWKINS INC	10/15/18	EA			10.00
RETIREMENT CAKE JACKY DAVIS	18003701	OP	645221 HOME FIRE FOODS	10/15/18	EA			45.00
REIMB. FOR PHYSICAL	18003703	OP	651250 LOVE, TOD D.	10/15/18	EA			165.00
BATTERIES	18003705	OP	640913 MENARDS-AIRPORT	10/15/18	EA			20.98
ARGON, CO2, O2	18003706	OP	588490 NORCO INC	10/15/18	EA			208.99
SAFETY GLASSES	18003706	OP	588490 NORCO INC	10/15/18	EA			69.16
FAC RENTAL 11/27/18&11/28/18	18003709	OP	144231 GILLETTE COLLEGE	10/15/18	EA			415.00
FUEL FARM PORTA POTTY	18003710	OP	111587 PAINTBRUSH SERVICES	10/15/18	EA			125.00
ELEC METERS 8/28/18-9/28/18	18003711	OP	238140 POWDER RIVER ENERGY	10/15/18	EA			11,288.52
AIR DUST, BINDERS, PENS	18003713	OP	113937 POWDER RIVER OFFICE	10/15/18	EA			39.82
AIR COMP TO BLOW OUT SPRINK.	18003714	OP	114243 RAZOR CITY RENTAL IN	10/15/18	EA			100.00
COPIES	18003716	OP	411694 ROCKY MOUNTAIN BUSIN	10/15/18	EA			41.82
VALVES FOR LOADER PLOW	18003717	OP	532031 SPENCER FLUID POWER	10/15/18	EA			127.71
SHIPPING	18003717	OP	532031 SPENCER FLUID POWER	10/15/18	EA			14.00
LOGOS FOR TOD AND BOBS SHIRTS	18003719	OP	539591 THAT EMBROIDERY PLAC	10/15/18	EA			64.00
WASTE REMOVAL SEPTEMBER 2018	18003720	OP	298441 WASTE CONNECTIONS OF	10/15/18	EA			632.10
SEPTEMBER BACKUP OP. SERVICE	18003721	OP	571524 WATER GUY LLC	10/15/18	EA			438.00
MONTHLY BACTERIA SAMPLE	18003721	OP	571524 WATER GUY LLC	10/15/18	EA			22.00
5 GALLONS SODIUM SILICATE	18003721	OP	571524 WATER GUY LLC	10/15/18	EA			125.00
2018/2019 MEMBERSHIP	18003722	OP	599877 WESTERN AEROMEDICAL	10/15/18	EA			50.00
PAINT FOR SRE BUILDING	18003723	OP	574231 HOME DEPOT CRC-AIRPO	10/15/18	EA			37.13
CAULK GUN AND CAULKING	18003723	OP	574231 HOME DEPOT CRC-AIRPO	10/15/18	EA			164.47
SEPT 5-OCT 4, 2018 C. PHONES	18003744	OP	592683 AT&T MOBILITY-AIRPOR	10/15/18	EA			230.40
BINOCULARS (3) BLOGUN EXT	18003846	OP	610984 BOMGAARS	10/17/18	EA			129.96
REIMB TRANSIT IN SEATTLE	18003847	OP	538855 CHATFIELD, TODD	10/17/18	EA			20.35
COFFEE, SUGAR, CUPS, PLATES	18003848	OP	566240 FIRST INTERSTATE MAS	10/17/18	EA			109.16
BAG FEE - TRAVEL TO SEATTLE	18003849	OP	566240 FIRST INTERSTATE MAS	10/17/18	EA			50.00
MEALS AND LODGING SEATTLE	18003849	OP	566240 FIRST INTERSTATE MAS	10/17/18	EA			1,369.42
MEALS AND LODGING SEATTLE	18003850	OP	566240 FIRST INTERSTATE MAS	10/17/18	EA			1,620.82
TRANSIT AND BAG FEE-SEATTLE	18003850	OP	566240 FIRST INTERSTATE MAS	10/17/18	EA			62.00
UBER SEATTLE	18003850	OP	566240 FIRST INTERSTATE MAS	10/17/18	EA			9.59
								19,874.31
AIRPORT								19,874.31

CAMPBELL COUNTY
 Airport Open Purchase Orders

Branch/Plant . 752
 AIRPORT RESTRICTED REV FUND

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
2.5% CO MATCH TW RELOC DESIGN	18003667	OP	618767 MORRISON MAIERLE INC	10/15/18	EA			3,661.20
AIP3-56-0012-044-20018	18003668	OP	618767 MORRISON MAIERLE INC	10/15/18	EA			8,000.00
								11,661.20
AIRPORT RESTRICTED REV FUND								11,661.20

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
50% MRKT GRNT DIGITAL DESIGN	18003669	OP	556210 ADBAY.COM INC	10/15/18	EA			798.49
50% CO MATCH DIG DESIGN	18003669	OP	556210 ADBAY.COM INC	10/15/18	EA			798.50
50% MRKT GRANT SEPTEMBER 2018	18003670	OP	392921 BASIN RADIO NETWORK	10/15/18	EA			64.87
50% COUNTY MATCH SEPT 2018	18003670	OP	392921 BASIN RADIO NETWORK	10/15/18	EA			64.88
50% MRKT GRNT WEB AD 09/2018	18003670	OP	392921 BASIN RADIO NETWORK	10/15/18	EA			200.00
50% CO MATCH WEB AD SEPT 2018	18003670	OP	392921 BASIN RADIO NETWORK	10/15/18	EA			200.00
50% MRKT GRANT SEPTEMBER 2018	18003671	OP	627954 BIGHORN MOUNTAIN RAD	10/15/18	EA			67.50
50% CO MATCH SEPTEMBER 2018	18003671	OP	627954 BIGHORN MOUNTAIN RAD	10/15/18	EA			67.50
50% MRK GRANT WEB/PRINT 09/18	18003672	OP	621667 BLACK HILLS PIONEER	10/15/18	EA			358.25
50% CO MTCH WEB/PRINT 09/2018	18003672	OP	621667 BLACK HILLS PIONEER	10/15/18	EA			358.25
50% MRKT GRNT 10/11/2018 ADV	18003673	OP	361084 BUFFALO BULLETIN	10/15/18	EA			90.00
50% CO MTCH 10/11/2018 ADV	18003673	OP	361084 BUFFALO BULLETIN	10/15/18	EA			90.00
50% MRKT GRNT 09/27/18 ADV	18003673	OP	361084 BUFFALO BULLETIN	10/15/18	EA			90.00
50% CO MTCH 09/27/18 ADV.	18003673	OP	361084 BUFFALO BULLETIN	10/15/18	EA			90.00
50% MRKT GRNT WEB COMP	18003674	OP	575963 OAG FLIGHTVIEW	10/15/18	EA			77.00
50% CO MATCH WEB COMP	18003674	OP	575963 OAG FLIGHTVIEW	10/15/18	EA			77.00
FIDS	18003674	OP	575963 OAG FLIGHTVIEW	10/15/18	EA			240.00
50% MRKT GRANT WEB PAGE 09/18	18003675	OP	404208 HIGH PLAINS SENTINEL	10/15/18	EA			150.00
50% CO MATCH WEB PAGE 09/2018	18003675	OP	404208 HIGH PLAINS SENTINEL	10/15/18	EA			150.00
50% MRKT GRANT 09/13/18 ADV	18003675	OP	404208 HIGH PLAINS SENTINEL	10/15/18	EA			50.00
50% CO MATCH 09/13/18 ADV	18003675	OP	404208 HIGH PLAINS SENTINEL	10/15/18	EA			50.00
50% MRKT GRNT 09/27/18 ADV	18003675	OP	404208 HIGH PLAINS SENTINEL	10/15/18	EA			50.00
50% CO MATCH 09/27/18 ADV	18003675	OP	404208 HIGH PLAINS SENTINEL	10/15/18	EA			50.00
50% MRKT GR WEB AD SEPT 2018	18003676	OP	113275 NEWS RECORD INC	10/15/18	EA			212.50
50% CO MATCH WEB AD SEPT 2018	18003676	OP	113275 NEWS RECORD INC	10/15/18	EA			212.50
50% MK GRNT KOAL106.1 09/2018	18003677	OP	573263 KEYHOLE BROADCASTING	10/15/18	EA			65.00
50% CO MTCH KOAL106.1 09/2018	18003677	OP	573263 KEYHOLE BROADCASTING	10/15/18	EA			65.00
50% MK GRNT KOOL105.3 09/2018	18003677	OP	573263 KEYHOLE BROADCASTING	10/15/18	EA			40.00
50% MK GRNT KOOL105.3 09/2018	18003677	OP	573263 KEYHOLE BROADCASTING	10/15/18	EA			40.00
50% MARKETING GRANT SEPT 2018	18003678	OP	661941 KSLT-KLMP-KTPT	10/15/18	EA			150.00
50% CO MATCH SEPTEMBER 2018	18003678	OP	661941 KSLT-KLMP-KTPT	10/15/18	EA			150.00
50% MKRT GRNT SEPTEMBER 2018	18003679	OP	583875 KYDT RADIO	10/15/18	EA			150.00
50% CO MATCH SEPTEMBER 2018	18003679	OP	583875 KYDT RADIO	10/15/18	EA			150.00
50% MRKT GRANT SEPTEMBER 2018	18003680	OP	623689 POWDER RIVER EXAMINE	10/15/18	EA			60.00
50% CO MATCH SEPTEMBER 2018	18003680	OP	623689 POWDER RIVER EXAMINE	10/15/18	EA			60.00
50% MRKT GRANT SEPT 2018	18003681	OP	199566 SUNDANCE TIMES	10/15/18	EA			162.50
50% CO MATCH SEPT 2018	18003681	OP	199566 SUNDANCE TIMES	10/15/18	EA			162.50
50% MRKT GRNT SUNDANCE 09/18	18003681	OP	199566 SUNDANCE TIMES	10/15/18	EA			25.00
50% CO MATCH SUNDANCE 09/18	18003681	OP	199566 SUNDANCE TIMES	10/15/18	EA			25.00
50% MRKT GRNT MOORCROFT 09/18	18003681	OP	199566 SUNDANCE TIMES	10/15/18	EA			30.00
50% CO MATCH MOORCROFT 09/18	18003681	OP	199566 SUNDANCE TIMES	10/15/18	EA			30.00
50% MRKT GRNT WY PION 09/18	18003681	OP	199566 SUNDANCE TIMES	10/15/18	EA			26.25
50% CO MATCH WY PION 09/2018	18003681	OP	199566 SUNDANCE TIMES	10/15/18	EA			26.25
50% MARKETING GRANT SEPT 2018	18003682	OP	625713 WESTON COUNTY GAZETT	10/15/18	EA			50.00
50% CO MATCH SEPTEMBER 2018	18003682	OP	625713 WESTON COUNTY GAZETT	10/15/18	EA			50.00
								6,174.74
AIRPORT MARKETING								6,174.74
								37,710.25

ENGINEER'S REPORT
Gillette-Campbell County Airport
October 17, 2018 Board Meeting



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
Grant Offer	September 2018

CATEX Submitted to FAA and Approved
Design survey Complete
Design Report Complete
Construction Safety and Phasing Plan
Geotech Investigation Complete

FAA Supplemental Discretionary Funding

Discuss with Board	
Request for Supplemental Funding FY 19 or 20	October 31, 2018