



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, October 21, 2020
Fulkerson Operations Facility
2440 Airport Road

- A. Commissioner's Agenda
- B. Consent Agenda Items For Consideration:

Documents:

[OCTOBER 2020 PURCHASE ORDER SUMMARY.PDF](#)
[SEPTEMBER 2020 AIRPORT BOARD MINUTES.PDF](#)

- C. Director's Report - Director Lundell

Documents:

[OCTOBER 2020 DIRECTORS REPORT.PDF](#)

- D. Engineer's Report - Mr. Tim Wick

Documents:

[OCTOBER 2020 ENGINEERS REPORT.PDF](#)

- E. Airport Website Design & Development - Ms. Shelly Besel
- F. Taxiway Construction Committee Update - President Schreurs & Vice President Malyurek
- G. Airport Signage Committee Recommendation - Vice President Malyurek & Secretary Lindblom
- H. Flightline LFS, Inc. Update - Ms. Mickey Steward
- I. Adjourn

Note: The next Airport Board meeting is scheduled of Wednesday, November 18, 2020 at 4 p.m.to be held 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.

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
12/1/20-11/30/21-LUNDELL	21003503	OP	573802 AMERICAN AIRPORT EXE	10/15/20	EA			275.00
TIRE FOR TOOLCAT	21003504	OP	106649 BIG HORN TIRE	10/15/20	EA			235.71
SAFETY RED SPRAY PAINT	21003505	OP	610984 BOMGAARS	10/15/20	EA			23.96
PARCEL 030058967 PROP TAXES	21003506	OP	126316 CC TREASURER	10/15/20	EA			119.27
MAIN TERM 8/14/20-10/13/20	21003507	OP	477634 CHARTER COMM CABLE	10/15/20	EA			191.33
OP BLD 10/10/20-11/9/20	21003507	OP	477634 CHARTER COMM CABLE	10/15/20	EA			227.71
1400 W LAKEMAN SEPT 2020 SRVC	21003508	OP	107203 CITY GILLETTE UTIL	10/15/20	EA			38.87
LOGOS FOR DAMON'S SHIRTS	21003509	OP	539591 THAT EMBROIDERY PLAC	10/15/20	EA			30.00
WATER ANALYSIS	21003510	OP	207685 ENERGY LABORATORIES	10/15/20	EA			42.00
CHLORINE CYLINDER	21003511	OP	477378 HAWKINS	10/15/20	EA			5.00
REIMB MEALS/DENVER ACE TSTING	21003512	OP	651250 LOVE, TOD D.	10/15/20	EA			18.72
MILEAGE REIMB 5/21/20-9/24/20	21003513	OP	104791 LUNDELL, JAY D.	10/15/20	EA			83.95
REIMBURSE BUS SKILLS TEST	21003514	OP	680341 MATHEWS, DAMON T.	10/15/20	EA			82.25
REIMBURSE CDL SKILLS TEST	21003514	OP	680341 MATHEWS, DAMON T.	10/15/20	EA			82.50
LANDSCAPE FABRIC STAPLES	21003515	OP	640913 MENARDS AIRPORT	10/15/20	EA			219.71
RFO GCC SIGNAGE LEGAL ADV	21003516	OP	113275 NEWS RECORD	10/15/20	EA			279.00
FUEL FARM PORTA POTTY	21003517	OP	111587 PAINTBRUSH SERVICES	10/15/20	EA			125.00
ELEC MTRS 8/30/2020-10/1/2020	21003518	OP	238140 POWDER RIVER ENER UT	10/15/20	EA		11,262.42	
HYDRAULIC HOSE FOR S GEN	21003519	OP	114294 RECORD SUPPLY	10/15/20	EA			20.45
LABOR TO DEMO BEACON CONTROL	21003520	OP	126447 SCOTT BROTHERS	10/15/20	EA			71.00
TOD LOVE BUSINESS CARDS	21003521	OP	139758 SIMPSONS PRINTING	10/15/20	EA			40.00
REIMB COMMERCIAL LEARNERS PRM	21003522	OP	680333 SMITH, RONALD C.	10/15/20	EA			80.00
REIMBURSE CDL SKILLS TEST	21003522	OP	680333 SMITH, RONALD C.	10/15/20	EA			46.00
REIMBURSE CDL LICENSE	21003522	OP	680333 SMITH, RONALD C.	10/15/20	EA			46.00
WASTE REMOVAL SEPTEMBER 2020	21003523	OP	298441 WASTE CONNECTIONS	10/15/20	EA			651.10
SEPTEMBER 2020 SERVICE	21003524	OP	571524 WATER GUY	10/15/20	EA			438.00
SEPTEMBER 2020 BACTERIA SMPL	21003524	OP	571524 WATER GUY	10/15/20	EA			22.00
								14,840.95
Northeast Wyoming Regional								14,840.95

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MRKT GRNT RESIZE AD	21003485	OP	556210 ADBAY COM	10/15/20	EA			25.00
50% CO MRKT GRANT RESIZE AD	21003485	OPB	556210 ADBAY COM	10/15/20	EA			25.00
50% MRKT GR SEPT 2020 WEB/ADV	21003486	OPB	556221 BASIN RADIO NETWORK	10/15/20	EA			25.00
50% CO MATCH SEPT 2020 WEB/ADV	21003486	OPB	556221 BASIN RADIO NETWORK	10/15/20	EA			25.00
50% MRKT GRNT SEPT 2020 ADV	21003487	OPB	6627954 BIGHORN MTN RADIO	10/15/20	EA			25.00
50% CO MTCH SEPT 2020 ADV	21003487	OPB	6627954 BIGHORN MTN RADIO	10/15/20	EA			25.00
50% MRKT GRNT SEPT 2020 ADV	21003488	OPB	6621667 BLACK HILLS PIONEER	10/15/20	EA			25.00
50% CO MATCH SEPT 2020 ADV	21003488	OPB	6621667 BLACK HILLS PIONEER	10/15/20	EA			25.00
50% MRKT GR 7/9/2020 ADV	21003492	OPB	611084 BUFFALO BULLETIN	10/15/20	EA			25.00
50% CO MATCH 7/9/2020 ADV	21003492	OPB	611084 BUFFALO BULLETIN	10/15/20	EA			25.00
50% MRKT GR 9/17/20 ADV	21003492	OPB	611084 BUFFALO BULLETIN	10/15/20	EA			25.00
50% CO MATCH 9/17/20 ADV	21003492	OPB	611084 BUFFALO BULLETIN	10/15/20	EA			25.00
50% MRKT GRANT WEB AD 09/2020	21003493	OPB	611092 DOUGLAS BUDGET	10/15/20	EA			150.00
50% CO MATCH WEB AD SEPT 2020	21003493	OPB	611092 DOUGLAS BUDGET	10/15/20	EA			150.00
50% MRKT GRANT 9/2/20 AD	21003493	OPB	611092 DOUGLAS BUDGET	10/15/20	EA			25.00
50% CO MATCH 9/2/2020 AD	21003493	OPB	611092 DOUGLAS BUDGET	10/15/20	EA			25.00
50% MRKT GRANT 9/9/2020 AD	21003493	OPB	611092 DOUGLAS BUDGET	10/15/20	EA			25.00
50% CO MATCH 9/9/2020 AD	21003493	OPB	611092 DOUGLAS BUDGET	10/15/20	EA			25.00
50% MRKT GR 09/2020 ADV KOAL	21003495	OPB	573263 KEYHOLE BROADCASTING	10/15/20	EA			25.00
50% CO MTCH 09/2020 ADV KOAL	21003495	OPB	573263 KEYHOLE BROADCASTING	10/15/20	EA			25.00
50% MRKT GR 09/2020 KOOL ADV	21003495	OPB	573263 KEYHOLE BROADCASTING	10/15/20	EA			40.00
50% CO MTCH 09/2020 KOOL ADV	21003495	OPB	573263 KEYHOLE BROADCASTING	10/15/20	EA			40.00
50% MRKT GR SEPT 2020 PROMO	21003498	OPB	661941 KSLT KLMP KTPT	10/15/20	EA			25.00
50% CO MTCH SEPT 2020 PROMO	21003498	OPB	661941 KSLT KLMP KTPT	10/15/20	EA			25.00
50% MRKT GRANT SEPT 2020 ADV	21003498	OPB	661941 KSLT KLMP KTPT	10/15/20	EA			150.00
50% CO MTCH SEPT 2020 ADV	21003498	OPB	661941 KSLT KLMP KTPT	10/15/20	EA			150.00
50% MRKT GRANT WEB AD 09/2020	21003499	OPB	113275 NEWS RECORD	10/15/20	EA			212.50
50% CO MATCH WEB AD 09/2020	21003499	OPB	113275 NEWS RECORD	10/15/20	EA			212.50
50% MRKT GRANT HNT GUIDE 2020	21003499	OPB	113275 NEWS RECORD	10/15/20	EA			247.50
50% CO MATCH HNT GUIDE 2020	21003499	OPB	113275 NEWS RECORD	10/15/20	EA			247.50
50% MRKT GRANT FIDS/WEB 09/20	21003500	OPB	575963 OAG FLIGHTVIEW	10/15/20	EA			238.46
50% CO MATCH FIDS/WEB 09/2020	21003500	OPB	575963 OAG FLIGHTVIEW	10/15/20	EA			238.46
50% MRKT GRANT SEPT 2020 ADV	21003501	OPB	623689 POWDER RIVER EXAM	10/15/20	EA			60.00
50% CO MATCH SEPT 2020 ADV	21003501	OPB	623689 POWDER RIVER EXAM	10/15/20	EA			60.00
50% MRKT GRANT SEPT 2020 ADV	21003502	OPB	625713 WESTON CO GAZETTE	10/15/20	EA			19.50
50% CO MATCH SEPT 2020 ADV	21003502	OPB	625713 WESTON CO GAZETTE	10/15/20	EA			19.50
								4,387.17
AIRPORT MARKETING								4,387.17
								19,228.12

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

Page 1
Date - 9/17/20

Branch/Plant . Northeast Wyoming Regional
751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
08/05/20-09/04/20 CELLPHONES	21002671	OP	592683 ATT AIRPORT	09/17/20	EA			269.62
								269.62
Northeast Wyoming Regional								269.62
								269.62

**Regular Meeting of the Northeast Wyoming Regional Airport Board
September 16, 2020**

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

Workshop 3:00 P.M.

President Schreurs opened a workshop to discuss the taxiway project. Those in attendance were the rest of the board members, employees from S&S Contractors, Mr. Wick and Mr. Bell with Morrison Maierle, Inc. (MMI), and airport employees Mr. Chatfield and Mr. Lundell. The main discussion was the length of days the project has overrun its completion days of 125 days to 255 days as of this workshop.

Mr. Wick went over the contract calendar days and stated there were weather related days, but not as many as what S&S is requesting. Mr. Brady with S&S went over their weather days and said a lot of the weather events delayed them up to four days of construction for recovery time. Mr. Brady stated that weather caused appropriately 63 days of construction delays.

The largest cost to the airport and MMI is Eighty Thousand Dollars (\$80,000) in engineering cost overruns. Discussion was held concerning liquidated damages and how they could be recovered. Mr. Bell stated liquidated damages are difficult to prove. However, such as runway closures that cause air service flight cancellations are provable liquidated damages. The cost of the additional engineering would be eligible and a provable liquidated damage the airport could recover. The workshop ended.

A. Approve Consent Agenda:

Motion by Mr. Malyurek, second by Mr. Lindblom to approve the Consent Agenda, including the Purchase Order Summary, and the August 19, 2020 Airport Board Minutes. Motion carried.

B. Directors Report:

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

Passenger Statistics:

The 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%. The September MTD load factor is 75%. Current advanced bookings for October are 14%.

Miscellaneous Projects:

The Operations personnel have completed the second phase of landscape upgrade between the terminal building and parking lot. They have replaced the bark with new

weed barrier and filled 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.

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.

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.

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.

D. G.A. Terminal Design & Construction IFE – Jay Lundell

Mr. Lundell executed an agreement between the airport and Airport IFE services, Inc. to perform an independent fee estimate (IFE) for the G.A. Terminal Design. Mr. Lundell received the IFE from Mr. Lott, of Airport IFE Services, Inc., on September 7, 2020 and on September 10, 2020 Mr. Wick emailed Mr. Lundell MMI's fees based on the SOW. Mr. Lott's IFE was \$370,000 and MMI's SOW was \$361,378 with a difference of \$8,622 or 2.33% less than the IFE. Considering this, the MMI fees are fair and reasonable and the Northeast Wyoming Regional Airport has submitted the necessary documents to the Denver ADO for reasonableness of cost determination.

E. Task Order No. 3 – G.A. Terminal Design & Construction

Mr. Lundell presented Task Order No. 3 to the Airport Board for their review and consideration. **Mr. Ohman moved to approve Task Order No. 3 between the**

Northeast Wyoming Regional Airport Board and Morrison Maierle, Inc. in the amount not to exceed Three Hundred Sixty-One Thousand, Three Hundred Seventy-Eight Dollars and zero cents (\$361,378.00), contingent upon receiving a reasonableness of cost determination and grant offer AIP 3-56-0012-47-2021 from the FAA and a certificate of State Grant-In-Aid from WYDOT Aeronautics, as presented, second by Mr. Malyurek. Motion carried.

F. Airport Signage Request for Qualifications (RFQ) – Jay Lundell

Mr. Lundell stated that the airport has received four RFQ's from companies for the Airport signage. The committee will contact Jay with a date that they will meet to go over the RFQ's and determine a selection to bring forth to the board.

G. Flightline LFS Update:

Ms. Steward gave the airport board the following update:

Ms. Steward distributed a letter summarizing the FBO design suggestions that she and her staff are recommending. Flightline is employing the least amount of staff possible to run the FBO at this time. Everything seems to be running smoothly with the small crew that they have.

H. 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

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
October 21, 2020

1. Passenger statistics

Total passengers for September were 2,220 compared to 2,453 passengers in August. For September SkyWest had only one (1) daily round trip flight. For October SkyWest has two (2) daily round trip flights on Sundays, Mondays, Thursdays and Fridays. Flight times for those four (4) days departures are at 6:36 a.m. and 11:41 a.m. and arrivals 11:00 a.m. and 9:23 p.m. September load factor was 68%. October MTD LF is 45%.

2. Miscellaneous Projects

The Lowe's Roofing company has mobilized equipment and materials in the southwest corner of the terminal building parking lot and has begun roofing the terminal building. The project is anticipated to be completed by March 1, 2021.

3. Hay crop

This year's hay crop was poor at best because of the dry spring. The haying contractor bailed 69 tons this year compared to 480 tons last year. The airport received \$14,380 last year compared to \$1,768 this year.

4. Tod Love

Congratulations to Tod Love who has successfully passed his written test to obtain the status as a Certified Member of American Association of Airport Executives. It's the first of three phases in obtaining an Accredited Airport Executive accreditation. Tod may now use the professional initials CM behind his name.

5. Next airport board meeting

The next airport board meeting is a scheduled for Wednesday, November 18, 2020 at 4 p.m.

ENGINEER'S REPORT
Northeast Wyoming Regional Airport
October 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 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**
Pro Line Completed Construction October 9th

2021 General Aviation Terminal

Arete presenting schematics at the next board meeting
IFE completed
Contract signed
Survey and pre-construction photos completed

2020 PFC

Final Invoice

Rehabilitate RW 16/34

Task Order
State Grant Only - 80/20 Split \$41,600/\$10,400 **Total - \$52,000**