



Campbell County Airport Board Meeting Agenda  
4 p.m. Wednesday, January 17, 2018  
Commissioner's Chambers  
500 S. Gillette Ave.

A. Commissioner's Agenda

I. Agenda Items

Documents:

[COUNTY COMMISSIONERS AGENDA.PDF](#)

B. Introduction Of New Board Member - Adrian Gerrits

C. Airport Board Election Of Officers

D. Consent Agenda

I. Purchase Order Summary

II. Board Meeting Minutes

a. December 20, 2017 Airport Board Meeting Minutes (Draft)

Documents:

[DECEMBER 2017.PDF](#)

III. Payroll Reports

IV. Passenger Facility Charge (PFC) Bank Statement

E. Engineer's Report

MMI Engineer's Report - Tim Wick & Laura Borne

I. MMI Engineer's Report - January 2018

Documents:

[ENGINEERS REPORT.PDF](#)

F. Reschedule February 21, 2018 Board Meeting

- G. Airport Caf'e
  - Form a Committee to select Caf'e operator.
- H. Flightline LFS Update
- I. Adjourn
- J. Work Shop
  - I. 5:00 P.m. WYDOT Aeronautics Presentation
    - Amy Surdam, Administrator

Note: This is the provisionally approved agenda for the January 17, 2018 Airport Board Meeting.



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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 January 2018

4:00 PM

Commissioners Chambers

<b>Board Members</b>		
<b>President</b> Joel Ohman	<b>Secretary/Treasurer</b> Bruce Jones	<b>Member</b> Reuben Tarver
<b>Member</b> Gregory Schreurs	<b>Member</b> Adrian Gerritts	<b>Airport Director</b> Jay D. Lundell

Agenda

- Introductions
- Budget Preparation FY 2018-2019
- State Legislative Update/ENDOW
- Agenda Center
- Air Show
- Other:

5:00 PM – WYDOT Aeronautics Division Presentation

Next Quarterly Meeting Date – Wednesday, 18 April 2018

**Regular Meeting of the Campbell County Airport Board  
December 20, 2017**

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

**Approve Consent Agenda:**

**Mr. Jones moved to approve the Consent Agenda, including the Purchase Order Summary Purchase Order Summary No's:17005373-17005375, 17005770-17005792, 17005794-17005801, 17006016-17006018, 17006020, 17006021, 17006023, 17006025-17006028, 17006030, 17005766-17005767, 17005769, 17006010-1706013, 17006015, and 17006029, the November 15, 2017 Airport Board Meeting Minutes, the November 20, 2017, December 5, 2017, and December 21, 2017 Payroll Reports, and the November 30, 2017 Passenger Facility Charge (PFC) Bank Statement as presented, second by Mr. Schreurs. Motion carried.**

**Engineers Report:**

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

**Gillette-Campbell County Airport – Master Plan – AIP 41 – 2015:**

Chapter 7 Environmental Considerations have been submitted to the FAA and we are waiting for comments. The ALP has been submitted to FAA for review, we are waiting for comments. The Master Plan Final Report will be submitted to Board and County at April joint meeting.

**Electrical Vault Upgrade – AIP 43 – 2017:**

The Notice to Proceed was placed on July 24, 2017 after Construction Contract approved.

The 90 Calendar Day Contract ended on October 22, 2017, however the while the electrical vault building is completed they are still waiting for equipment to ship and anticipate a January arrival.

**Fence Repairs – 2017:**

The contract was awarded to Fence Tech. The construction was completed Monday, November 13, 2017. The notice of Final Payment was advertised on November 21, 28, and December 5, 2017.

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

Timeline:

Pre-Design Meeting	Nov. 2017
Scope of Work Review	Dec. 2017
Airport Solicits Independent Fee Review	Dec. 2017

Fee Negotiation between GCC and MMI	Jan. 2018
Board action on MMI Task Order	Jan. 2018
Grant Offer from FAA and WYDOT	May 2018

**Directors Report:**

Mr. Lundell presented the Directors Report:

**Passenger Security Area Remodel and TSA Relocation Project:**

The passenger seating area is now open. The contractor is still waiting on the electrical outlet equipment for the seats from the manufacturer and Mr. Lundell has been told it should be delivered next week for installation.

**Steve Rozier:**

Mr. Rozier was not present at the meeting and this was his last board meeting as an Airport Board member. Mr. Lundell extended a thank you to Steve for his service to this Airport Board for the past 5 years.

**New Board Member:**

The County Commissioners appointed Adrian Gerrits as the next airport board member.

**Board Appreciation & Winter Gathering Dinner:**

The County Board Appreciation and Winter Gathering dinner will be held January 19, 2018 at Cam-Plex in the Wyoming Center in the Equality Hall from 5:30 p.m. to 8:30 p.m.

**Next Board Meeting:**

The next Airport Board meeting will be a quarterly meeting with the County Commissioners. This meeting will be held on Wednesday, January 17, 2017 at 4 p.m. in the Commissioner's Chambers. At 5 p.m. WYDOT Aeronautics Director Amy Surdam will be presenting the Air Service Capital Purchase Agreement model.

**February Board Meeting:**

Mr. Chatfield and Mr. Lundell will be in Cheyenne attending the WAOA board meeting and WAOA legislative reception on Wednesday February 21, 2018. This is our regularly scheduled board meeting date the board discussed an alternate date and tentatively scheduled the February board meeting for Thursday, February 15, 2018. This date will be confirmed at the January Airport Board meeting.

**City of Riverton Request (Purchase Truck & Plow)-Jay Lundell:**

The City of Riverton has requested purchasing our Truck and Plow they borrowed last winter. After discussion **Mr. Schreurs moved to decline the request from the City of Riverton to purchase the Truck and Plow, second by Mr. Jones. Motion carried.**

**Flightline LFS Update:**

Bob Laird presented the Flightline LFS update:

There have been some issues with SkyWest fuel usage. SkyWest is the FBO's number one customer in fuel purchases and Flightline is paying close attention to the decrease in fuel sales to them.

**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

Joel Ohman  
Airport Board President

DRAFT

DRAFT



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



**Gillette-Campbell County Airport – Master Plan – AIP 41 - 2015**

ALP – Reviewing FAA and WYDOT comments.

Master Plan Final Report will be submitted to Board and County at April joint meeting.

**Electrical Vault Upgrade – AIP 43 - 2017**

July 24      Notice to Proceed after Construction Contract approved  
Oct 22      90 Calendar Day Contract

The electrical vault building is complete waiting for equipment to ship, anticipate receipt the first full week of February. Plan to begin install the week of February 19<sup>th</sup>

Gates are complete. Working on a sensor for emergency vehicles.

Concrete apron complete.

**Fence Repairs - 2017**

Closeout Report and Final Pay App have been submitted

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

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