



*Greg Schreurs, President*  
*Luke Malyurek, Vice President*  
*Owen Lindblom, Secretary/Treasurer*  
*Adrian Gerrits, Member*  
*Lewis Barnum, Member*

**Northeast Wyoming Regional Airport Board Agenda**  
**4 p.m. Wednesday, January 20, 2021**  
**Campbell County Courthouse-Commissioner's Chambers**  
**500 S. Gillette Ave.**

A. Commissioner's Agenda - General Aviation Terminal Design

Documents:

[COMMISSIONERS AGENDA.PDF](#)

B. Welcome - Lewis Barnum, Newly Appointed Board Member

C. Election Of Airport Board Officers For 2021

D. Hangar No. 38 - Bid Opening

Documents:

[HANGAR BID.PDF](#)

E. Consent Agenda Items For Consideration:

Documents:

[JANUARY 2021 PURCHASE ORDER SUMMARY .PDF](#)  
[DECEMBER 2020.DOCX](#)

F. County Attorney - Mr. Mitch Damsky

G. Engineer's Report - Mr. Wick And Ms. Bourne

Documents:

## JANUARY 2021 ENGINEERS REPORT.PDF

H. Hangar Development - Kent Jeffries

I. Flightline LFS, Inc. Update - Ms. Steward

J. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, February 17, 2021 at 4 p.m. 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.



**OFFICE**

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

Carol J. Seeger  
Executive Director of Administration

**BOARD OF COMMISSIONERS**

Bob Maul, Chairman  
Rusty Bell  
D.G. Reardon  
Del Shelstad  
Colleen Faber

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**Airport Board**

20 January 2021

4:00 PM

Commissioners Chambers

<b>Board Members</b>		
President Gregory Schreurs	Vice President Luke Malyurek	Secretary Owen Lindblom
Member Adrian Gerritts	Member Lewis Barnum	Airport Director Jay D. Lundell

Agenda

**DISCUSSION ITEMS**

- General Aviation Terminal Design
- Other:

**ACTION ITEMS**

- None

**UPCOMING MEETINGS**

- April 21, 2021

## CALL FOR HANGAR BIDS

Sealed bids will be received by the Northeast Wyoming Regional Airport, 2000 Airport Road, Suite 108, Gillette, WY 82716 until 2 p.m. Wednesday, January 20, 2021 for leasing a 50' x 64' (3,200 sq.') aircraft hangar storage facility. A reserve minimum bid of \$700 per month is required. All bids shall be submitted in writing with bid price to be in dollars and cents per month. Bidders must have at least one (1) Federal Aviation Administration registered aircraft and aircraft must be airworthy. Successful bidder will be responsible for all water and electrical utilities. Bids will be publicly opened and read at the Fulkerson Airport Operations Facility, 2440 Airport Road, Gillette, WY at 4 p.m. Wednesday, January 20, 2021. All bids are to be placed in a sealed envelope and addressed as follows: Northeast Wyoming Regional Airport, ATTN: Hangar Lease, 2000 Airport Road, Suite 108, Gillette, WY 82716. The successful bidder will be required to sign a hangar lease agreement prior to taking occupancy. A copy of the lease agreement may be obtained at the airport administration office or by calling (307) 682-1042 extension four (4). Appointments for viewing the hangar storage facility may be made by calling Todd Chatfield Operations Director at (307) 686-1042 extension six (6). The Northeast Wyoming Regional Airport Board reserves the right to refuse any and all bids.

Northeast Wyoming Regional Airport Board

By: Jay Lundell, Airport Executive Director

Branch/Plant . 751  
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
CHATFIELD MEMB 4/1/21-3/31/22	21006078	OP	573802 AMERICAN AIRPORT EXE	01/11/21	EA			275.00
MILAGE REIMB 9/21/20-12/31/20	21006079	OP	469634 BESEL, SHELLY R.	01/11/21	EA			51.46
TIE ROD ASSY	21006080	OP	613157 BOBCAT OF GILLETTE	01/11/21	EA			215.00
ACD INPUT HARNESS	21006080	OP	613157 BOBCAT OF GILLETTE	01/11/21	EA			194.67
RP KIT,BOLTS,WAX RING, MISC	21006082	OP	640913 MENARDS AIRPORT	01/11/21	EA			45.86
OIL CHANGE	21006084	OP	583955 EXPRESSO LUBE	01/11/21	EA			60.98
TONER,KLEENEX,OFFICE DUSTER	21006085	OP	389167 OFFICE DEPOT	01/11/21	EA			188.46
PLEDGE WIPES	21006085	OP	389167 OFFICE DEPOT	01/11/21	EA			4.49
PORTA POTTY - FUEL FARM	21006086	OP	111587 PAINTERUSH SERVICES	01/11/21	EA			130.00
PRIMARY WIRE, BAT AC/ACCES	21006087	OP	114294 RECORD SUPPLY	01/11/21	EA			57.82
WASTE REMOVAL DECEMBER 2020	21006088	OP	238441 WASTE CONNECTIONS	01/11/21	EA			651.10
DECEMBER 2020 MNTH SERVICES	21006089	OP	571524 WATER GUY	01/11/21	EA			438.00
MONTHLY BACTERIA SAMPLE	21006089	OP	571524 WATER GUY	01/11/21	EA			22.00
YEARLY TANK FEES TANK 10	21006090	OP	191960 WY ENVIR QUALITY SHW	01/11/21	EA			200.00
YEARLY TANK FEES TANK 11	21006090	OP	191960 WY ENVIR QUALITY SHW	01/11/21	EA			200.00
YEARLY TANK FEES TANK 12	21006090	OP	191960 WY ENVIR QUALITY SHW	01/11/21	EA			200.00
SPRING LATCH FOR FBO GATE RPR	21006204	OP	230293 GRAINGER	01/14/21	EA			159.00
SHIPPING	21006204	OP	230293 GRAINGER	01/14/21	EA			13.53
GIL HWY 14-16	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			57.14
AIRPORT ENTRANCE SIGN	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			72.22
51-72-32-010 SESE	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			83.80
LOCALIZER	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			78.60
TOWER	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			690.12
GLIDE SLOPE	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			135.06
SOUTH GENERATOR	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			129.41
S&P 1A HANGAR	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			40.00
HANGAR N	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			210.17
AIRPORT BY OLD TERMINAL	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			1,496.82
H2O	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			763.12
STORAGE BLDG	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			45.38
TERMINAL	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			5,394.56
GATE N&N OF OLD TERM	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			56.61
UTILITY	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			185.33
RESTROOM METER	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			128.95
50-72-04-106 NWNW	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			40.00
ARFF BLDG	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			1,199.66
1 PHASE DROP N OF TAXIWAY	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			53.28
SM COMM SERVICE	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			52.48
VAULT	21006206	OP	238140 POWDER RIVER ENER UT	01/14/21	EA			1,220.80
CHLORINE CYLINDERS	21006207	OP	477378 HAWKINS	01/14/21	EA			10.00
OIL DRY	21006208	OP	114294 RECORD SUPPLY	01/14/21	EA			103.90
NAME PLATE - LEWIS BARNUM	21006209	OP	111974 JLC SIGN GRAPHIC	01/14/21	EA			13.80
1400 W LAKEWAY RD DEC 2020	21006210	OP	107203 CITY GILLETTE UTIL	01/14/21	EA			39.56
BOLT GAUGE AND HEX NUT	21006211	OP	280268 FASTENAL COMPANY	01/14/21	EA			10.79
								15,418.93
Northeast Wyoming Regional								15,418.93

CAMPBELL COUNTY  
 Airport Open Purchase Orders

Branch/Plant . 751  
 Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
OPS CABLE 12/10/20-1/9/21	21005668	OP	477634 CHARTER COMM CABLE	12/21/20	EA			227.71
MAIN TERM 12/14/20-1/13/21	21005668	OP	477634 CHARTER COMM CABLE	12/21/20	EA			191.33
PLAN NOV5-DEC4 2020	21005669	OP	592683 ATT AIRPORT	12/21/20	EA			61.01
257-3137 NOV5-DEC4 2020	21005669	OP	592683 ATT AIRPORT	12/21/20	EA			32.09
660-8623 NOV5-DEC4 2020	21005669	OP	592683 ATT AIRPORT	12/21/20	EA			29.09
680-7698 NOV5-DEC4 2020	21005669	OP	592683 ATT AIRPORT	12/21/20	EA			44.35
TABLET NOV5-DEC4 2020	21005669	OP	592683 ATT AIRPORT	12/21/20	EA			43.23
								628.81
Northeast Wyoming Regional								628.81

CAMPBELL COUNTY  
Airport Open Purchase Orders

Branch/Plant . 10410  
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
93.75% AIP45 NOTICE OF FN PMT	21005509	OP	113275 NEWS RECORD	12/16/20	EA			221.48
								221.48
FAA AIRPORT IMPROVEMENT PROG								221.48

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CAMPBELL COUNTY  
Airport Open Purchase Orders

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Branch/Plant . 10440  
FAA CARES ACT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	To Receive Amount
SHIPPING	21005465	OP	685644 VARITECH INDUSTRIES	12/15/20	EA			31.89
2.5% AIP45 NOTICE OF FINAL PM	21005511	OP	113275 NEWS RECORD	12/16/20	EA			5.91
								37.80
			FAA CARES ACT					37.80



CAMPBELL COUNTY  
 Airport Open Purchase Orders

Branch/Plant . 10440  
 FAA CARES ACT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
2.5% AIP45 NOTICE OF FINAL PM	21005511	OP	113275 NEWS RECORD	12/16/20	EA			5.91
20% CRACK SEALING PROJECT	21005667	OP	119221 WY DEPT TRANSPORT	12/21/20	EA			71,728.36
								71,734.27
			FAA CARES ACT					71,734.27

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CAMPBELL COUNTY  
Airport Open Purchase Orders

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Date - 1/14/21

Branch/Plant . 20101  
AIRPORT NAVAID

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
1/1/2021-3/31/2021 NAVAIDS	21006065	OP	651479 DBT TRANSPORTATION	01/11/21	EA			6,312.08
								6,312.08
			AIRPORT NAVAID					6,312.08



CAMPBELL COUNTY  
Airport Open Purchase Orders

Branch/Plant . 751  
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
50% CO MATCH FIDS/WEB 11/2020	21005350	OP	575963 OAG FLIGHTVIEW	12/10/20	EA			
00% MRKT GR GRAPHIC DSG	21006066	OP	556210 ADBAY COM	01/11/21	EA			238.46
00% CO MATCH GRAPHIC DSG	21006066	OP	556210 ADBAY COM	01/11/21	EA			193.75
00% MRKT GR DEC 2020 ADV	21006067	OP	392921 BASIN RADIO NETWORK	01/11/21	EA			193.75
00% CO MATCH DEC 2020 ADV	21006067	OP	392921 BASIN RADIO NETWORK	01/11/21	EA			129.75
00% MRKT GR DECEMBER 2020 ADV	21006068	OP	627954 BIGHORN MTN RADIO	01/11/21	EA			129.75
00% CO MATCH DEC 2020 ADV	21006068	OP	627954 BIGHORN MTN RADIO	01/11/21	EA			13.50
00% MRKT GR DEC 2020 ADV	21006069	OP	621667 BLACK HILLS PIONEER	01/11/21	EA			13.50
00% CO MATCH DEC 2020 ADV	21006069	OP	621667 BLACK HILLS PIONEER	01/11/21	EA			358.25
00% MRKT GR 12/2/20 ADV	21006070	OP	361092 DOUGLAS BUDGET	01/11/21	EA			358.25
00% CO MATCH 12/2/20 ADV	21006070	OP	361092 DOUGLAS BUDGET	01/11/21	EA			55.00
00% MRKT GR 12/16/20 ADV	21006070	OP	361092 DOUGLAS BUDGET	01/11/21	EA			55.00
00% CO MATCH 12/16/20 ADV	21006070	OP	361092 DOUGLAS BUDGET	01/11/21	EA			55.00
00% MRKT GR JAN 21 WEB/FIDS	21006071	OP	575963 OAG FLIGHTVIEW	01/11/21	EA			55.00
00% CO MICH JAN 21 WEB/FIDS	21006071	OP	575963 OAG FLIGHTVIEW	01/11/21	EA			238.46
00% MRKT GR DEC 2020 ADV KOAL	21006072	OP	573263 KEYHOLE BROADCASTING	01/11/21	EA			238.46
00% CO MICH DEC 2020 ADV KOAL	21006072	OP	573263 KEYHOLE BROADCASTING	01/11/21	EA			65.00
00% MRKT GR DEC 2020 ADV KOOL	21006072	OP	573263 KEYHOLE BROADCASTING	01/11/21	EA			65.00
00% CO MICH DEC 2020 ADV KOOL	21006072	OP	573263 KEYHOLE BROADCASTING	01/11/21	EA			40.00
00% MRKT GR DEC 2020 ADV	21006073	OP	661941 KSLT KLMP KTPT	01/11/21	EA			40.00
00% CO MICH DEC 2020 ADV	21006073	OP	661941 KSLT KLMP KTPT	01/11/21	EA			150.00
00% MRKT GR DEC 2020 ADV	21006074	OP	623689 POWDER RIVER EXAM	01/11/21	EA			150.00
00% CO MATCH DEC 2020 ADV	21006074	OP	623689 POWDER RIVER EXAM	01/11/21	EA			60.00
00% MRKT GR DEC 2020 ADV	21006075	OP	199566 SUNDANCE TIMES	01/11/21	EA			60.00
00% CO MATCH DEC 2020 ADV	21006075	OP	199566 SUNDANCE TIMES	01/11/21	EA			162.50
00% MRKT GR DEC 2020 ADV	21006076	OP	625713 WESTON CO GAZETTE	01/11/21	EA			162.50
00% CO MATCH DEC 2020 ADV	21006076	OP	625713 WESTON CO GAZETTE	01/11/21	EA			22.75
00% MRKT GR DECEMBER 2020 WEB	21006083	OP	113275 NEWS RECORD	01/11/21	EA			22.75
00% CO MATCH DEC 2020 WEB AD	21006083	OP	113275 NEWS RECORD	01/11/21	EA			212.50
00% MRKT GRANT JAN 2021 ADV	21006212	OP	199566 SUNDANCE TIMES	01/14/21	EA			212.50
50% CO MATCH JAN 2021 ADV	21006212	OP	199566 SUNDANCE TIMES	01/14/21	EA			162.50
								162.50
								4,076.38
AIRPORT MARKETING								4,076.38



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

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

**Approve Consent Agenda:**

**Motion by Mr. Ohman, second by Mr. Lindblom to approve the Consent Agenda, including the Purchase Order Summary, and the November 18, 2020 Airport Board Minutes. Motion carried.**

**Directors Report:**

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

Passenger Statistics:

Total passengers for November 2020 were 2,567 compared to 5,458 passengers in November 2019. November's Load Factor was 49% and December's Load Factor month to date (MTD) is 47%.

Staffing Schedules:

Our staffing levels remain at 100%, but we continue to adjust operations personnel schedules to limit as much personal interaction as possible.

Roofing Project:

The good weather has worked in favor of the progression of this project. Completion of the main roof structure is on schedule to be completed sometime in March 2021. The skylight portion is much more problematic as the existing materials are no longer available and an entire re-fabrication of the skylights will have to be completed at an additional cost of approximately \$100,000. Risk management has submitted a request to the insurance company for the additional cost of the skylights.

De-icing Equipment:

The 1,850-gallon anti-icing/de-icing tank and spray bar equipment was delivered December 9<sup>th</sup>. Operations staff will be starting the process of intergrading the applicator pump's hydraulics to the truck's hydraulics. The cost of this equipment will be paid for out of the FAA CARES Act funds the airport has received.

Next Airport Board Meeting:

The next airport board meeting is a scheduled as a quarterly meeting with the Commissioner's and will be held on Wednesday, January 20, 2021 at 4 p.m.

**Engineers Report**

Mr. Wick of Morrison and Maierle presented the engineer's report updating the board on the Parallel Taxiway A&E Connection and Relocate Taxiway D&B, and the closeout of the Pavement Marking Project. Ms. Bourne of Morrison and Maierle updated the Airport Board regarding the revised site plan for the GA Terminal Project and the current lack of grant funding for the Rehabilitation of Runway 16/34.

**Budget Committee – Director Lundell:**

Mr. Lundell discussed the Commissioner's budget message and suggested the board create a committee comprised of two board members and staff. Mr. Lindblom and Mr. Gerrits will correspond with Mr. Lundell to set up committee meeting dates and times.

**Flightline LFS Update:**

Ms. Steward gave the Airport Board the following update:

Flightline received state endurance money to help with the company payroll which will get them through the next couple of months.

**Adjourn:**

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

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Greg Schreurs, President

DRAFT



## **Parallel Taxiway A & E Connection and Relocate Taxiway D & B - AIP 45 – 2019**

Closeout Update  
Final pay app submitted for S&S

### **2020 Pavement Marking Project**

Final invoice submitted for payment and project closeout

### **2021 General Aviation Terminal**

ARETE presenting schematics  
Revised Site Plan  
90% Plans sent to FAA 1/15/2021

### **Rehabilitate RW 16/34**

On-Hold pending funding

### **WACIP Review**

Comments due the 25<sup>th</sup> of January

- Rehabilitate RW 16/34 and RW 3
  - We requested \$52,000 in 2021 and \$13,866,667 in 2024
  - We were allocated \$52,000 in 2021, \$1,066,667 (Design) 2024, and \$11,200,000 in 2025
    - They pushed construction back one year and cut the budget by \$1,600,000
- Rehabilitate GA Apron
  - We requested \$1,333,333 in 2022
  - We were allocated \$1,066,667 in 2022
    - They cut the budget by \$266,666
- Rehabilitate RW 3/21
  - We requested \$4,800,000 in 2025
  - We were allocated \$1,066,667 in 2025
    - This is the biggest cut we received (\$3,733,333) so I think asking why this project was cut so much would be a good comment back on the WACIP before that January 25<sup>th</sup> deadline.