

NORTHEAST WYOMING REGIONAL AIRPORT
Board Meeting Agenda
4 p.m. Wednesday, February 19, 2020
Fulkerson Airport Operations Facility
2440 Airport Road

A. Consent Agenda

Documents:

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

B. Director's Report - Jay Lundell

Documents:

[DIRECTORS REPORT FEBRUARY 19, 2020.PDF](#)

C. Engineer's Report - Tim Wick

Documents:

[ENGINEERS REPORT.PDF](#)

D. Capital Construction Budget FY 2020/2021 - Jay Lundell

E. Flightline LFS Presentation And Update - Staff

Documents:

[FLIGHTLINE LFS LETTER.PDF](#)

F. Executive Session - Personnel

G. Adjourn

Note: This is a provisionally approved Agenda for the February 19, 2020 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting is scheduled to be held on Wednesday, March 18, 2020 at 4:00 p.m. at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on Thursday, March 12, 2020.

Campbell County Airport Board Meeting Minutes
Quarterly Meeting with County Commissioners
3 p.m. Wednesday, January 15, 2020
Commissioner's Chambers

A. County Commissioner's agenda

Airport board President Ohman called the meeting to order at 3 p.m. Board members present were Mr. Gerrits, Mr. Lindblom and new board member Mr. Malyurek. Commissioners present were Mr. Bell, Mr. Shelstad and Mr. Maul. Also present were Ms. Seeger Commissioner's Administrative Director and Mr. Lundell Airport Executive Director. Commissioner Chairman Mr. Reardon joined the meeting at 3:30 p.m.

The commissioners primarily discussed the renaming of the airport to Northeast Wyoming Regional Airport. Ms. Seeger stated she'd researched previous resolutions between the county and city regarding the name Gillette-Campbell County Airport. Ms. Seeger suggested during this meeting the airport board make a motion to rename the airport Northeast Wyoming Regional Airport. Should the commissioners agree to rename the airport, Ms. Seeger will develop an amendment with the City of Gillette for their consideration. After some discussion regarding the costs of renaming and rebranding the airport name, the commissioners agreed to place this item on their agenda for consideration at their January 21, 2020 meeting.

B. Election of Airport Board Officers

a. President

Moved by Mr. Lindblom to nominate Mr. Schreurs as President of the airport board. Second by Mr. Gerrits. Motion carried.

b. Vice-president

Moved by Mr. Gerrits to nominate Mr. Malyurek as Vice-President of the airport Board. Second by Mr. Lindblom. Motion carried

c. Secretary/Treasurer

Moved by Mr. Gerrits to nominate Mr. Lindblom as Secretary/Treasurer of the airport board. Second by Mr. Malyurek. Motion carried.

C. Consent agenda items for consideration:

- Purchase order summary
- December 18, 2019 board meeting minutes

Moved by Mr. Lindblom to approve the consent agenda purchase order summary and the December 18, 2019 airport board meeting minutes. Second by Mr. Gerrits. Motion carried.

D. Director's report – Jay Lundell

1. Passenger statistics

YOY our total passengers were 60,402, just behind the 60,654 passengers in 2017, and 2.4% lower than the record 61,876 set in 2015. December 2019 load factors averaged 81.2%.

Under the capacity purchase agreement, fourth quarter 2019 figures show the airport has a credit balance of \$13,283. What this means is the State and County do not own any subsidy to SkyWest Airlines. The credit will be rolled over to offset any future subsidy payments.

2. Fuel sales

YOY 100LL retail sales were -10%, YOY Jet A retail sales were -11%, YOY Jet A airline sales were -7% and YOY 100LL self-service sales were up 26%. I noticed that when the third SkyWest flight was added in the fourth quarter there was a 22% increase in airline fuel sales.

3. Airport board meeting

The next airport board meeting is scheduled for Wednesday February 19, 2020 at 4 p.m. in the Fulkerson Airport Operations Facility.

E. MMI engineer's report – Tim Wick & Laura Bourne

Mr. Wick and Ms. Bourne updated the airport board on the application for a PFC application and its projects, the airport's Wyoming Aviation Capital Improvement Plan and the 2020 Pavement Marking project. Mr. Wick asked for board approval of their task order No. 2 for engineering the Pavement Marking Project that is scheduled for the summer of 2020.

Task Order No. 2

Moved by Mr. Lindblom to approve Task Order No. 2 between the airport board and Morrison-Maierle, Inc. for the 2020 Pavement Marking Project, not to exceed Twenty-One Thousand, Seven Hundred Forty-Three dollars and zero cents (\$21,743.00) as presented. Second by Mr. Gerrits. Motion carried.

F. S & S Builders, Inc. – Jason Tystad

Mr. Tystad provided the airport board with a Gant chart of the weather delay days S&S Builders believes they were impacted by this past summer's wet weather and cold temperatures. Mr. Tystad also provided the airport board an excerpt from the WYDOT memorandum addressing supplementary conditions. There was no decision as the airport board will consider weather delays once the entire project is completed.

G. Airport rates & charges – appoint committee

Mr. Lundell stated that Flightline LFS, Inc.'s has the option to renew their lease for an additional five-years, subject only to renegotiation of reasonable rent and insurance requirements.

Mr. Lundell asked the airport board to appoint a committee of two board members and himself to negotiate the rates and charges with Flightline LFS, Inc. for the next five years. Once those rates and charges have been renegotiated, the committee will report back to the airport board with their recommendations. The airport board will then act upon the committee's recommendation.

President Ohman asked for volunteers. Mr. Lundell stated that Mr. Schreurs and Mr. Lindblom have expressed interest to serve on the committee. President Ohman appointed Mr. Schreurs, Mr. Lindblom and Mr. Lundell to the committee.

H. Flightline LFS update – Mr. Bob Laird

Mr. Laird said Shelly Besel has done a great job marketing and advertising the airport as he has heard radio ads throughout Montana and South Dakota. Mr. Laird stated the third flight really has helped their fuel sales. Mr. Laird also complemented the airport operations staff for doing a great job with snow removal.

I. Airport name change

Moved by Mr. Lindblom to rename the airport the Northeast Wyoming Regional Airport. Second by Mr. Malyurek. Motion carried.

J. Adjourn

Moved by Mr. Gerrits to adjourn. Second by Mr. Lindblom. Motion carried.

Respectfully Submitted,

**Greg Schreurs
President**

**Owen Lindblom
Secretary/Treasurer**

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
JANUARY 2020 NATURAL GAS	19007749	OP	623195 BLACK HILLS ENRG GAS	02/10/20	EA			2,717.00
HAWKER-2020 PHYSICAL	19007750	OP	108290 FAMILY HEALTH	02/10/20	EA			165.00
SHIPPING	19007751	OP	118720 FEDERAL EXPRESS CORP	02/10/20	EA			36.83
CHLORINE CYLINDER	19007752	OP	477378 HAWKINS	02/10/20	EA			10.00
NAME BLOCK MALYUREK	19007753	OP	111974 JLC SIGN GRAPHIC	02/10/20	EA			42.00
SUPPLIES TO HANG TV'S	19007754	OP	640913 MENARDS AIRPORT	02/10/20	EA			59.90
CAR WASH - TAHOE	19007755	OP	586961 RAIN LOCKER CAR WASH	02/10/20	EA			7.34
M C ID BAR	19007756	OP	114294 RECORD SUPPLY	02/10/20	EA			19.99
JANUARY SERVICE	19007757	OP	571524 WATER GUY	02/10/20	EA			438.00
MNTH BACTERIA SAMPLE	19007757	OP	571524 WATER GUY	02/10/20	EA			22.00
WASTE REMOVAL - JANUARY 2020	19007758	OP	298441 WASTE CONNECTIONS	02/10/20	EA			632.10
BATTERIES FOR WATER PUMP	19007759	OP	116177 WYOMING MACHINERY	02/10/20	EA			638.10
								4,788.26
Northeast Wyoming Regional								4,788.26

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MRKT GR JAN 2020 WEB AD	19007725	OP	392921 BASIN RADIO NETWORK	02/10/20	EA			200.00
50% CO MTCH JAN 2020 WEB AD	19007725	OP	392921 BASIN RADIO NETWORK	02/10/20	EA			200.00
50% MRKT GR JAN 2020 ADV	19007725	OP	392921 BASIN RADIO NETWORK	02/10/20	EA			38.93
50% CO MATCH JAN 2020 ADV	19007725	OP	392921 BASIN RADIO NETWORK	02/10/20	EA			38.92
50% MRKT GR JANUARY 2020 ADV	19007726	OP	627954 BIGHORN MTN RADIO	02/10/20	EA			13.50
50% CO MATCH JANUARY 2020 ADV	19007726	OP	627954 BIGHORN MTN RADIO	02/10/20	EA			13.50
50% MRKT GRNT JAN 2020 WEB/PR	19007727	OP	621667 BLACK HILLS PIONEER	02/10/20	EA			358.25
50% CO MTCH JAN 2020 WEB/PRNT	19007727	OP	621667 BLACK HILLS PIONEER	02/10/20	EA			358.25
50% MR GRNT GOV LNCH SPONS	19007728	OP	133225 CC CHAMBER OF COMMER	02/10/20	EA			250.00
50% CO MTCH GOV LNCH SPONS	19007728	OP	133225 CC CHAMBER OF COMMER	02/10/20	EA			250.00
50% MRKT GR WEB ADV JAN 2020	19007729	OP	361092 DOUGLAS BUDGET	02/10/20	EA			150.00
50% CO MTCH WEB ADV JAN 2020	19007729	OP	361092 DOUGLAS BUDGET	02/10/20	EA			150.00
50% MRKT GR 1/6/2020 ADV	19007729	OP	361092 DOUGLAS BUDGET	02/10/20	EA			55.00
50% CO MTCH 1/6/2020 ADV	19007729	OP	361092 DOUGLAS BUDGET	02/10/20	EA			55.00
50% MRKT GR 1/22/2020 ADV	19007729	OP	361092 DOUGLAS BUDGET	02/10/20	EA			55.00
50% CO MTCH 1/22/2020 ADV	19007729	OP	361092 DOUGLAS BUDGET	02/10/20	EA			55.00
50% MRKT GR JAN 2020 ADV	19007732	OP	573263 KEYHOLE BROADCASTING	02/10/20	EA			65.00
50% CO MTCH JAN 2020 ADV	19007732	OP	573263 KEYHOLE BROADCASTING	02/10/20	EA			65.00
50% MRKT GR JAN 2020 ADV	19007732	OP	573263 KEYHOLE BROADCASTING	02/10/20	EA			40.00
50% CO MTCH JAN 2020 ADV	19007732	OP	573263 KEYHOLE BROADCASTING	02/10/20	EA			40.00
50% MRKT GR JANUARY 2020 ADV.	19007733	OP	661941 KSLT KLMP KTPT	02/10/20	EA			150.00
50% CO MTCH JANUARY 2020 ADV.	19007733	OP	661941 KSLT KLMP KTPT	02/10/20	EA			150.00
50% MRKT GRANT JAN 2020 ADV.	19007735	OP	583875 KYDT RADIO	02/10/20	EA			150.00
50% CO MATCH JAN 2020 ADV.	19007735	OP	583875 KYDT RADIO	02/10/20	EA			150.00
50% MRKT GR FEB/MAR 2020	19007736	OP	580842 MINERS NEWS	02/10/20	EA			87.50
50% MRKT GR FEB/MAR 2020	19007736	OP	580842 MINERS NEWS	02/10/20	EA			87.50
50% MRKT GR GETAWAY PGS ADV.	19007737	OP	113275 NEWS RECORD	02/10/20	EA			332.50
50% CO MTCH GETAWAY PGS ADV.	19007737	OP	113275 NEWS RECORD	02/10/20	EA			332.50
50% MRKT GR WEB ADV JAN 2020	19007737	OP	113275 NEWS RECORD	02/10/20	EA			212.50
50% CO MTCH WEB ADV JAN 2020	19007737	OP	113275 NEWS RECORD	02/10/20	EA			212.50
50% MRKT GR WEB CMP/FIDS 1/20	19007738	OP	575963 OAG FLIGHTVIEW	02/10/20	EA			216.75
50% CO MT WEB COMP/FIDS 01/20	19007738	OP	575963 OAG FLIGHTVIEW	02/10/20	EA			216.75
50% MRKT GR JAN 2020 ADV	19007740	OP	623689 POWDER RIVER EXAM	02/10/20	EA			60.00
50% CO MTCH JANUARY 2020 ADV.	19007740	OP	623689 POWDER RIVER EXAM	02/10/20	EA			60.00
50% MRKT GR FEB 2020 ADV.	19007741	OP	199566 SUNDANCE TIMES	02/10/20	EA			162.50
50% CO MTCH FEB 2020 ADV.	19007741	OP	199566 SUNDANCE TIMES	02/10/20	EA			162.50
50% MRKT GR JAN 2020 ADV.	19007742	OP	625713 WESTON CO GAZETTE	02/10/20	EA			37.50
50% CO MTCH JAN 2020 ADV.	19007742	OP	625713 WESTON CO GAZETTE	02/10/20	EA			37.50
								5,269.85
AIRPORT MARKETING								5,269.85
								10,058.11

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
2020-2025 WEBSITE DOM RENEWAL	19006840	OP	566240 FIB MSTRCRD AIRPORT	01/14/20	EA			190.00
INT'L TRANSACTION FEE	19006840	OP	566240 FIB MSTRCRD AIRPORT	01/14/20	EA			1.71
DEC05-JAN04 JAY TODD ONCALL	19007109	OP	592683 ATT AIRPORT	01/21/20	EA			224.35
OPS BLDG CABLE 1/10-2/9/20	19007110	OP	477634 CHARTER COMM CABLE	01/21/20	EA			191.96
CDL SKL TST TOD TODD, TERRY	19007111	OP	566240 FIB MSTRCRD AIRPORT	01/21/20	EA			247.50
CDL SKL TST TREVOR	19007111	OP	566240 FIB MSTRCRD AIRPORT	01/21/20	EA			82.50
M TERM CABLE 1/14-2/13/20	19007112	OP	477634 CHARTER COMM CABLE	01/21/20	EA			139.05
CREDIT FOR EARLY REG.	19007162	OP	566240 FIB MSTRCRD AIRPORT	01/23/20	EA			114.50-
								962.57
AIRPORT								962.57
								962.57

**Northeast Wyoming Regional Airport
Director's Report
February 19, 2020**

1. Airport statistics

January 2020 total passengers were up 16% from January 2019.

2. Fuel sales

When comparing January 2020 to January 2019, 100LL retail sales were up 47%, Jet A retail sales were flat, SkyWest Jet A fuel into plane were up 13%, and 100LL self-service fuel sales were up 41%.

3. Airport name change

The FAA, TSA and WYDOT have been notified of the airport's name change to Northeast Wyoming Regional Airport. All have already referred the new name in their correspondence and software systems. The new name change should appear in the FAA's publications in the next publication cycle.

I'm in the process of incorporating the name change in our Airport Certification Manual and corresponding appendixes such as our Airport Emergency Plan, and the Airport Security Plan.

Ms. Besel is sending out notices to our tenants and customers of the name change and I've informed SkyWest Airlines as well and filled out their required paperwork. It won't be necessary to send out letters of consignment regarding our lease and contracts, as the name change will be incorporated into new leases and contracts as they become renewed.

4. Airport rebranding committee

Ms. Besel, Mr. Lindblom, Mr. Malyurek and I will be meeting with Adbay representatives Friday, February 28th at 10:00 a.m. in administration office to discuss the airport rebranding.

5. Airport board meeting

The next airport board meeting is scheduled for Wednesday, March 18, 2020 at 4 p.m. in the Fulkerson Airport Operations Facility.

ENGINEER'S REPORT
Southeast Wyoming Regional Airport
February 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 Shutdown

PFC Application – 2019

Submitted letter to the airlines for comment
Posted on airport website

2020 Pavement Marking Project

Board action on MMI Task Order 2
Scoping work completed on 1/9/2020
95% plans Submitted 1/31/2020

2020 Crack Sealing Project

Bid opening was 2/13/2020

2000 Airport Road, Suite 108
Gillette, WY 82716



Office (307) 686-1042
Fax (307) 686-1471

January 29, 2020

Bob Laird, Vice-President
Flightline LFS, Inc.
2000 Airport Road, No. 2D
Gillette, Wyoming 82716

Re: Flightline LFS, Inc. lease option

Dear Mr. Laird:

As you know, your first five (5) year lease agreement portion will end June 30, 2020. Per your lease agreement you shall have the option to renew your agreement for an additional term of five (5) years subject only to renegotiation of reasonable rent and insurance requirements by the airport board.

This letter shall serve as an official request that you respond in writing your intentions regarding the second five (5) year lease option. Please respond as soon as possible.

If your response is to exercise the five (5) option, the airport board renegotiation committee will start their review. Once the review is complete, the renegotiation committee will make their recommendation(s) to the airport board for their consideration.

Thank you for cooperation regarding the five (5) year lease option and I will await your response. In the meantime, if you have any questions please contact me.

Sincerely,



Jay Lundell, A.A.E.
Airport Executive Director



2000 Airport Road #2D -- Gillette, Wyoming 82716
307 686 7000 (Telephone) -- 307 686 5770 (fax)

February 11, 2020

Dear Mr. Lundell,

We would be very pleased to renew the agreement subject to renegotiation of reasonable rent and insurance requirements by the airport board. Please put Flightline LFS on the agenda for the airport board meeting on the 19th of February, 2020 to make a brief presentation relevant to your request. Then, as renegotiations begin, we would like to provide additional detailed information the renegotiation committee. Thank you.

Sincerely,

Robert D. Laird