



Campbell County Airport Board Meeting Agenda  
4 p.m. Wednesday, April 18, 2018  
Fulkerson Airport Operations Facility  
2440 Airport Road

A. Consent Agenda

I. Board Meeting Minutes

Documents:

[AP BOARD MINUTES DRAFT MARCH 2018.PDF](#)

II. Purchase Order Summary

Documents:

[PURCHASE ORDER SUMMARY.PDF](#)

B. Engineer's Report - Laura Bourne

Documents:

[ENGINEERS REPORT APRIL 18, 2018.PDF](#)

C. Airport Master Plan Presentation July 18, 2018 - Laura Bourne

D. Control Tower Staffing - Todd Chatfield

E. Car Rental Parking - Todd Chatfield

F. Reschedule May 16, 2018 Airport Board Meeting - Shelly Besel

G. Flightline LFS Update

H. Adjourn

Note: This is the provisionally approved agenda for the April 18, 2018 Airport Board Meeting. The normally scheduled Airport Board meeting on May 16, 2018 will be rescheduled as the Airport Board President, Airport Director, and Senior Administrative Assistant will be meeting with SkyWest Airlines.

**Regular Meeting of the Campbell County Airport Board  
March 21, 2018**

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

**Approve Consent Agenda:**

**Motion by Mr. Gerrits, second by Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary, and February 15, 2018 Airport Board meeting minutes as presented. Motion carried.**

**Engineer Report:**

Tim Wick of Morrison and Maierle presented the Engineer Report to the Airport Board.

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

The Master Plan Final Report will be submitted to the board and County Commissioners at the May meeting.

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

The contractor is currently working on the punch list for this project. Task Order No. 7 addresses \$29,000 in liquidated damages for the 29-day extension on the project completion date.

**Fence Repairs – 2017:**

The 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:**

Currently working on the fee negotiation between the Gillette-Campbell County Airport and Morrison and Maierle. Anticipate a grant offer in May 2018.

**Operational Budget – Jay Lundell:**

Mr. Lundell outlined the staff recommendations for the Operational Budget for the upcoming fiscal year 2018/2019. **Mr. Gerrits moved to approve the Operational Budget as presented, second by Mr. Schreurs. Motion carried.**

**Capital Outlay Budget FY 2018-19:**

Mr. Lundell presented the Capital Outlay Budget to the Airport Board for the upcoming fiscal year 2018/2019. **Mr. Gerrits moved to approve the Capital Outlay Budget as presented, second by Mr. Schreurs. Motion carried.**

**Revenue Budget FY 2018-19:**

Mr. Lundell outlined the staff recommendations for the Revenue Budget for the upcoming fiscal year 2018/201. The staff recommended that the Rental Car Agencies, Private Hangar Land Leases, County Hangar Leases, and Flightline LFS

Lease rates remain unchanged for fiscal year 2018/2019. **Mr. Schreurs moved to approve the Revenue Budget as presented, second by Mr. Gerrits. Motion carried.**

**FAA AIP-43 Supplemental Agreement:**

Tim Wick of Morrison and Maierle the FAA AIP-43 Supplemental Agreement to the Airport Board for consideration and approval. **Mr. Gerrits moved to approve the FAA AIP-43 grant Supplemental Agreement No. 1 to increase the grant amount by Twenty-Three Thousand, Six Hundred Eighty-Six dollars and twenty-four cents (\$23,686.24) as presented, second by Mr. Schreurs. Motion carried.**

**MMI Task Order No. 7 Amendment:**

Tim Wick of Morrison and Maierle Task Order No. 7 Amendment to the Airport Board for consideration and approval. **Mr. Gerrits moved to approve the MMI Task Order No. 7 Amendment increasing the engineering fees by Twenty-Nine Thousand and zero cents (\$29,000.00) as presented, second by Mr. Schreurs. Motion carried.**

**MMI Task Order No. 10:**

Tim Wick of Morrison and Maierle Task Order No. 10 to the Airport Board for consideration and approval. **Mr. Schreurs moved to approve the MMI Task Order No. 10 for professional consultant services for the preparation of the 2018 PFC application in the amount of Eight Thousand dollars and zero cents (\$8000.00) as presented, second by Mr. Gerrits. Motion carried.**

**Flightline Report:**

There was not a representative from Flightline at the meeting.

**Other Business:**

Mr. Lundell addressed the board regarding the failure of the concrete on the Air Carrier apron. The concrete is a safety concern and it will be repaired with funding from the current AIP. This will result in additional task orders.

**Adjourn:**

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

Respectfully Submitted,

Bruce Jones

Secretary/Treasurer

Joel Ohman  
Airport Board President

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Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
DIRECTOR ADMIN OP SUP LOCKS	17009643	OP	152207 ACTION LOCK & KEY	04/12/18	EA			165.00
DIGITAL AD CHANGE - MARKETING	17009650	OP	556210 ADBAY.COM INC	04/12/18	EA			42.50
GLASS FOR JAY'S DESK	17009651	OP	140960 ASSOCIATED GLASS INC	04/12/18	EA			286.85
MARCH 2018 ADVERTISING-MRKT	17009652	OP	392921 BASIN RADIO NETWORK	04/12/18	EA			359.50
MARCH 2018 ADVERTISING-MRKT	17009653	OP	627954 BIGHORN MOUNTAIN RAD	04/12/18	EA			54.00
NATURAL GAS 2/26-3/28/18	17009654	OP	623195 BLACK HILLS ENERGY	04/12/18	EA			2,012.08
MARCH 2018 ADVERTISING-MRKT	17009655	OP	621667 BLACK HILLS PIONEER	04/12/18	EA			397.50
3/29/18 ADV - MARKETING	17009656	OP	361084 BUFFALO BULLETIN	04/12/18	EA			150.00
OPS CABLE INT 4/10-5/9/18	17009657	OP	477634 CHARTER COMMUNICATIO	04/12/18	EA			177.20
ELEC 3/1/18-4/2/18	17009658	OP	107203 CITY OF GILLETTE-UTI	04/12/18	EA			37.48
PRE-EMPLOYMENT DRUG SCREEN	17009662	OP	465051 EMPLOYMENT TESTING S	04/12/18	EA			30.00
BEYER 2018	17009663	OP	108290 FAMILY HEALTH	04/12/18	EA			165.00
COFFEE AND SUPPLIES	17009664	OP	108337 FARMER BROS CO	04/12/18	EA			283.08
FIDS-APRIL 2018	17009665	OP	575963 OAG FLIGHTVIEW	04/12/18	EA			240.00
WEB COMPONENTS - APRIL 2018	17009665	OP	575963 OAG FLIGHTVIEW	04/12/18	EA			154.00
INDEPENDENT FEE ESTIMATE	17009666	OP	190271 GDA ENGINEERS	04/12/18	EA			2,750.00
CHLORINE CYLINDER	17009667	OP	477378 HAWKINS INC	04/12/18	EA			10.00
COMPARE&SAVE AD 3/8/18-MRKT	17009668	OP	404208 HIGH PLAINS SENTINEL	04/12/18	EA			100.00
MISC. SUPPLIES FOR HNG REPAIR	17009669	OP	574231 HOME DEPOT CRC-AIRPO	04/12/18	EA			124.41
SCREWS FOR HANGAR REPAIRS	17009669	OP	574231 HOME DEPOT CRC-AIRPO	04/12/18	EA			28.38
VINYL DOOR LOGOS (2)	17009670	OP	111974 JLC SIGN & GRAPHIC W	04/12/18	EA			165.00
MARCH 2018 ADV - MARKETING	17009671	OP	583875 KYDT RADIO	04/12/18	EA			200.00
KOAL106.1 ADV MARCH 2018	17009672	OP	573263 KEYHOLE BROADCASTING	04/12/18	EA			130.00
KOOL105.3 ADV MARCH 2018	17009672	OP	573263 KEYHOLE BROADCASTING	04/12/18	EA			80.00
MARCH 2018 ADVERTISING-MRKT	17009673	OP	661941 KSLT-KLMP-KTPT	04/12/18	EA			300.00
FLANNEL SHIRT AND T-SHIRTS	17009674	OP	640913 MENARDS-AIRPORT	04/12/18	EA			35.96
WEB AD MARCH 2018-MARKETING	17009675	OP	113275 NEWS RECORD INC	04/12/18	EA			425.00
COFFEE DECANTER	17009678	OP	588490 NORCO INC	04/12/18	EA			33.47
FUEL FARM PORTA POTTY	17009679	OP	111587 PAINTBRUSH SERVICES	04/12/18	EA			130.00
MARCH 2018 ADVERTISING-MRKT	17009680	OP	623689 POWDER RIVER EXAMINE	04/12/18	EA			120.00
TONER AND BINDER	17009681	OP	113937 POWDER RIVER OFFICE	04/12/18	EA			171.97
CALCULATOR AND RIBBON	17009681	OP	113937 POWDER RIVER OFFICE	04/12/18	EA			88.58
ELEC SOCKET WRENCH	17009683	OP	114294 RECORD SUPPLY INC	04/12/18	EA			29.59
WASTE REMOVAL MARCH 2018	17009684	OP	298441 WASTE CONNECTIONS OF	04/12/18	EA			632.10
PRE-EMPLOYMENT DRUG SCREEN	17009685	OP	599877 WESTERN AEROMEDICAL	04/12/18	EA			69.00
MARCH 2018 ADVERTISING-MRKT	17009686	OP	625713 WESTON COUNTY GAZETT	04/12/18	EA			100.00
2018/2019 ADV -MARKETING	17009687	OP	581010 ZIPLOCAL	04/12/18	EA			624.00
STORM WATER PERMIT 2018/2019	17009688	OP	146325 STATE OF WY-DEPT ENV	04/12/18	EA			500.00
MARS-APR4 2018 CELL PHONES	17009892	OP	592683 AT&T MOBILITY-AIRPOR	04/18/18	EA			242.57
HOESE ASSEMBLY	17009895	OP	185586 BIGHORN HYDRAULICS I	04/18/18	EA			113.15
SHIPPING	17009895	OP	185586 BIGHORN HYDRAULICS I	04/18/18	EA			26.35
4/12/18 ADV -MARKETING	17009897	OP	361084 BUFFALO BULLETIN	04/18/18	EA			150.00
4/14/18-5/13/18 M. TERM.	17009898	OP	477634 CHARTER COMMUNICATIO	04/18/18	EA			134.26
MATERIALS FOR NEW NUMBERS	17009899	OP	574231 HOME DEPOT CRC-AIRPO	04/18/18	EA			7.44
ALL METERS 2/26/18-3/31/18	17009900	OP	238140 POWDER RIVER ENERGY	04/18/18	EA			12,465.37
WIPER BLADES-MB	17009904	OP	114294 RECORD SUPPLY INC	04/18/18	EA			22.69
REPLACE CONTACTOR-ALS	17009906	OP	126447 SCOTT BROTHERS, INC.	04/18/18	EA			519.00
TUMBLERS WITH LOGO (200)	17009907	OP	484746 GIR SPEEDY	04/18/18	EA			637.08
SHIPPING	17009907	OP	484746 GIR SPEEDY	04/18/18	EA			212.02
BAGS WITH LOGO (200)	17009907	OP	484746 GIR SPEEDY	04/18/18	EA			563.08
SHIPPING	17009907	OP	484746 GIR SPEEDY	04/18/18	EA			213.00
DECEMBER 2017 ADV-MARKETING	17009908	OP	199566 SUNDANCE TIMES	04/18/18	EA			325.00
MARCH 2018 ADV-MARKETING	17009908	OP	199566 SUNDANCE TIMES	04/18/18	EA			325.00
APRIL 2018 ADV-MARKETING	17009908	OP	199566 SUNDANCE TIMES	04/18/18	EA			325.00

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive . . . Amount
LOGO IMPRINT-BOB BREN UNIFORM	17009909	OP	539591 THAT EMBROIDERY PLAC	04/18/18	EA			32.00
LOADER BLADES	17009910	OP	288841 WINTER EQUIPMENT COM	04/18/18	EA			750.00
SHIPPING	17009910	OP	288841 WINTER EQUIPMENT COM	04/18/18	EA			217.53
								28,682.19
AIRPORT								28,682.19

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
FINAL PAYMENT VAN-EWING	17009677	OP	113275 NEWS RECORD INC	04/12/18	EA			3.27
COMP NOTICE-SEC EXP PROJECT	17009890	OP	113275 NEWS RECORD INC	04/18/18	EA			163.14
FINISH ELEC INST. ON SEATING	17009891	OP	117372 NORTON CONSTRUCTION	04/18/18	EA			372.00
								538.41
AIRPORT RESTRICTED REV FUND								538.41





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

ALP – Revised with FAA and WYDOT comments.

Master Plan Final Report will be presented to Board and County at July joint meeting

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

July 24 Notice to Proceed after Construction Contract approved  
Oct 22 90 Calendar Day Contract  
Substantial Completion achieved on February 23<sup>rd</sup> with the completion of the ALCMS

Currently working on puchlist

Looking at \$29,000 in Liquidated Damages

### **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	March 2018
Board action on MMI Task Order	March 2018
Grant Offer from FAA and WYDOT	May 2018

### **GCC PFC 2018 Application - 2018**

Timeline:

Submitted Letter to Airlines	March 9, 2018
Airline Salutation Meeting	April 2, 2018
Public Notice Comments	April 12, 2018
Submit to FAA for Approval	April 12. 208