



A. Consent Agenda

I. Board Meeting Minutes

Documents:

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

II. Purchase Order Summary

Documents:

[AP BOARD MINUTES DRAFT MARCH 2018.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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Bruce Jones

Secretary/Treasurer

Joel Ohman
Airport Board President

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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 23rd 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