



Campbell County Airport Board Meeting Agenda  
4 p.m. Wednesday, May 15, 2019  
Fulkerson Airport Operations Facility  
2440 Airport Road

A. Consent Agenda

Documents:

[MAY 2019 PURCHASE ORDER SUMMARY .PDF](#)  
[APRIL 2019 - AIRPORT BOARD MINUTES.PDF](#)

B. Engineer's Report - Tim Wick

C. S&S Builders, Inc. Contract - Tim Wick

D. MMI Basic Engineering Services Contract - Tim Wick

E. MMI Task Order/Passenger Facility Charge Application - Tim Wick

F. Habitat Management Building - Jay Lundell

G. Flightline LFS Update

H. Adjourn

Note: This is a provisionally approved Agenda for the May 15, 2019 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, June 19, 2019 at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on Thursday, June 13, 2019.

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
KEYS	18010703	OP	152207 ACTION LOCK & KEY	05/08/19	EA			19.94
DESIGN FOR CHAMBER PUB.	18010704	OP	556210 ADBAY.COM INC	05/08/19	EA			212.50
MARCH 2019 RADIO/WEB ADV.	18010705	OP	392921 BASIN RADIO NETWORK	05/08/19	EA			529.75
RADIO ADV MARCH 2019	18010706	OP	627954 BIGHORN MOUNTAIN RAD	05/08/19	EA			45.00
REPLACED ATTACHMENT PART	18010707	OP	613157 BOBCAT OF GILLETTE	05/08/19	EA			1,423.91
04/25/19 AD	18010708	OP	361084 BUFFALO BULLETIN	05/08/19	EA			180.00
NATURAL GAS ALL METERS	18010709	OP	623195 BLACK HILLS ENERGY	05/08/19	EA			1,423.57
BROOM BRUSHES-JOHN DEERE	18010710	OP	615241 C & B OPERATIONS LLC	05/08/19	EA			606.98
MARCH 2019 PRINT/WEB ADV.	18010711	OP	621667 BLACK HILLS PIONEER	05/08/19	EA			716.50
OIL AND GREASE	18010712	OP	289650 CERTIFIED LABORATORI	05/08/19	EA			1,220.95
1400 W LAKEWAY ROAD MARCH2019	18010713	OP	107203 CITY OF GILLETTE-UTI	05/08/19	EA			37.05
M. TERMINAL 4/14/19-5/13/19	18010714	OP	477634 CHARTER COMMUNICATIO	05/08/19	EA			137.59
WY RURAL WATER MEALS REIMB.	18010715	OP	538855 CHATFIELD, TODD	05/08/19	EA			30.29
2019/2020 BOND	18010716	OP	332232 CNA SURETY	05/08/19	EA			100.00
WASTEWATER TESTING	18010717	OP	207685 ENERGY LABORATORIES	05/08/19	EA			184.00
WASTEWATER TESTING	18010717	OP	207685 ENERGY LABORATORIES	05/08/19	EA			52.00
WASTEWATER TESTING	18010717	OP	207685 ENERGY LABORATORIES	05/08/19	EA			52.00
WASTEWATER TESTING	18010717	OP	207685 ENERGY LABORATORIES	05/08/19	EA			52.00
WASTEWATER TESTING	18010717	OP	207685 ENERGY LABORATORIES	05/08/19	EA			52.00
DRILL BITS	18010718	OP	280268 FASTENAL COMPANY	05/08/19	EA			60.46
SHIPPING	18010719	OP	118720 FEDERAL EXPRESS CORP	05/08/19	EA			29.54
TELEX HANDHELD MIC (2)	18010720	OP	209390 FLIGHTLINE INC	05/08/19	EA			407.04
WEB COMPONENTS AND FIDS	18010721	OP	575963 OAG FLIGHTVIEW	05/08/19	EA			433.50
AIRSERVICE CONS. APRIL 2019	18010722	OP	574223 FORECAST	05/08/19	EA			5,500.00
CHLORINE CYLINDER	18010723	OP	477378 HAWKINS INC	05/08/19	EA			10.00
WEB AD MARCH 2019	18010724	OP	404208 HIGH PLAINS SENTINEL	05/08/19	EA			300.00
04/10/2019 ADV.	18010724	OP	404208 HIGH PLAINS SENTINEL	05/08/19	EA			100.00
04/10/2019 ADV.	18010724	OP	404208 HIGH PLAINS SENTINEL	05/08/19	EA			100.00
KOAL 106.1 MARCH 2019 ADV.	18010725	OP	573263 KEYHOLE BROADCASTING	05/08/19	EA			130.00
KOOL 105.3 MARCH 2019 ADV.	18010725	OP	573263 KEYHOLE BROADCASTING	05/08/19	EA			64.00
MARCH 2019 ADV	18010726	OP	661941 KSLT-KLMP-KTPT	05/08/19	EA			300.00
BROOM BRUSHES FOR MB	18010727	OP	646776 M-B COMPANIES INC	05/08/19	EA			2,687.00
LAUNDRY SOAP, STORAGE BINS	18010728	OP	640913 MENARDS-AIRPORT	05/08/19	EA			95.48
JUNE/JULY 2019 ADV.	18010729	OP	580842 MINERS NEWS	05/08/19	EA			175.00
ENG STMNET OF QUALIFICATIONS	18010730	OP	113275 NEWS RECORD INC	05/08/19	EA			213.57
WEB AD MARCH 2019	18010730	OP	113275 NEWS RECORD INC	05/08/19	EA			425.00
CHAMBER BOARD ADV. 2019/2020	18010732	OP	656421 PROFILE DISPLAY INC	05/08/19	EA			544.00
MARCH 2019 ADV.	18010733	OP	199566 SUNDANCE TIMES	05/08/19	EA			325.00
FERTALIZER GRO-GARD (11)	18010734	OP	576747 GROWTH PRODUCTS LTD	05/08/19	EA			374.00
PUMP FOR ELECTRICAL VAULT	18010735	OP	405702 TRU-TECH PRODUCTS LL	05/08/19	EA			606.64
WASTE REMOVAL MARCH 2019	18010736	OP	298441 WASTE CONNECTIONS OF	05/08/19	EA			632.10
APRIL SERVICE	18010737	OP	571524 WATER GUY LLC	05/08/19	EA			438.00
BACTERIA SAMPLE	18010737	OP	571524 WATER GUY LLC	05/08/19	EA			22.00
MARCH 2019 ADVERTISING	18010738	OP	625713 WESTON COUNTY GAZETT	05/08/19	EA			50.00
REPAIR TOOLCAT	18010739	OP	613157 BOBCAT OF GILLETTE	05/08/19	EA			3,390.30
BOBTACH AND BOOM	18010739	OP	613157 BOBCAT OF GILLETTE	05/08/19	EA			3,710.87
FUEL FARM PORTA POTTY	18010764	OP	111587 PAINTERUSH SERVICES	05/09/19	EA			125.00
FEBRUARY 2019 ADVERTISING	18010894	OP	625713 WESTON COUNTY GAZETT	05/10/19	EA			100.00
								28,424.53
AIRPORT								28,424.53

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 Receive Quantity	Receive Amount
PATCH CORD/48 PORT RACK MOUNT	18010700	OP	538687 IT OUTLET INC	05/08/19	EA			370.16
REKEY AIRPORT-DOOR LOCK PROJ	18010701	OP	565431 ARCHITECTURAL SPECIA	05/08/19	EA			1,729.34
2.5% CO MATCH AIP-44 FAA	18010702	OP	113275 NEWS RECORD INC	05/08/19	EA			39.50
2.5% CO MATCH TAXIWAY REL DES	18010895	OP	618767 MORRISON MAIERLE INC	05/10/19	EA			2,042.04
								4,181.04
AIRPORT RESTRICTED REV FUND								4,181.04
								32,605.57

CAMPBELL COUNTY  
 Airport Open Purchase Orders

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	To Receive Amount
LODGING SEATTLE AAAE CONF.	18010456	OP	566240 FIRST INTERSTATE MAS	04/24/19	EA			1,062.20
MEAL CASPER-RURAL WATER TRN	18010456	OP	566240 FIRST INTERSTATE MAS	04/24/19	EA			26.20
LODGING - CASPER WATER TRNG	18010456	OP	566240 FIRST INTERSTATE MAS	04/24/19	EA			253.17
LODGING SEATTLE AAAE CONF	18010457	OP	566240 FIRST INTERSTATE MAS	04/24/19	EA			1,036.36
LODGING ROCK SPRINGS CPA-COMM	18010457	OP	566240 FIRST INTERSTATE MAS	04/24/19	EA			178.00
BADGE HOLDERS	18010458	OP	566240 FIRST INTERSTATE MAS	04/24/19	EA			35.66
AIRPORT LOGO LANYARDS	18010459	OP	566240 FIRST INTERSTATE MAS	04/24/19	EA			358.25
AAAE MEMBERSHIP	18010460	OP	566240 FIRST INTERSTATE MAS	04/24/19	EA			275.00
								3,224.84
AIRPORT								3,224.84
								3,224.84

**Regular Meeting of the Campbell County Airport Board  
April 17, 2019**

Airport Board President Ohman called the meeting to order at 4:00 p.m. Members present Mr. Schreurs, Mr. Gerrits, and Mr. Lindblom. Also, in attendance Commissioner Chair Bell, Commissioner Reardon, Commissioner Maul, Commissioner's Director Robert Palmer, and Kendra Anderson.

**Commissioner's Agenda:**

The following items were jointly discussed:

**FY Budget 2019/2020:**

The Commissioners will meet next week to go over budgets. If they have questions regarding the Airport budgets they will contact Mr. Lundell.

**CPA Airline Selection Committee Decision:**

Mr. Lundell stated SkyWest Airline has been chosen as the CPA carrier. There is an MOU that will be presented to the commission for their review. The next step is forming a negotiation committee with a representative from Rock Springs, Riverton, Sheridan and Gillette. Mr. Palmer has graciously accepted the request to sit on this committee.

**Approve Consent Agenda:**

**Motion by Mr. Lindblom, second by Mr. Gerrits to approve the Consent Agenda, including the Purchase Order Summary, and the March 27, 2019 Airport Board Minutes. Motion carried.**

**Engineers Report:**

Tim Wick of Morrison and Maierle presented the following items to the Airport Board and Campbell County Commissioners:

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

- Invitation to Bid – Advertised in the Casper Star and News Record March 22<sup>nd</sup>, 29<sup>th</sup> and April 5<sup>th</sup>.
- Mandatory Pre-Bid – April 4, 2019
- Bid Opening – April 16, 2019

Two bids were received for this project with the apparent low bid coming in from S&S Builders, LLC. at \$4,489,346.70, which is substantially under the engineers estimate. Mr. Wick requested Airport Board Consideration for the approval to award the low responsive, responsible bidder, with concurrence from the FAA and WYDOT. **Mr. Lindblom moved to award the bid to S&S Builders, the low, responsive bidder, with concurrence from the FAA and WYDOT, second by Mr. Schreurs. Motion carried.**

Mr. Wick stated construction on this project should begin July 2019.

Selection of Airport Engineering Consulting Services:

Mr. Lundell presented a letter of recommendation to the Airport Board for the selection of the Engineering Consultant Services. The airport received two (2) responses to the request for statements of qualifications for engineering consulting services, from TO Engineers and Morrison Maierle, Inc. The selection committee comprised of Mr. Schreurs, Mr. Gerrits, and Mr. Lundell met on Monday, April 15<sup>th</sup>. It was the unanimous decision of the committee to recommend the Airport Board negotiate and enter into a five (5) year contract with Morrison Maierle, Inc. **Mr. Gerrits moved to approve the selection and contract negotiation with of Morrison Maierle, Inc. as the Engineer Consultant firm for the Gillette-Campbell County Airport for a period of five (5) years, second by Mr. Schreurs, due to a conflict of interest, Mr. Lindblom abstained from voting. Motion carried.**

Flightline LFS Update:

Bob Laird addressed the board, stating the FAA inspection went well. The operations staff was accommodating during the last snow storm and it is greatly appreciated. The sage grouse flights will be ending in May.

Adjourn:

There being no further business before the Airport Board a motion for adjournment was called. **Motion by Mr. Lindblom to adjourn the meeting, second by Mr. Schreurs. Motion carried. The meeting adjourned at 4:40 p.m.**

Respectfully Submitted,

Greg Schreurs, Secretary/Treasurer

Joel Ohman, President

DRAFT