



Campbell County Airport Board Meeting Agenda
4 p.m. Wednesday, July 17, 2019
Fulkerson Airport Operations Facility
2440 Airport Road

A. Commissioner's Agenda

General Aviation Terminal Building Design

WYDOT Memorandum of Understanding (MOU)

B. Consent Agenda

Documents:

[AIRPORT BOARD MINUTES JULY 2019.PDF](#)

C. Director's Report - Jay Lundell

D. Operations Manager's Report - Todd Chatfield

E. Engineer's Report - Tim Wick

Documents:

[ENGINEERS REPORT AUGUST 2019.PDF](#)

F. Airport Rebranding - Shelly Besel

G. Airport Entrance Sign - Jay Lundell

H. SkyWest Airlines Lease Space - Jay Lundell

I. Flightline LFS Update

J. Adjourn

Note: This is a provisionally approved Agenda for the August 21, 2019 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, September 18, 2019 at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on Thursday, September 12, 2019.

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

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

Consent Agenda:

Board member Schreurs stated his concern over the cost of the software agreement with Grey Wall. Grey Wall is the company that provides the software support for the airport's safety management system. Mr. Lundell and Mr. Chatfield briefly discussed the benefit of the system to the airport and offered to demonstrate the system to Mr. Schreurs at a more convenient time. **Mr. Gerrits moved to approve the Consent Agenda, including the Purchase Order summary, the June 19, 2019 Executive Session minutes, and the June 19, 2019 Airport Board minutes as presented, second by Mr. Jones. Motion carried.**

Directors Report:

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

Passenger Enplanement Statistics

The statistics for June 2019 were included in the packets for the board to review.

Capacity Purchase Agreement - MOU

Mr. Lundell is waiting to hear from WYDOT Aeronautics when to expect to receive and review the community memorandum of understanding (MOU) between Campbell County and WYDOT Aeronautics. The MOU will be sent to the County Commissioner's for their review and approval.

SkyWest Weekly Flight Frequency

SkyWest's weekly flight frequency will start adding the third daily roundtrip flight back in on Mondays, Thursdays, Fridays and Sundays, effective October 1st. This will only be for the months of September, October, November, December, March, April and May. During the months of January and February the schedule reverts to two (2) daily roundtrip flights. However, in June, July and August there will be three (3) daily roundtrip flights except for Saturdays. The flight-times of the third flight have not been completely determined.

Self Service Fueling Station:

Mr. Chatfield updated the board on the status of this project. The pump was ordered last fiscal year and the card reader was ordered this fiscal year. The system will be ready to install in August. Mr. Chatfield did advise the board that there is a \$500 annual service contract associated with the new system.

Glide Slope:

Mr. Chatfield advised the board that lightning struck the glide slope and destroyed one of the three radios in the glide slope. The County HR/Risk department has spoken with the insurance company regarding coverage. The radio is covered by insurance and the insurance company has requested the technician will write a letter documenting the damage for their records. The parts were ordered on July 11th and DBT will come to install them when they arrive.

Other:

Mr. Lundell congratulated Ms. Besel on her selection by the Commissioner's to attend GALI (Gillette Area Leadership Institute) in the upcoming year. In addition, he congratulated Ms. Besel for her recent completion of her BS degree from Capella University.

Engineers Report – Tim Wick:

Tim Wick, of Morrison Maierle presented the following items to the Airport Board:

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

Preconstruction meeting was held on July 16, 2019 with the notice to proceed given to be given on July 22, 2019. A construction flyer was sent to the airport users and has been placed on the website.

2019 GCC PFC Application:

Working on project list.

WACIP:

The Airport Board will review the WACIP for approval at the August 21, 2019 board meeting. Upon approval the WACIP will be submitted to the FAA and State on August 23, 2019.

Flightline LFS Update:

Ms. Steward expressed concern with the day time runway closures. In the past this practice cost the FBO a substantial amount of money. Tim Wick and Laura Borne assured Ms. Steward the construction would not be happening daily and at most would occur 2 days each week.

Ms. Steward expressed gratitude for the board's knowledge and assistance with Flightline LFS issues. She went on to state that the FBO is concerned with the recent events at Bel Aire and Eagle Butte mines.

Ms. Steward concluded the report with informing the board that AV insurance rates will be increasing 20%. This is a nationwide substantial increase and is of no fault of the FBO.

Adjourn:

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

Respectfully Submitted,

Greg Schreurs
Secretary/Treasurer

Joel Ohman
Airport Board President

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DRAFT

ENGINEER'S REPORT
Gillette-Campbell County Airport
August 2019 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

- Construction Update

PFC Application – 2019

Working on project list

WACIP

Due to State and FAA in August
Had conference call on August 13th with WYDOT and FAA