



Greg Schreurs, President
Luke Malyurek, Vice President
Owen Lindblom, Secretary/Treasurer
Joel Ohman, Member
Adrian Gerrits, Member

Northeast Wyoming Regional Airport Board Agenda
4 p.m. Wednesday, September 16, 2020
Fulkerson Operations Facility
2440 Airport Road

- A. Workshop 3:00 P.m. - Taxiway Construction Project
- B. Consent Agenda

Documents:

[SEPTEMBER 2020 PURCHASE ORDER SUMMARY.PDF](#)
[AUGUST 2020.PDF](#)

- C. Director's Report - Jay Lundell

Documents:

[DIRECTORS REPORT SEPTEMBER 16, 2020.PDF](#)

- D. Engineer's Report - Tim Wick
- E. G.A. Terminal Design & Construction IFE - Jay Lundell
- F. Task Order No. 3 - G.A. Terminal Design & Construction
- G. Airport Signage Request For Qualifications (RFQ) - Jay Lundell
- H. Flightline LFS Update - Mickey Steward
- I. Adjourn

Note: The next Airport Board meeting is a quarterly meeting with the County Commissioners and is scheduled for Wednesday, October 21, 2020 at 4 p.m. in the Fulkerson Airport Operations Facility. Agenda items for consideration must be approved by the Airport Director no later than the Thursday prior to the board meeting.

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
CHAMBER LUNCHEON SERIES 20/21	21002264	OP	133225 CC CHAMBER OF COMMER	09/04/20	EA			100.00
M. TERM 08/14/20-09/13/20	21002265	OP	477634 CHARTER COMM CABLE	09/04/20	EA			191.33
CHLORINE CYLINDER	21002266	OP	477378 HAWKINS	09/04/20	EA			5.00
CHLORINE AND CYLINDERS	21002266	OP	477378 HAWKINS	09/04/20	EA			354.50
VINYL LOGO SET OF 2 NEW LOGO	21002267	OP	111974 JLC SIGN GRAPHIC	09/04/20	EA			175.00
VINYL LETTERING 2 TRUCKS	21002267	OP	111974 JLC SIGN GRAPHIC	09/04/20	EA			350.00
CDL REIMBURSEMENT	21002268	OP	680341 MATHEWS, DAMON T.	09/04/20	EA			42.25
RAKE, LND FABRIC, STAPLES, MISC.	21002269	OP	640913 MENARDS' AIRPORT	09/04/20	EA			210.93
CALENDARS, PENS, SANITIZER	21002270	OP	389167 OFFICE DEPOT	09/04/20	EA			95.09
FUEL FARM PORTA POTTY	21002271	OP	111587 PAINTBRUSH SERVICES	09/04/20	EA			125.00
UNIFORMS AND LOGOS	21002272	OP	539591 THAT EMBROIDERY PLAC	09/04/20	EA			231.94
REPAIR CHLORINE SYSTEM	21002273	OP	571524 WATER GUY	09/04/20	EA			125.00
AUGUST 2020/MNTHLY BACT SMPL	21002273	OP	571524 WATER GUY	09/04/20	EA			460.00
								2,466.04
Northeast Wyoming Regional								2,466.04

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 9/09/20

Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
93.75% ALCMS SOFTWARE/COMMSNG	21000428	OP	682671 EATON COOPER CROUSE	07/16/20	EA			19,781.25
								19,781.25
			FAA AIRPORT IMPROVEMENT PROG					19,781.25

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	To Receive Amount
50% MRKT GR AUG 2020 WEB&ADV	21002259	OP	392921 BASIN RADIO NETWORK	09/04/20	EA			238.93
50% CO MTCH AUG 2020 WEB/ADV	21002259	OP	392921 BASIN RADIO NETWORK	09/04/20	EA			238.92
50% MRKT GRANT AUG 2020 ADV.	21002260	OP	627954 BIGHORN MTN RADIO	09/04/20	EA			13.50
50% CO MATCH AUGUST 2020 ADV.	21002260	OP	627954 BIGHORN MTN RADIO	09/04/20	EA			13.50
50% MRKT GRANT 08/20/20 AD	21002261	OP	361084 BUFFALO BULLETIN	09/04/20	EA			90.00
50% CO MATCH 08/20/20 AD	21002261	OP	361084 BUFFALO BULLETIN	09/04/20	EA			90.00
50% MRKT GRANT SEPT 2020 ADV	21002262	OP	199566 SUNDANCE TIMES	09/04/20	EA			162.50
50% CO MATCH SEPT 2020 ADV	21002262	OP	199566 SUNDANCE TIMES	09/04/20	EA			162.50
50% MRKT GRANT FIDS/WEB 09/20	21002263	OP	575963 OAG FLIGHTVIEW	09/04/20	EA			237.96
50% CO MATCH FIDS/WEB 09/2020	21002263	OP	575963 OAG FLIGHTVIEW	09/04/20	EA			237.96
								1,485.77
AIRPORT MARKETING								1,485.77

**Regular Meeting of the Northeast Wyoming Regional Airport Board
August 19, 2020**

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

A. Approve Consent Agenda:

Motion by Mr. Ohman, second by Mr. Lindblom to approve the Consent Agenda, including the Purchase Order Summary, and the July 15, 2020 Airport Board Minutes. Motion carried.

B. Directors Report:

Mr. Lundell presented the following items to the airport board:

1. Passenger statistics

Total passengers for July were 1,982 compared to 961 passengers in June. On August 3rd SkyWest added two (2) daily flights on Sundays, Mondays, Thursdays and Fridays. Load factor for July was 70%. August load factor is currently at 52%. Advanced bookings for September were looking poor, so SkyWest decided to decrease flights to one daily flight. October is booking much better and SkyWest plans to add back-in the second daily flight during the four high demand days.

2. Miscellaneous Projects

Operations personnel have been working hard on redoing the landscaping between the terminal building and parking lot. They're replacing all the bark with new weed barrier and filling back-in with black aggregate. The Northwestern quadrant of the passenger parking lot will be receiving a sealcoat and remarking in the upcoming weeks. The main water storage tank will be drained, and a company that specializes in water tanks will be repairing and resealing the water tank's interior. The Water Guy has installed a backup water tank for temporary water supply to airport facilities.

3. Airport Equipment

The airport has received the new Bob Cat 5600 along with mower deck and manlift attachments. This equipment was purchased using CARES Act funds for which we've already received reimbursement for 100% of the total costs.

4. HEALS Act

There is legislation for another act to help with airport operational and construction funding. If the act is passed by Congress and the preliminary

formulas are correct, our airport would receive approximately \$508,000 of additional airport funding.

5. Airport Entrance Sign

MMI is putting together an RFP for an entrance sign design/build project. Later in this meeting Jay will request the board appoint a couple of board members form selection committee to review the responding sign company designs, and later put forth an award recommendation to the airport board. This project will also include replacement of lettering with the airport's new name on the east and west sides of the terminal building.

6. Next airport board meeting

The next airport board meeting is scheduled for Wednesday, September 16, 2020 at 4 p.m.

C. Engineers Report:

Mr. Wick, of Morrison and Maierle presented the engineer's report updating the board on the Crack Sealing and Pavement Marking Projects as well as the GA Terminal Project. Mr. Pat Stetson updated the airport board on the progress of the taxiway extension project, indicating that the project should be finished within the next two weeks. Mr. Wick stated that the project is currently approximately 115 days over the initial contract date and will be closer to 130 days over when the project is complete. He requested the board meet with S&S to discuss this issue. President Schreurs agreed that a meeting is necessary to discuss this issue and requested that Mr. Wick make the arrangements. President Schreurs and Vice President Malyurek will meet with S&S.

D. Review G.A. Terminal Design S.O.W. – Tim Wick:

Mr. Wick stated that Dale Buckingham of Arete Design Group has been chosen as the Architect to design the new General Aviation Building. MMI has submitted the Scope of Work and Mr. Lundell will now send this out for an Independent Fee Evaluation. Once this step is complete and the design is in place the bidding process should begin in March 2021.

E. Airport Signage Committee – Board Assignment

Mr. Lindblom and Mr. Malyurek will be on the review committee.

F. Flightline LFS Update:

Ms. Steward gave the airport board the following update:

Flightline' s fuel sales are currently down about 60% from last year which has resulted in the company cutting a position and applying for PPE loan forgiveness. Ms. Steward requested that the FBO have input on the GA design and will submit a

formal letter to the Airport Board. Ms. Steward went on to ask if the retardant tanks for the SEAT Base could be relocated back to their original location as the FBO is not pumping any fuel in their planes since they have moved the tanks. Jay indicated due to EPA regulations and the desire to keep the retardant off the apron that the tank needed to be moved and would not be moved back to its original location. Todd provided input that the relocation of the tanks has nothing to do with the lack of fuel sales. He has been informed that the construction on the airfield has been caused a safety concern for the pilot's and once the construction is complete that there will be three planes based at GCC during the summer months. Ms. Steward went on to reiterate what she has said in several previous meetings, the construction has caused a disruption of revenue for the FBO.

F. 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. Malyurek. Motion carried.**

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Greg Schreurs, President

DRAFT

N O R T H E A S T W Y O M I N G

R E G I O N A L A I R P O R T

Director's Report
September 16, 2020

1. Passenger statistics

Total passengers for August were 2,453 compared to 1,982 passengers in July. For September SkyWest has only one (1) daily round trip flight. However, starting in October SkyWest is planning two (2) daily round trip flights on Sundays, Mondays, Thursdays and Fridays. August load factor was 49.5%. MTD load factor is 75% September. Current advanced bookings for October are 14%.

2. Miscellaneous Projects

Operations personnel have completed the second phase on redoing the landscaping between the terminal building and parking lot. As I've previously reported they're replacing all the bark with new weed barrier and filling back-in with black aggregate. They plan on completing the third and final phase in the upcoming days.

The northwestern quadrant of the passenger parking lot received a sealcoat and remarking. Because the north and south eastern half of the parking lot had very few cars parked in the area, we were able to sealcoat and remark those areas as well.

The main water storage tank has been repaired and resealed. There was a one week curing time before the tank could be disinfected by the Water Guy and resupplied with water.

3. Airport Equipment

The airport has ordered the de-icing tank and associated pump equipment. There is a six (6) week delivery time period for the de-icing tank and only a five (5) day delivery period for the chemical de-icing fluid. The cost associated with adapting the new equipment to the truck's hydraulic system should be less than One Thousand Dollars (\$1,000). The de-icing tank equipment and fluid will be purchased using CARES Act funds.

4. Next airport board meeting

The next airport board meeting is a scheduled quarterly meeting with the County Commissioner on Wednesday, October 21, 2020 at 4 p.m. The last quarterly meeting was canceled due to lack of commissioner agenda items, and this quarterly meeting may be canceled too. However, we'll still hold the airport board meeting as currently scheduled.