

**Regular Meeting of the Campbell County Airport Board
June 19, 2019**

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

Consent Agenda:

Mr. Jones moved to approve the Consent Agenda, including the Purchase Order summary and the May 15, 2019 Airport Board meeting minutes as presented, second by Mr. Schreurs. Motion carried.

Hay Bid:

The Airport received three hay bids. Mr. Carr bid \$22.00 per ton, Mr. Davidson bid \$30.00 per ton and Mr. Mackey bid \$26.00 per ton. **Mr. Jones moved to award the 2019 haying contract to the high bid belonging to Mr. Darrin Davidson for \$30 per ton, second by Mr. Schreurs. Motion carried.**

Directors Report:

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

Passenger Enplanement Statistics:

May passenger statistics were 6.8% less than they were in May 2018. Mr. Lundell asked the board to keep-in-mind the seat capacity dropped by approximately 100 available seats daily since the third flight was discontinued on July 23, 2018.

Air Fares:

SkyWest has lowered air fares to Denver which hopefully will drive up passenger boarding's. Mr. Nick Wangler was instrumental in helping to get our air fares lowered to Denver. Mr. Wangler continues to have discussions with United Air Lines regarding lowering air fares beyond the Denver hub.

Capacity Purchase Agreement:

Commissioner's Administrative Director, Robert Palmer was appointed as the negotiator between Campbell County and SkyWest airlines under the State's Capacity Purchase Agreement Program. Mr. Palmer stated the negotiations went very well but is unable to release the details at this time. However, part of the negotiations included adding a third flight during seasonal peak times of the week and year.

Self-Service Fueling Station:

Mr. Chatfield has ordered a new fuel pump for the self-service fueling station. With the airport's 2019-20 capital outlay budget approved, a new fueling terminal (Card reader) will also be ordered soon.

Airport Annual Airport Emergency Plan Review:

The airport will be holding their annual airport emergency plan review on June 26th from 10 a.m. to Noon. In June 2020 the airport will be required to hold their full-scale tri-annual disaster drill.

Airport Annual Transportation Security Administration (TSA) Inspection:

TSA completed their annual inspection on June 6th and 7th. The airport was found to be in compliance and in good standing.

Mr. Lundell personally recognized Mr. Tod Love for all his hard work in organizing the vehicle gate and terminal building card reader system. All the terminal building tenant personnel now have issued key cards for access to their authorized areas. The new system has basically eliminated all the keys previously issued to airport tenants. Tenant personnel include: Airport, Avis, Café, County facilities, Hertz, SkyWest and TSA.

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:

July 8, 2019 – Notice to Proceed to S&S Builders.

2019 GCC PFC Application:

Working on project list.

WACIP:

Due to the State and FAA in August.

FAA AIP-45 Grant Offer:

Mr. Lundell presented AIP-45 Grant Offer to the airport board for consideration and approval. **Mr. Schreurs moved to approve the acceptance of the Federal Aviation Administration Grant Offer for Airport Improvement Project 3-56-0012-045-2019 in the amount of Four Million, Six Hundred Twenty Thousand Dollars and zero cents (\$4,620,000.00) to construct taxiway A (phase II construction); and reconstruct taxiway A2 and A3 (phase III construction, second by Mr. Jones. Motion carried.**

Approved FY 2019-20 Budgets – Jay Lundell:

The Airport budgets were approved as presented except for the General Aviation Building Design. Mr. Lundell is uncertain why this item was cut from the budget but encouraged the board to discuss this with the Commissioners at the July Airport Board meeting.

Flightline LFS Update:

Mr. Laird stated that he is disappointed that the New GA Building Design had been

cut from the budget. Additionally, he reported everything is going well and they are looking forward to the Self-Service Fueling Station to be up and running.

Executive Session – Possible Acquisition of Property:

Mr. Jones moved the Airport Board pause the regular Airport Board meeting to go into executive session, second by Mr. Schreurs. Motion carried. The board moved into executive session at 4:15 p.m. and resumed the existing regularly scheduled Airport Board meeting at 4:45 p.m.

Adjourn:

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

Respectfully Submitted,

Greg Schreurs
Secretary/Treasurer

Joel Ohman
Airport Board President

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