

**Regular Meeting of the Campbell County Airport Board
August 21, 2019**

Airport President Ohman called the meeting to order at 4:00 p.m. Members present Mr. Lindblom, Mr. Gerrits, and Mr. Jones. Also, in attendance Commissioner Chair Bell, Commissioner Maul, Commissioner Christensen, County Clerk Susan Saunders, and Public Works Director Kevin King.

Consent Agenda:

Mr. Jones moved to approve the Consent Agenda, including the Purchase Order summary, and the July 17, 2019 Airport Board minutes as presented, second by Mr. Lindblom. Motion carried.

Directors Report:

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

Passenger Enplanement Statistics:

Mr. Lundell distributed the passenger statistics to the board for their review. July's total passenger statistics were up 3% more than July 2018, but total passengers YTD are down 2%.

Third Flight:

Mr. Lundell distributed the October 2019 airline schedule to the board for their review. The third flight is scheduled to begin Sunday October 6th. Ms. Besel will begin advertising the third flight return on Monday, August 26, 2019.

Administration Office Closure:

The Airport Administration Office will be closed September 11th 12th and 13th as Ms. Besel, Mr. Chatfield and Mr. Lundell will be in Casper attending the WAOA Fall Conference. Next year our airport will be organizing and hosting the WAOA Fall Conference.

Aeronautics Commissioner's Teleconference:

The Aeronautics Commissioners will be holding a teleconference on August 22, 2019 at 10:00 a.m. to consider and approve the air service capacity purchase agreements for the Gillette, Riverton, Rock Springs and Sheridan communities. Those interested may call in at 1-888-531-9486.

FBO Partners LLC:

Mr. Lundell has contracted with FBO Partners LLC to complete a fair market value survey of lease rates and charges the airport charges Flightline LFS, Inc. The survey will compare our airport's FBO rates and charges with other comparable airports. As of today, Mr. Lundell does not have a schedule when the fair market value survey will start.

Commissioners Agenda:

Commissioner Chair Bell presented the following items to the Airport Board for discussion:

General Aviation Terminal Building:

The Commissioners cut this item from the 2019/2020 Airport Capital Construction budget. Mr. Lundell explained the funding source would be split between the State and FAA with a 2.5% local match. The local match would be taken from the PFC account as this project will be included on the next PFC application. The commissioners agreed to take part in a workshop to discuss the project. Mr. Lundell will set up the workshop in January or February.

Airport Entrance Sign:

The airport entrance sign was vandalized in early August. Leanna with Sign Boss was present at the meeting to present a proposal to repair the sign. Commissioner Christensen added that the sign needs replaced with a sign that emphasizes the architecture of the terminal. Mr. Lundell stated that the Airport Board will be discussing the possibility of rebranding during the meeting and if the direction is given to move forward to rebrand a new sign would be included in the scope of work. After discussing the various options to temporarily fix the existing sign **Mr. Jones moved to eliminate sections 4 and 5 from the proposal and add section 6 to include painting the existing lettering to match the temporary sign, second by Gerrits. Motion carried.**

WYDOT Memorandum of Understanding (MOU):

The MOU was approved and signed at the August 20th Commissioners meeting.

Operation Managers Report:

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

Self-Service Fueling Station:

This project will begin within the next two weeks.

Tower Communications Project:

The antennas have been installed and the radio installation will begin by the end of the week.

Fuel Farm Joint Sealing:

The warranty work has been completed by a company from Minnesota.

Engineers Report – Tim Wick:

Tim Wick and Laura Bourne, 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:

The preconstruction meeting was held on July 16, 2019 with the notice to proceed given to be given on July 22, 2019. Ms. Bourne gave a brief update on the project, stating that most of the concrete is gone from Taxiway D, as is the relocation and demolition of the electrical work. There should be scheduled concrete pours next week that will require runway closures mainly in the morning.

2019 GCC PFC Application:

The current project is the last project on the current application. Mr. Wick will meet with Mr. Lundell to discuss projects to place on the next application.

WACIP:

The WACIP is due to the FAA and State this month.

Airport Rebranding – Shelly Besel:

Ms. Besel requested direction from the board to begin the process of rebranding the Gillette-Campbell County Airport. Airport staff met with the Commissioners a couple of years ago and one of the suggestions made by the commissioners was to investigate the cost of rebranding to a regional airport. At that time there was quite a bit of uncertainty with air service, therefore Airport staff did not move forward. Ms. Besel stated that the commissioners have approved the MOU regarding the Capacity Purchase Agreement, which has given our community a certainty regarding air service. This is the perfect time to move forward with rebranding to a regional airport. Ms. Besel stated that costs associated with creative design and advertising are grant eligible, while signage and infrastructure related costs will be accounted for through the operational and capital outlay budgets. After discussion the Airport Board directed Ms. Besel and Mr. Lundell to move forward with the rebranding process.

SkyWest Airlines Lease Space – Jay Lundell:

Several years ago, Mr. Lundell offered the SkyWest Station Manager additional office space, as the leased space they occupied was not accommodating the needs of the tenant. The office space to the north of the current SkyWest leased space was unoccupied, therefore Mr. Lundell invited the Station Manager to occupy that space in addition to the current leased space at no additional cost. Mr. Lundell, wishing to make the agreement formal reached out to SkyWest Airlines to inquire if they would be interested in an amendment to their current lease which would include verbiage that allows the local agents to occupy the additional office space. Mr. Lundell presented a letter of response from SkyWest indicating they agree with the current situation. After discussion the Airport Board directed Mr. Lundell to have an amendment drafted stating that SkyWest may occupy the additional office space

with no increase to the current lease rate. However, should another airline request the space SkyWest would be asked to vacate the space.

Flightline LFS Update:

Ms. Steward invited the board to review the Passenger Statistics handout that Mr. Lundell distributed, as it coincides with FBO operations and profitability.

Ms. Steward stated the runway closures have affected their clients, but they will not have dollar figures of the impact until the end of the project.

Ms. Steward requested that Flightline LFS be included in the upcoming FBO Design and Construction workshop.

Adjourn:

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

Respectfully Submitted,

Greg Schreurs
Secretary/Treasurer

Joel Ohman
Airport Board President

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