

Campbell County Airport Board Meeting Minutes
3:00 p.m. Wednesday, December 18, 2019
Fulkerson Airport Operations Facility

A. 3:00 p.m. workshop – Jason Tystad S&S Builders, LLC

Mr. Tyson was not present. Mr. Tim Wick with MMI went through with airport board members Mr. Joel Ohman, Mr. Bruce Jones and Mr. Owen Lindblom regarding this past construction season and some of the weather delays experienced by the contractor S&S Builders, LLC.

President Ohman called the meeting to order at 4 p.m. Members present were Mr. Bruce Jones and Mr. Owen Lindblom.

B. Consent agenda items for consideration:

- Purchase order summary
- November 20, 2019 board meeting minutes

Motion by Mr. Jones and seconded by Mr. Lindblom to approve the consent agenda purchase order summary and the November 20, 2019 board meeting minutes. Motion carried.

C. Director's report – Jay Lundell

1. Passenger statistics

November 2019 passengers were up 23% from November 2018
YTD the airport total passengers are up 6%
CPA subsidy – November invoice not received to date

2. Commissioner's Morning Workshop - Airport rebranding

Ms. Shelly Besel and Director Lundell met with the County Commissioners at their morning workshop on December 12th to discuss the airport rebranding and presented anticipated costs and the rebranding process.

3. Holiday administration office hours

The airport administration offices will be closed December 23rd through the 27th and reopening December 30th.

4. January 15, 2020 Board Meeting

The next airport board meeting will be a quarterly meeting with the County Commissioners. At this meeting the airport board will have a new board member and electing board officers for 2020.

5. Bruce Jones

Director Lundell stated his appreciation to Mr. Jones for serving out his five (5) year term as an airport board member. Director Lundell stated he has personally appreciated Mr. Jones' professional guidance these past five years and his straight and forward mindedness through the various processes we've been through as a board.

6. Next month's board meeting

Director Lundell stated next month's board meeting will be a quarterly meeting with the County Commissioners. At this board meeting we'll welcoming a newly appointed airport board member Luke Malyurek. This meeting will also include the election of airport board officers for 2020.

D. Airport Rebranding – Jay Lundell

Director Lundell stated that Shelly Besel presented to the County Commissioners an outline of rebranding costs and the process required by the Federal Aviation Administration for renaming the airport. The rebranding of the airport name to Northwest Wyoming Regional Airport was well received by the Commissioners. The Commissioners plan to place the name change on the agenda on one of their January 2020 board meetings.

E. MMI engineer's report – Laura Bourne

Ms. Laura Bourne presented the following:

Passenger Facility Charge (PFC) application 2020

MMI and the airport are in the process of identifying projects for a new PFC application. These projects may include the general aviation terminal design in 2020, general aviation terminal construction in 2021 and snow removal equipment purchase in 2022.

2020 pavement marking project

A scoping meeting has been setup with WYDOT for January 9, 2020 at 10:30 a.m. to go over the statewide seal coat and paving markings projects for the airport.

F. Flightline LFS update – staff

Mr. Laird thanked Mr. Jones for his service as an airport board member these past five (5) years and wished him well. Mr. Laird reported the third SkyWest Airlines flight has greatly helped boost their fuel sales these past couple of months. Mr. Laird thanked the airport staff for their snow removal efforts during these past several snow events. Mr. Laird also stated Flightline LFS has a great interest in participating in the general aviation terminal design and other possible options.

G. Adjourn

Moved by Mr. Lindblom and seconded by Mr. Jones to adjourn the meeting. Motion carried.

Respectfully Submitted,

Greg Schreurs
Secretary/Treasurer

Joel Ohman
Airport Board President

