

**Regular Meeting of the Northeast Wyoming Regional Airport Board
June 16, 2021**

Airport Board President Malyurek called the meeting to order at 4:00 p.m. Members present were Mr. Lindblom, Mr. Barnum and Mr. Schreurs. Mr. Schreurs left the meeting at 4:15 p.m.

Approve Consent Agenda:

Motion by Mr. Lindblom, second Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary and the May 19, 2021 Airport Board Minutes. Motion carried.

Director's Report – Interim Director Chatfield:

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

Airport Statistics

The total passenger count for May was 3,659 compared to 2,750 in April. This is in comparison to May of 2019 with a total of 4,761 passengers and April 2019 with 4,454 passengers. It appears that we are starting to recover to our pre-COVID numbers. May's schedule consisted of 2 flights a day except for Tuesdays and Wednesdays. June and July's schedule has increased flight frequency to three flights per day. In reviewing the advanced bookings, it appears flight frequency may be cut back to two flights per day on Tuesday's and Wednesday's unless the bookings increase.

Sign Construction

The sign construction was completed last week apart from two signs that were not ordered. Staff realized the two signs were overlooked and have ordered the signs from Epcon Signs at a cost of \$7000.00.

Fly-In Committee

Airport staff is working on and scheduling meetings with other entities for the fly-in scheduled later in the summer. Currently, there is quite a bit of interest from the community and aviation groups. Mr. Chatfield will keep the board up to date on this as it progresses.

Next Airport Board Meeting

The next scheduled Airport Board Meeting will be Wednesday July 21, 2021 and will be a quarterly meeting with the County Commissioners. Mr. Chatfield will find out if the Commissioners have an agenda prior to the July board meeting.

Engineers Report – Tim Wick:

Mr. Wick of Morrison and Maierle presented the engineer’s report to the Airport Board.

2021 General Aviation Terminal

The AIP-47 Grant in the amount of \$3,010,742.00 will be ready for Commission signature on July 6, 2021 and the Notice of Award will go out after the grant has been signed.

Rehabilitate RW 16/34

The scope of work will be reviewed and approved.

SPCC

The SPCC is in progress.

WACIP

The WACIP is due to the State in August.

Wyoming Aviation Capital Improvement Plan Review – Tim Wick MMI

Mr. Wick informed the board that the Capital Improvement Plan will need to be submitted to the State by August. President Malyurek requested that the staff meet with Morrison Maierle and present the plan to the board for review and approval at the July board meeting.

Morrison Maierle Inc. Engineering Task Order #3 – Tim Wick MMI

Mr. Wick presented Task Order #3 to the board for their review and approval. The task order is to amend and include revising the plans and specifications and rebidding the project. **Mr. Lindblom moved to approve Morrison Maierle engineering Task Order #3 to amend and include revising the plans and specifications and rebidding the project as presented, second by Mr. Barnum. Motion carried.**

Morrison Maierle Inc. Engineering Task Order #5 – Tim Wick MMI

Mr. Wick presented Task Order #5 to the board for their review and approval. The task order includes a runway study of runway 16/34 to include a study of alternative methods, preparation of preliminary cost estimates for alternatives for the rehab of Runway 16/34 and Runway 3. **Mr. Lindblom moved to approve Morrison Maierle engineering Task Order #5 the 2021 rehab runway 16/34 and runway study to include a study of the alternative methods, preparation of preliminary cost estimates for alternatives for the rehab of Runway 16/34 and Runway 3 as presented, second by Mr. Barnum. Motion carried.**

Airport Café Lease First Amendment & Airport Resolution #7 – Interim Director Chatfield

Mr. Chatfield presented the amendment and resolution to the board for their review and approval. The amendment states that the term of the lease shall commence March 1, 2021

and shall continue until June 30, 2022, subject to early termination as set forth elsewhere in the lease. **Mr. Lindblom moved to approve the Airport Café Lease first amendment to the Airport Café lease agreement to state that the term of the lease shall commence March 1, 2021 and shall continue until June 30, 2022, subject to early termination as set forth elsewhere in the lease as presented, second by Mr. Barnum. Motion carried.**

Mr. Lindblom moved to approve Airport Resolution No. 7 Whereas: Northeast Wyoming Regional Airport, as lessor, and Tami Waldner d/b/a “Home Fire Foods” as lessee, entered into an Airport Café Lease Agreement on April 21, 2021 lease. Whereas: the term the lease is currently from March 1, 2021 to February 28, 2022 and Whereas: the parties to the lease desire to amend and extend the term of the lease to June 30, 2022 as presented, second by Mr. Barnum. Motion carried.

Flightline LFS Update – Justin Holzer

Mr. Holzer gave the Airport Board the following update:

The flight instructor is doing very well currently 25 students are enrolled in flight lessons.

The FBO is ready for the upcoming fire season.

The NFP wants fiber optics in the fuel containment tanks. Airport staff stated that this was the first time they had heard this information; however, they had ordered a mandatory secondary containment system upgrade.

Adjourn

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

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Luke Malyurek, President

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