

**Regular Meeting of the Northeast Wyoming Regional Airport Board
July 21, 2021**

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

Commissioners Agenda:

The Airport Board updated the Commission on the status of the Director position. The interviews are complete and after the offer letter is sent they will announce the successful candidate. Pat Stetson with Morrison and Maierle updated the Commission on the FBO Terminal Construction project, stating that the Notice to Proceed will go out on August 16th and the contractor intends on completing the project by the end of May 2022. However there is already a delay on lead times of some of the materials.

Approve Consent Agenda:

Motion by Mr. Schreurs, second Mr. Gerrits to approve the Consent Agenda, including the Purchase Order Summary, the June, 2021 Airport Board Minutes, and the July 7, 2021 Special Board Minutes. Motion carried.

Director's Report – Interim Director Chatfield:

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

Passenger Statistics: Total passengers for the month of June were 5,164 total passengers. This puts the airport at 32% over total passengers for year 2020 and down 32% from 2019 at the same time. We will continue with three daily flights in August except for the last week and when we will be back to two flights a day. It appears when school starts things slow down and then pick back up for the month of September. Todd will look at three daily flights again for September if the advance bookings justify it.

Fuel Shortage: The board is aware of the fuel shortage that happened over the fourth of July weekend as Todd had sent out an email informing the board. The airport did have to limit fuel to emergency aircraft only for two days. Todd was notified on July 2nd that an expected tanker had not come in. He immediately notified the airport board and the Chairman of the Commissioners Bob Maul. From July 2nd forward Todd was in constant contact with Bob Maul, J.R. Fox, David King, and David Mittleman. David King and Todd contacted Homeland Security to see if there was a possibility of getting a tanker here even if for firefighting aircraft only. There is a shortage around the country, and we had a perfect storm so to say here in Wyoming. The Sinclair refinery had a total unexpected shut down and the Newcastle refinery had limited production on Jet fuel because of issues there. There is also currently a Truck Driver shortage around the country. As of today, both refineries are back online with Newcastle promising to produce more Jet A.

Avfuel has brought up twelve tankers to service the Colorado and Wyoming markets from Texas. Flightline considering purchasing another fuel truck so more fuel can be stored. At this time Flightline had an inventory of 18,431 gallons. The daily draw down is approximately between one to two thousand gallons a day.

CRJ 200 phase out: Todd updated the board on the phase out of the CRJ 200 aircraft that Sky West currently brings into our market.

Next Scheduled Board Meeting: The next scheduled board meeting will be August 18, 2021 at 4 P.M. in the Fulkerson Operations Facility.

Engineers Report – Pat Stetson:

Mr. Stetson 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 was signed on July 8, 2021. AIP-50 in the amount of \$300,000 has not been routed from the FAA yet. The Notice of Award was given to Van Ewing Construction, and the notice to proceed with be presented on August 16, 2021. The board will be presented with the contract and bonds for signature.

Rehabilitate RW 16/34

The scope of work will be reviewed and approved. Task Order #5 funding is 80% State and 20% PFC funds.

SPCC

The SPCC is in progress.

WACIP

The WACIP has been reviewed by the airport and Morrison and Maierle and is due to the State in August.

Taxiway Construction – 2019:

One Year Walk Through – Mid August

Van Ewing Construction Contract (FBO Terminal Project) – Todd Chatfield/Pat Stetson:

Mr. Chatfield and Mr. Stetson presented the GA terminal construction contracts between Van Ewing Construction and the Airport Board for consideration and approval. **Mr. Lindblom moved to approve the contract between Van Ewing Construction and the Northeast Wyoming Airport board to construct the new FBO Terminal AIP 3-56-0012-047-2021 as presented, second by Mr. Schreurs. Motion carried.**

Habitat Management Lease Agreement – Interim-Director Chatfield

Mr. Chatfield presented the Habitat Lease agreement to the Airport Board for their review

and approval. The suggested change to the lease includes the lease rate increase of \$.20 per square foot. The premises consists of 22,500 square feet, therefore, the annual payment shall be the sum of Four Thousand five hundred Dollars (\$4,500) payable at the commencement of the lease term (September 1 of each year) and at the beginning of each lease term thereafter. The lease rental amount may be adjusted up or down annually to stay consistent with other airport ground leases at the discretion of LESSOR. **Mr. Gerrits moved to approve the Habitat management lease with changes to the annual rental payment for the premises to be the sum of \$.20 per square foot. The premises consists of 22,500 square feet, therefore, the annual payment shall be the sum of Four Thousand five hundred Dollars (\$4,500) payable at the commencement of the lease term (September 1 of each year) and at the beginning of each lease term thereafter. The lease rental amount may be adjusted up or down annually to stay consistent with other airport ground leases at the discretion of LESSOR, second by Mr. Lindblom. Motion carried.**

Social Media/Marketing Update – Shelly Besel

Ms. Besel gave a short presentation updating the board on the new airport website and Facebook page. Additionally, she invited the board and members of the audience to attend the Mega Mixer on August 26, 2021.

Flightline LFS Update –

Mickey Steward of Flightline, LFS updated the Airport Board on the recent fuel shortage. She stated that she has been working with Todd to come up with a short term solution for fuel storage. Flightline will be sending Justin Holzer to Ohio to look at fuel trucks which will effectively add a 3rd storage unit for the FBO. The truck would be delivered withing 30-45 days.

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. Gerrits. Motion carried.**

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Luke Malyurek, President

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