

Campbell County Airport Board Meeting Minutes
Quarterly Meeting with County Commissioners
3 p.m. Wednesday, January 15, 2020
Commissioner's Chambers

A. County Commissioner's agenda

Airport board President Ohman called the meeting to order at 3 p.m. Board members present were Mr. Gerrits, Mr. Lindblom and new board member Mr. Malyurek. Commissioners present were Mr. Bell, Mr. Shelstad and Mr. Maul. Also present were Ms. Seeger Commissioner's Administrative Director and Mr. Lundell Airport Executive Director. Commissioner Chairman Mr. Reardon joined the meeting at 3:30 p.m.

The commissioners primarily discussed the renaming of the airport to Northeast Wyoming Regional Airport. Ms. Seeger stated she'd researched previous resolutions between the county and city regarding the name Gillette-Campbell County Airport. Ms. Seeger suggested during this meeting the airport board make a motion to rename the airport Northeast Wyoming Regional Airport. Should the commissioners agree to rename the airport, Ms. Seeger will develop an amendment with the City of Gillette for their consideration. After some discussion regarding the costs of renaming and rebranding the airport name, the commissioners agreed to place this item on their agenda for consideration at their January 21, 2020 meeting.

B. Election of Airport Board Officers

a. President

Moved by Mr. Lindblom to nominate Mr. Schreurs as President of the airport board. Second by Mr. Gerrits. Motion carried.

b. Vice-president

Moved by Mr. Gerrits to nominate Mr. Malyurek as Vice-President of the airport Board. Second by Mr. Lindblom. Motion carried

c. Secretary/Treasurer

Moved by Mr. Gerrits to nominate Mr. Lindblom as Secretary/Treasurer of the airport board. Second by Mr. Malyurek. Motion carried.

C. Consent agenda items for consideration:

- Purchase order summary
- December 18, 2019 board meeting minutes

Moved by Mr. Lindblom to approve the consent agenda purchase order summary and the December 18, 2019 airport board meeting minutes. Second by Mr. Gerrits. Motion carried.

D. Director's report – Jay Lundell

1. **Passenger statistics**

YOY our total passengers were 60,402, just behind the 60,654 passengers in 2017, and 2.4% lower than the record 61,876 set in 2015. December 2019 load factors averaged 81.2%.

Under the capacity purchase agreement, fourth quarter 2019 figures show the airport has a credit balance of \$13,283. What this means is the State and County do not own any subsidy to SkyWest Airlines. The credit will be rolled over to offset any future subsidy payments.

2. **Fuel sales**

YOY 100LL retail sales were -10%, YOY Jet A retail sales were -11%, YOY Jet A airline sales were -7% and YOY 100LL self-service sales were up 26%. I noticed that when the third SkyWest flight was added in the fourth quarter there was a 22% increase in airline fuel sales.

3. **Airport board meeting**

The next airport board meeting is scheduled for Wednesday February 19, 2020 at 4 p.m. in the Fulkerson Airport Operations Facility.

E. MMI engineer's report – Tim Wick & Laura Bourne

Mr. Wick and Ms. Bourne updated the airport board on the application for a PFC application and its projects, the airport's Wyoming Aviation Capital Improvement Plan and the 2020 Pavement Marking project. Mr. Wick asked for board approval of their task order No. 2 for engineering the Pavement Marking Project that is scheduled for the summer of 2020.

Task Order No. 2

Moved by Mr. Lindblom to approve Task Order No. 2 between the airport board and Morrison-Maierle, Inc. for the 2020 Pavement Marking Project, not to exceed Twenty-One Thousand, Seven Hundred Forty-Three dollars and zero cents (\$21,743.00) as presented. Second by Mr. Gerrits. Motion carried.

F. S & S Builders, Inc. – Jason Tystad

Mr. Tystad provided the airport board with a Gant chart of the weather delay days S&S Builders believes they were impacted by this past summer's wet weather and cold temperatures. Mr. Tystad also provided the airport board an excerpt from the WYDOT memorandum addressing supplementary conditions. There was no decision as the airport board will consider weather delays once the entire project is completed.

G. Airport rates & charges – appoint committee

Mr. Lundell stated that Flightline LFS, Inc.'s has the option to renew their lease for an additional five-years, subject only to renegotiation of reasonable rent and insurance requirements.

Mr. Lundell asked the airport board to appoint a committee of two board members and himself to negotiate the rates and charges with Flightline LFS, Inc. for the next five years. Once those rates and charges have been renegotiated, the committee will report back to the airport board with their recommendations. The airport board will then act upon the committee's recommendation.

President Ohman asked for volunteers. Mr. Lundell stated that Mr. Schreurs and Mr. Lindblom have expressed interest to serve on the committee. President Ohman appointed Mr. Schreurs, Mr. Lindblom and Mr. Lundell to the committee.

H. Flightline LFS update – Mr. Bob Laird

Mr. Laird said Shelly Besel has done a great job marketing and advertising the airport as he has heard radio ads throughout Montana and South Dakota. Mr. Laird stated the third flight really has helped their fuel sales. Mr. Laird also complimented the airport operations staff for doing a great job with snow removal.

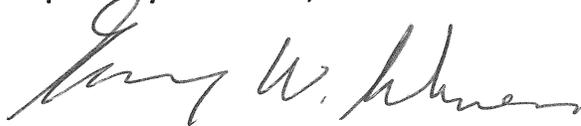
I. Airport name change

Moved by Mr. Lindblom to rename the airport the Northeast Wyoming Regional Airport. Second by Mr. Malyurek. Motion carried.

J. Adjourn

Moved by Mr. Gerrits to adjourn. Second by Mr. Lindblom. Motion carried.

Respectfully Submitted,



**Greg Schreurs
President**



**Owen Lindblom
Secretary/Treasurer**