

**NORTHEAST WYOMING REGIONAL AIRPORT**  
**Board Meeting Minutes**  
**Wednesday, February 19, 2020**

The meeting was called to order by Vice-President Malyurek at 4 p.m. Members present were Mr. Ohman, Mr. Lindblom and via telephone President Schreurs. Mr. Gerrits joined the meeting at 4:15 p.m.

**A. Consent agenda items for consideration:**

- Purchase order summary
- January 15, 2020 board meeting minutes

**Motion by Mr. Ohman to approve the consent agenda, including the purchase order summary and the January 15, 2020 board meeting minutes. Seconded by Mr. Lindblom. Motion carried.**

**B. Director's report – Jay Lundell**

**1. Airport statistics**

January 2020 total passengers were up 16% from January 2019.

**2. Fuel sales**

When comparing January 2020 to January 2019, 100LL retail sales were up 47%, Jet A retail sales were flat, SkyWest Jet A fuel into plane were up 13%, and 100LL self-service fuel sales were up 41%.

**3. Airport name change**

The FAA, TSA and WYDOT have been notified of the airport's name change to Northeast Wyoming Regional Airport. All have already referred the new name in their correspondence and software systems. The new name change should appear in the FAA's publications in the next publication cycle.

I'm in the process of incorporating the name change in our Airport Certification Manual and corresponding appendixes such as our Airport Emergency Plan, and the Airport Security Plan.

Ms. Besel is sending out notices to our tenants and customers of the name change and I've informed SkyWest Airlines as well and filled out their required paperwork. It won't be necessary to send out letters of consignment regarding our lease and contracts, as the name change will be incorporated into new leases and contracts as they become renewed.

**4. Airport rebranding committee**

Ms. Besel, Mr. Lindblom, Mr. Malyurek and I will be meeting with Adbay representatives Friday, February 28<sup>th</sup> at 10:00 a.m. in administration office to discuss the airport rebranding.

**5. Airport board meeting**

The next airport board meeting is scheduled for Wednesday, March 18, 2020 at 4 p.m. in the Fulkerson Airport Operations Facility.

**C. MMI engineer's report – Patrick Stetson**

Mr. Stetson presented the following report to the airport board.

**Parallel Taxiway A & E Connection and Relocate Taxiway D & B - AIP 45 – 2019**  
S&S Builders – Winter Shutdown

**PFC Application – 2019**

Submitted letter to the airlines for comment  
Posted on airport website

**2020 Pavement Marking Project**

Board action on MMI Task Order 2  
Scoping work completed on 1/9/2020  
95% plans Submitted 1/31/2020

**2020 Crack Sealing Project**

Bid opening was 2/13/2020

**D. Capital construction budget FY 2020/21 – Jay Lundell**

Director Lundell presented the capital construction budget to the airport board. Director Lundell stated that all the construction projects will be carry over projects to next fiscal year.

**Motion by Mr. Ohman to approve the capital construction budget for fiscal year 2020/2021 as presented. Second by Mr. Lindblom. Motion carried.**

**E. Flightline LFS, Inc. presentation and update – Mickey Steward**

Ms. Steward with Flightline LFS, Inc. handed out a presentation to the airport board. Ms. Steward went over their lease obligations, the services they provide, their current business climate and past and present financial standings.

Ms. Steward stated that Flightline LFS's revenues track the County's fiscal year budgets. The County's budget for fiscal year 2019-2020 is 25% lower than what it was in its highest fiscal year of 2015-2016. Ms. Steward stated that 2015 is when their lease began. Ms. Steward believes their lease fees should be renegotiated 25% lower than what their lease is currently. Ms. Steward also provided within the presentation a list of their customers. Ms. Steward also emphasized their government contracts for flying wildlife counts has decreased significantly. Ms. Steward concluded her presentation by saying Flightline LFS, Inc. would be willing to discuss their financial situation in greater detail concerning their lease fees with the airport's renegotiation committee. The airport board thanked Ms. Steward for her presentation.

The renegotiation committee consisting of Mr. Lindblom, Mr. Schreurs and director Lundell set a meeting date of March 16, 2020 at 10:30 a.m. in director Lundell's airport administration office.

**F. Transfer FY 2020 FAA Entitlements – Director Lundell**

Director Lundell stated the Ms. Rebecca Wersal of the Federal Aviation Administration (FAA) asked that since the Northeast Wyoming Regional airport isn't planning to use our primary entitlement for fiscal year 2020, if we would consider transferring our \$1 million of primary entitlements to Southwest Wyoming Regional airport for use on their project in FY2020. The Southwest Wyoming Regional airport would then transfer back the \$1 million from their fiscal year 2021 primary entitlements to the Northeast Wyoming Regional airport. Director Lundell presented the FAA transfer forms to the airport board for their review and approval.

**Motion by Mr. Ohman to transfer the Northeast Wyoming Regional airport's fiscal year 2020 primary entitlements of \$1 million to the Southwest Wyoming Regional airport. Second by Mr. Gerrits. Motion carried.**

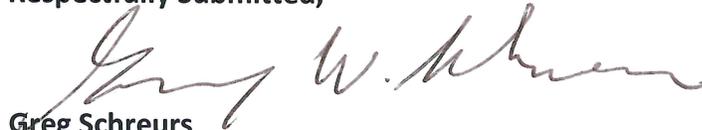
**G. Executive Session – Personnel**

**Motion by Mr. Lindblom to go from the regular meeting into executive session to discuss personnel issues. Second by Mr. Gerrits. Motion carried.**

**H. Adjourn**

**Motion by Mr. Schreurs to adjourn. Second by Mr. Gerrits. Motion carried.**

Respectfully Submitted,



**Greg Schreurs  
President**



**Owen Lindblom  
Secretary/Treasurer**