

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
March 17, 2021**

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

**Approve Consent Agenda:**

**Motion by Mr. Lindblom, second Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary and the February 17, 2021 Airport Board Minutes. Motion carried.**

**Director's Report – Todd Chatfield:**

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

**Passenger Statistics**

February passenger statistics show a MTD 51% decrease from February 2020 and a YTD decrease of 51%. Advanced bookings for spring break week were high enough to warrant a second flight per day for the week. Additionally, advanced bookings for the first week in April will warrant a second flight per day. Advanced bookings will be monitored to determine the flight frequency in the upcoming months. This will save money in the CPA account and our local funds until the enplanements pick up. Our bookings are very encouraging for June and July at this point.

**Mask Mandate**

The Campbell County Commissioners request for a mask mandate variance has been approved. This variance allows the citizens of Campbell County to discontinue the requirement for face coverings in public and businesses that do not otherwise require face masks being worn.

The Governor has also eased the restrictions for Wyoming which started on March 16, 2021 pertaining to most businesses not having mandatory mask mandates.

The airport is required to follow the Federal Directive as directed by President Biden's Executive Order to "Promote COVID-19 Safety in Domestic and International Travel". This Executive Order states all passengers who appear older than two years of age are required to wear face masks fully covering the nose and mouth. This applies to all areas of the airport, including the TSA checkpoint. A TSA Officer will ask the traveler to temporarily lower their mask to verify and confirm identity. This Executive Order doesn't expire until May 11, 2021

**Wyoming Airports Coalition**

Wyoming Airports Coalition membership voted in officers at their last membership meeting and Mr. Chatfield has been elected as the new President of the board. Mr. Lundell and Mr. Chatfield have served on this board for the past several years. Mr. Lundell most recently held the office of President and Mr. Chatfield Vice President.

### **Airport Equipment/Terminal**

The airport has taken the de-icing truck to Spencer Hydraulics, and all the plumbing has been completed. The next step is to hook up the monitor and program the system. WYDOT as offered to help with this task.

The terminal roof project is still underway the contractor has now started on replacing the sky lights. The first section of new skylights has been installed.

### **Airshow 2021**

Staff is researching putting on an air show fly-in, car and motorcycle show late this upcoming summer. With budget cuts and very little funds the cost of a full-blown air show is not feasible at this time, therefore staff thought this option would still get the airport involved with the community until funds allow for a bigger show. Staff is also discussing the possibility of having the Vietnam Traveling Memorial during the Air Show.

### **Next Airport Board Meeting**

The next airport board meeting is a scheduled quarterly meeting with the County Commissioner on Wednesday, April 21, 2021 at 4 p.m. Airport staff will be asking for a commissioner's agenda prior to the meeting

### **Engineers Report – Mr. Wick:**

Mr. Stetson and Ms. Bourne of Morrison and Maierle presented the engineer's report to the Airport Board.

### **Parallel Taxiway A&E Connection and Relocation of Taxiway D&B**

The closeout has been submitted to the FAA.

### **2021 General Aviation Terminal**

The project went out for bid on March 19, 2021, the pre-bid will be held on March 30, 2021 and the bid opening will be held on April 15, 2021.

### **Rehabilitate Runway 16/34**

Ms. Bourne will bring a task order before the board for their review and signature at the April board meeting.

### **DBE/ACDBE**

ACDBE reporting has been approved and a new plan is needed. A new DBE plan is also needed.

### **SWPP**

The SWPP has been submitted.

### **SPCC**

The SPCC is in progress.

**Airport Budgets 2021/2022 – Operations, Revenue, and Capital Outlay:**

Interim Director Chatfield presented the Capital Outlay Budget for approval. **Mr. Schreurs moved to approve the Capital Outlay budget for FY 2021/22 as presented, second by Mr. Lindblom. Motion carried.**

Mr. Chatfield has not received final numbers for employee salaries from Human Resources and he would like to meet with the Budget Committee to discuss rates and charges prior to presenting the Operations and Revenue Budgets for approval. Mr. Chatfield requested a special board meeting be held and will poll the board with a date for the meeting after the two budgets are ready to present for consideration and approval.

**Application for Federal Assistance SF -424:**

Mr. Chatfield presented the Application for Federal Assistance SF – 424 forms to the Airport Board for their review and approval. The applications are for the CRSSA Grant in the amount of \$1,010,021.00 and the Concessions Grant in the amount of \$6,317.00. Upon approval by the Airport Board Mr. Chatfield will request approval by the County Commissioners to apply for the Federal Assistance for these two Grants. **Mr. Lindblom moved to approve the Application for Federal Assistance SF-424 CRSSA Grant in the amount of One Million Ten Thousand Twenty One Dollars (\$1,010,021), second by Mr. Schreurs. Motion carried.**

**Mr. Lindblom moved to approve the Application for Federal Assistance SF-424 Concessions Grant in the amount of Six Thousand Three Hundred Seventeen Dollars (\$6,317), second by Mr. Schreurs. Motion carried.**

**Airport Resolution No. 6 – Assignment of Interest from Rovar, LLC.**

The old car wash building currently owned by Rovar, LLC will need to be moved prior to construction. Resolution No. 6 is the first step in the process of removal and Mr. Chatfield presented Resolution No. 6 to the Airport Board for their review and approval. **Motion by Mr. Schreurs to approve Airport Resolution No. 6 the Assignment of Interest from Rovar, LLC. Airport Building No. 22., second by Mr. Barnum. Motion carried.** Mr. Chatfield will bring options for removal before the board at a future meeting.

**Flightline LFS Update**

Ms. Steward gave the Airport Board the following update:

Ms. Steward discussed the loss of revenue due to lower fuel sales. Flightline is hoping to see an increase in the coming months.

The new Flight Instructor is doing well and has 11 students enrolled.

**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. Barnum. Motion carried.**

Respectfully Submitted,



Owen Lindblom, Secretary/Treasurer



Luke Malyurek, President