

NORTHEAST WYOMING REGIONAL AIRPORT BOARD
Meeting Minutes
Wednesday, March 18, 2020

A. 3 p.m. pre-meeting – general aviation terminal building

The airport board met at 3 p.m. to discuss the design and construction of a general aviation terminal building. Mr. Wick with MMI presented some options regarding the start date of the design, construction and funding sources. After some lengthy discussion regarding the site location of a general aviation terminal building, the airport board directed Mr. Wick to move forward with the design.

B. Executive session – Personnel

President Schreurs called the meeting to order at 4 p.m. Members present were Mr. Lindblom and Mr. Malyurek.

Motion by Mr. Malyurek to go from the regular meeting into an executive session to discuss personnel. Second by Mr. Lindblom. Motion carried.

C. Consent agenda items for consideration:

- Purchase order summary
- February 19, 2020 board meeting minutes

Motion by Mr. Malyurek to approve the consent agenda including the purchase order summary and the February 19, 2020 board meeting minutes. Second by Mr. Lindblom. Motion carried.

D. Director’s report – Jay Lundell

1. Airport statistics

Total passengers for 2020 are up 19% YTD. That will drastically decrease because of COVID-19.

2. Spokes 2020

Due to the COVID 19 virus the Spokes 2020 conference in Dallas at the end of this month has been cancelled and tentatively rescheduled for June 18-20th. The airline tickets will be credited for up to 12 months and the hotel reservations have been canceled. The American Association of Airport Executives conference in Denver on May 10-13 has also been canceled.

3. Airport board meeting

The next airport board meeting is scheduled for Wednesday, April 15, 2020 at 4 p.m. in the Fulkerson Airport Operations Facility. This will be a quarterly meeting with the County Commissioners.

E. COVID-19 update – Jay Lundell

Director Lundell shared this with the county commissioners, airport tenants, and airport staff. Director Lundell was on a teleconference with SkyWest Airlines this morning discussing the COVID-19 national health crisis and reductions in our local airline service flight schedule. Director Lundell learned is that our flights will be reduced, but to what level is uncertain at this time. United Air Lines will be finalizing their flight schedules over this weekend, and by early next week we should have a better understanding what our local airline schedules will be. Once Director Lundell finds out, he plans on holding a tenant meeting to discuss the reduction in flight schedules. As this virus runs its course, he's confident the flights will gradually be brought back to its current levels.

F. MMI engineer's report – Tim Wick

Parallel Taxiway A & E Connection and Relocate Taxiway D & B - AIP 45 – 2019

Grant Offer sent to GCC

FAA - 4,620,000 93.75%

State – 184,800 3.75%

Local – 123,200 2.5%

Total 4,928,000

S&S Builders – Winter Shutdown

PFC Application – 2019

Submitted letter to the airlines for comment

Posted on airport website

PFC submission Drafted, waiting for 30 day period to end
4/2/2020 Submit to FAA

2020 Pavement Marking Project

Board action on MMI Task Order 2

Scoping work completed on 1/9/2020

95% plans Submitted 1/31/2020

100% plans Submitted 3/2/2020

2020 Crack Sealing Project

Bid opening was 2/13/2020

WACIP

Updated 10 year schedule with detailed cost estimate

DBE/ACDBE

ACDBE Submitted 2/4/2020

DBE Update

G. Capital Outlay budget FY 2020/21 – Jay Lundell

Director Lundell presented the Capital Outlay budget for FY 2020/21 to the airport board.

Motion by Mr. Lindblom to approve the capital outlay budget for FY 2020/21 as presented. Second by Mr. Malyurek. Motion carried.

H. Operational budget FY 2020/21 – Jay Lundell

Director Lundell presented the Operational budget for FY 2020/21 to the airport board.

Motion by Mr. Malyurek to approve the operational budget for FY 2020/21 as presented. Second by Mr. Lindblom. Motion carried.

I. Revenue budget FY 2020/21 – Jay Lundell

Director Lundell presented the Revenue budget for FY 2020/21 to the airport board.

Motion by Mr. Malyurek to approve the revenue budget for FY 2020/21 as presented. Second Mr. Lindblom. Motion carried.

J. Flightline LFS update – Mickey Steward & Mr. Holzer

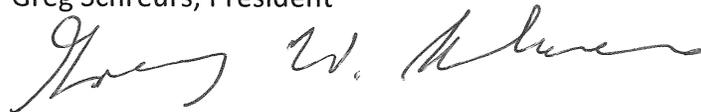
Ms. Steward introduced Mr. Justin Holzer as the line services supervisor for Flightline LFS, Inc. Mr. Holzer said the third SkyWest flight has helped a lot with their fuel sales. Flightline LFS is doing game surveys starting the last week of March and ending first week of May. Mr. Holzer stated Ms. Pat Beard has retired as the office manager and she has been replaced by Ms. Rebecca Blakeman. Mr. Holzer said that they've received a lot of calls regarding the County Weed and Pest grasshopper aerial spraying bid and contract. Flightline LFS plans to use Hangar 12 to hangar aircraft of the successful bidder. The spraying contract is scheduled to begin the first of June.

K. Adjourn

Motion by Mr. Malyurek to adjourn. Second by Mr. Lindblom. Motion carried.

Respectfully Submitted,

Greg Schreurs, President



Owen Lindblom, Secretary/Treasurer

