

NORTHEAST WYOMING REGIONAL AIRPORT BOARD
Meeting Minutes
Wednesday, April 15, 2020

A. 3 p.m. Workshop – Flightline Renegotiation of Fees

The airport board met at 3 p.m. to discuss the upcoming lease renewal with Flightline LFS. Ms. Mickey Stewart and the Airport Board discussed different leasing rate options.

B. Consent agenda items for consideration:

- Purchase order summary
- March 18, 2020 board meeting minutes

Motion by Mr. Ohman to approve the consent agenda including the purchase order summary and the March 18, 2020 board meeting minutes. Second by Mr. Malyurek. Motion carried.

C. Director's report – Jay Lundell

1. Airport statistics

March 2020 passengers are down 25% compared to March 2019. Total enplanements were up 19% YTD in February but have drastically decreased to up 3% YTD because of COVID-19.

2. Airport personnel work schedules

The County has setup the administrative personnel with computers that allow Ms. Besel, Mr. Chatfield and Mr. Lundell to work from home. The office for the most part is closed except for when Ms. Besel and Mr. Lundell come out to get the mail and complete other administrative duties. Ms. Besel is primarily working from home but comes to the office a couple times a week to work on the account's payables and receivables and making bank deposits. Jay is in the office most weekdays for a couple of hours. Mr. Chatfield is working from home.

Our three (3) operations personnel are working three (3) six-hour shifts. The control tower personnel are working their regular shifts. However, that will change the end of May when one of our controllers leaves for the FAA.

3. SkyWest schedule

SkyWest has reduced their schedule to one daily round trip flight, with no flights Monday evenings, or Tuesday morning departures.

4. Coronavirus Aid, Relief and Economic Security (CARES) Act

On March 27 the President signed into law the CARES Act. The Act includes \$10 billion in funds to be awarded as economic relief to eligible U.S. airports. Based on guidance issued by the FAA on April 4th, it appears at first glance our airport may receive up to \$ 111,595 in CARES funding. It also appears these funds may be used for construction, infrastructure, equipment and may even be used to off-set lost revenue. I'll keep you informed as more information becomes available.

5. Todd Chatfield

Todd Chatfield for completing his Bachelor of Science degree in business administration. Todd has put in a lot work to accomplish this objective in his career. Todd's next objective is to complete his accredited airport executive accreditation. Great job well done Todd!

6. Next airport board meeting

The next airport board meeting is scheduled for May 20th.

D. Avis/Rovar Letter of Request – Rob Varilek

Mr. Lundell presented a letter of request written by Mr. Varilek to the Airport Board for their review and consideration. Mr. Varilek requested relief from the annual lease payment, should the business be unable to gain enough rentals, thus concession fee due to the advent of the Coronavirus.

Motion by Mr. Gerrits to decrease the minimum annual guarantee (MAG) for both Avis/Rovar and Hertz/Overland West from \$18,000 to \$10,500 for the fiscal year period of July 1, 2020 through June 30, 2021. Second by Mr. Lindblom. Motion Carried

E. 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 – Anticipated Startup April 20th

PFC Application – 2019

Submitted letter to the airlines for comment

Posted on airport website
PFC submission Drafted, waiting for 30-day period to end
4/10/2020 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
American Road Maintenance Low Bid 3/31/2020 \$91,818.00
Start Date: To be Determined

2020 Crack Sealing Project

Bid opening was 2/13/2020
National Sealant and Concrete LLC \$298,693.75
Start Date June 5, 2020
20 Day Contract

2021 General Aviation Terminal Building

Preparing Scope of Work
Engineering and Architect Fees
Scope of Work

G. Airport Logo Recommendation – Shelly Besel

Ms. Besel presented the logo the committee chose for the Northeast Wyoming Regional Airport.

Motion by Mr. Lindblom to approve new logo #3 for the Northeast Wyoming Regional Airport 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.

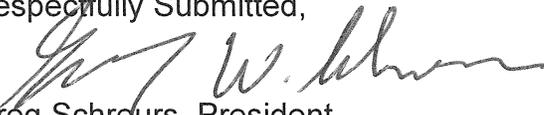
J. Flightline LFS update – Mickey Steward & Mr. Holzer

Mr. Holzer said the operations of Gradian, Alpine Air, Skywest and survey flights provide most of the business for the FBO at this time. However, the staff is pulling together and hoping for the best during this downturn. Ms. Steward apologized for not being able to pay the lease for March and included that they were able to pay utilities and the late fee. She stated that with Federal funds the FBO should be able to cover a portion of the lease this month. Ms. Besel advised that the late fee for the month of March had been waved.

K. Adjourn

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

Respectfully Submitted,



Greg Schreurs, President



Owen Lindblom, Secretary/Treasurer