

**Northeast Wyoming Regional Airport
Board Meeting Minutes
4 p.m. Wednesday, May 20, 2020**

President Schreurs called the meeting to order at 4 p.m. All board members were present: Mr. Ohman, Mr. Lindblom, Mr. Malyurek and Mr. Gerrits.

A. Consent agenda items for consideration:

- Purchase order summary
- April 15, 2020 regular board meeting minutes
- April 22, 2020 special board meeting minutes

Mr. Lindblom pointed out in the board meeting minutes of the April 15, 2020 under the CARES Act funding the level should read \$1,111,653. Mr. Lundell said that he will correct the amount mentioned in the minutes.

Moved by Mr. Lindblom, to approve the consent agenda to include the purchase order summary, the April 15, 2020 regular board meeting minutes with noted correction and the April 22, 2020 special board meeting minutes. Seconded by Mr. Ohman. Motion carried.

B. Ratify Budget Revisions – Jay Lundell

- a. Revised Capital Outlay Budget

Director Lundell went over with the airport board the revised Capital Outlay budget.

Moved by Mr. Gerrits to approve the revised capital outlay budget as presented. Seconded by Mr. Malyurek. Motion carried.

- b. Revised Operational Budget

Director Lundell went over with the airport board the revised Operational budget.

Moved by Mr. Malyurek to approve the revised Operational budget as presented. Seconded by Mr. Lindblom. Motion carried.

C. Approve CARES Act AIP 3-56-0012-046-2020 Grant Offer – Jay Lundell

Director Lundell stated the county commissioners approved the grant offer yesterday at their board meeting.

Moved by Mr. Gerrits to approve the Federal Aviation Administration CARES Act grant number AIP 3-56-0012-046-2020 not to exceed One Million, One Hundred Eleven Thousand, Six Hundred Fifty-Three dollars and zero cents (\$ 1,111,653.00) as presented. Motion carried.

D. MMI engineer's report – Tim Wick

Mr. Wick went over the engineer's report and updated the airport board on the progress of the taxiway extension project. Mr. Wick also stated the design for the general aviation terminal building has begun and MMI has hired Arete Architects to complete the architectural design.

E. Home Fire Foods lease renewal – Jay Lundell

Director Lundell stated because of COVID-19 the café has been closed and the operator of Home Fire Foods and he hadn't gotten together to discuss the lease renewal. The lease will be retroactive from original date it should've been renewed.

Mr. Malyurek stated the lease has the airport's old name. Director Lundell thanked Mr. Malyurek and said he will make the correction.

Moved by Mr. Ohman to approve the Home Fire Foods café lease for an effective date of March 1, 2020 until February 28, 2021 as presented. Second by Mr. Malyurek. Motion carried.

F. Flightline LFS, Inc. lease - Renegotiation Committee Report

President Schreurs went over the renegotiation committee's suggestions to the airport board and that an entire new lease should be written between the airport board and Flightline LFS, Inc. with the following terms and conditions:

- 1) **LESSEE** agrees to pay a basic monthly facility rental fee of \$ 2,000.00
- 2) **LESSEE** agrees to relinquish to the **THE BOARD** building (Hangar) 12 and the General Aviation Terminal second floor.
- 3) **LESSEE** agrees to pay to **THE BOARD** as rental for the fuel farm facilities the following fuel rates:
 - \$ 0.08 per gallon for all internal fuel consumed by the lessee
 - \$ 0.08 per gallon for all retail fuel from the self-service station
 - \$ 0.08 per gallon for all fuel into scheduled commuter airline(s)
 - \$ 0.08 per gallon for all retail 100LL and Jet A fuel sales
- 4) **LESSEE** agrees to a one (1) year lease term beginning July 1, 2020 and ending on June 30, 2021.
- 5) **LESSEE** agrees within the lease term to provide **THE BOARD** with a 120-day written notice prior to electing to close the business and vacating the premises.
- 6) **LESSEE** agrees to provide **THE BOARD** within the 120-day written notice prior to electing to close the business and vacating the premises a transition team so **THE BOARD** may exercise their **proprietary exclusive right** to over aircraft fueling.

Moved by Mr. Malyurek to direct director Lundell to develop a new lease with the help of the County Attorney's office, incorporating the terms and conditions for the airport board's consideration at their June 17th board meeting. Second by Mr. Gerrits. Motion carried.

G. Flightline LFS, Inc. update – Mickey Steward

Ms. Steward handed out graphics showing their fuel sales since COVID-19. Also, Ms. Steward stated she would look over the proposed changes to a new lease and get back with the corporate members of Flightline LFS, Inc. for their input. Director Lundell stated that he would write a letter to Flightline LFS, Inc. outlining those changes proposed by the airport board.

H. Adjourn

Moved by Mr. Gerrits to adjourn the meeting. Second by Mr. Malyurek. Motion carried.

Greg W. Malyurek
Owen Lundell