Regular Meeting of the Northeast Wyoming Regional Airport Board
June 17, 2020

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

Approve Consent Agenda:
Motion by Mr. Ohman, second by Mr. Lindblom to approve the Consent Agenda, including the Purchase Order Summary, and the May 20, 2020 Airport Board Minutes. Motion carried.

Directors Report:
Mr. Lundell presented the following items to the airport board:

New Operations Staff:
Mr. Chatfield introduced the three new Operations staff members to the Airport Board.

Airport Statistics
Total passengers for May were 770 compared to 224 passengers in April. Advanced bookings are gradually increasing for each month. Starting in July SkyWest will discontinue our tag with Sheridan. The airport will be back to its own daily flight. As advanced bookings increase, SkyWest will add-in a second flight.

United continues to only have two daily banks in and out of Denver International Airport compared to five daily banks pre-COVID-19.

Tower Closure
The control tower permanently closed June 4th. The closure was originally planned for July 1st, but unfortunate circumstances forced its premature permanent closure.

Operations Personnel
The airport is now fully staffed with a total of five (5) Operations personnel, Operations Supervisor Tod Love, and Director of Operations Todd Chatfield.

Wyoming Airport Operators Association
Gillette was scheduled to host this year's Fall conference, but because of COVID-19 this year's conference has been cancelled. Next year's conference will be held in Casper. Gillette can apply to be the conference host in 2022.

Next Airport Board Meeting
The next Airport Board meeting is scheduled for July 15th and will be a quarterly meeting with the County Commissioners

Engineers Report:
Mr. Wick, of Morrison and Maierle presented the engineer's report and updated the airport board on the progress of the taxiway extension project. Mr. Wick also stated that they are preparing the Scope of Work and Engineering and Architect Fees for the general aviation terminal building.

Airport Budget - Jay Lundell:
The budgets were officially adopted at the June 16th Commissioner's meeting.

Flightline LFS, Inc. Lease – Jay Lundell
Mr. Lundell presented the renegotiation committee's recommendations to the Airport Board for their review and approval.

Moved by Mr. Gerrits to approve the Flightline LFS, Inc. renegotiation committee's recommendations and authorize President Schreurs to execute the new lease agreement incorporating the following changes as presented, second by Mr. Malyurek. Motion carried.

> **3. Term**. This lease shall commence the 1st day of July 2020 and continue for a one-year period until June 30, 2021. Lease shall be renewed automatically for succeeding terms of one (1) year, not to exceed five (5) annual renewal terms, upon the same terms and conditions as contained within this Agreement, subject to reasonable renegotiation of fees based upon current economic conditions. Should **LESSEE** elect not to renew this Agreement for any succeeding term, **LESSEE** shall provide written notice of the same to **THE BOARD** not less than thirty (30) days prior to the expiration of the current term.
>
> **4. Termination**. This Agreement may be terminated early by **LESSEE** only upon giving one hundred and twenty (120) days prior written notice of termination to **THE BOARD**. In the event of early termination as to not disrupt fueling service at the airport, **LESSEE** will provide **THE BOARD** with a transition team. The transition team shall consist of at least one trained fueling supervisor who has completed an aviation fuel training course as required in Federal Aviation Administration Regulation (FAR) Part §139.321 Handling and storing of hazardous substances and material. Upon termination, the **LESSEE** shall vacate the Premises and restore facilities and fixtures of the Premises to the same condition as initially existing, subject only to normal wear and tear.
>
> **10. Payment**. **LESSEE** agrees to pay **THE BOARD** and **THE BOARD** agrees to accept as rent for the Premises during the term of the Lease rental amounts according to the following schedule:

a. For use of all Premises as described and rights, services and privileges granted herein, Lessee shall pay the sum of Two Thousand Dollars ($2,000) per month beginning July 1, 2020 and continuing thereafter, on or before the first day of each succeeding month, for a period of twelve (12) months. Any monthly payment not received by the 10th day of the month shall require a late fee of One Hundred Dollars ($100.00) and an additional One Hundred Dollars ($100.00) shall accumulate for any succeeding month without payment of the earlier payment missed. In no event shall the Lease payment be less than Two Thousand Dollars ($2,000) per month.

b. A flowage fee of $0.08 will be paid to **THE BOARD** for all fuel stored in airport facilities ("fuel farm") and pumped into any aircraft by the **LESSEE**. Flowage will be recorded daily and reported monthly by the **LESSEE** to **THE BOARD** or its representative. **THE BOARD**, or its representative, shall calculate the flowage fee and shall submit an invoice to Lessee for the same. All flowage fees shall be paid by **LESSEE** in full no later than thirty (30) days from the date of each such invoice submitted to **LESSEE**.

EXHIBIT A

Fixed Base Operations Lease
Flightline LFS, Inc./Northeast Wyoming Regional Airport Board

As granted by the Fixed Base Operations Lease, of which this exhibit forms an integral part, Flightline LFS, Inc. shall have use of the following-described Northeast Wyoming Regional Airport premises as set out in the referenced lease agreement:

1. The area and facility commonly known as the "fuel farm".

2. A certain building known as Hangar No. 1, being more particularly described as 100' x 100' x 24' high prefabricated metal structure with a maximum inside clearance of 20', the north wall of which contains an electrically operated bi-fold door 80' wide and provide 19' height clearance.

3. A 19' x 100' portion of a lean-to prefabricated building located on the east elevation of Hangar No. 1 which houses maintenance, parts and shop area.

4. The fixed base operations counter and office area located in the two-story prefabricated metal building attached to the south end of Hangar No. 1 said area includes approximately 361 square feet.

5. A certain building known as Hangar No. 2 with an electrically operated bi-fold door 80' x 24'.

6. Suites 10 and 11 and area identified as existing office space included as leased space for use of the Lessee.

7. Air compressor. Lessor is under no obligation to repair or replace the air compressor currently provided or any newly purchased air compressors.

8. First floor suites identified as Suite numbers 1, 3, 4, 5 and 6 of the General Aviation Services Building totaling approximately 1,393 feet.

Ms. Steward asked how to handle non-profit groups meeting on the second floor as Flightline, LFS, Inc.'s lease no longer includes that space. President Schreurs suggested that Mr. Lundell seek legal advice from the County Attorney's office regarding indemnification. If it becomes necessary, the board will revisit this issue later.

Flightline LFS Update:
Mr. Holzer addressed the board, stating the FBO is seeing an uptake in business with the current grasshopper spraying. It also helps that the airline is taking as much fuel as they can but will be beneficial when the overnights return. Ms. Steward introduced the new Office Manager, Rebekah Blakeman. Ms. Blakeman was a former line technician and took over the position when Ms. Beard retired.

Adjourn:
There being no further business before the Airport Board a motion for adjournment was called. **Motion by Mr. Gerrits to adjourn the meeting, second by Mr. Lindblom. Motion carried. The meeting adjourned at 4:40 p.m.**

Respectfully Submitted,

Owen Lindblom

Owen Lindblom, Secretary/Treasurer

Greg W. Schreurs

Greg Schreurs, President