Regular Meeting of the Northeast Wyoming Regional Airport Board
August 19, 2020

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

A. Approve Consent Agenda:
Motion by Mr. Ohman, second by Mr. Lindblom to approve the Consent Agenda, including the Purchase Order Summary, and the July 15, 2020 Airport Board Minutes. Motion carried.

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

1. **Passenger statistics**
   Total passengers for July were 1,982 compared to 961 passengers in June. On August 3rd SkyWest added two (2) daily flights on Sundays, Mondays, Thursdays and Fridays. Load factor for July was 70%. August load factor is currently at 52%. Advanced bookings for September were looking poor, so SkyWest decided to decrease flights to one daily flight. October is booking much better and SkyWest plans to add back-in the second daily flight during the four high demand days.

2. **Miscellaneous Projects**
   Operations personnel have been working hard on redoing the landscaping between the terminal building and parking lot. They're replacing all the bark with new weed barrier and filling back-in with black aggregate. The Northwestern quadrant of the passenger parking lot will be receiving a sealcoat and remarking in the upcoming weeks. The main water storage tank will be drained, and a company that specializes in water tanks will be repairing and resealing the water tank's interior. The Water Guy has installed a backup water tank for temporary water supply to airport facilities.

3. **Airport Equipment**
   The airport has received the new Bob Cat 5600 along with mower deck and manlift attachments. This equipment was purchased using CARES Act funds for which we've already received reimbursement for 100% of the total costs.

4. **HEALS Act**
   There is legislation for another act to help with airport operational and construction funding. If the act is passed by Congress and the preliminary

formulas are correct, our airport would receive approximately $508,000 of additional airport funding.

5. **Airport Entrance Sign**
   MMI is putting together an RFP for an entrance sign design/build project. Later in this meeting Jay will request the board appoint a couple of board members form selection committee to review the responding sign company designs, and later put forth an award recommendation to the airport board. This project will also include replacement of lettering with the airport's new name on the east and west sides of the terminal building.

6. **Next airport board meeting**
   The next airport board meeting is scheduled for Wednesday, September 16, 2020 at 4 p.m.

C. Engineers Report:
Mr. Wick, of Morrison and Maierle presented the engineer's report updating the board on the Crack Sealing and Pavement Marking Projects as well as the GA Terminal Project. Mr. Pat Stetson updated the airport board on the progress of the taxiway extension project, indicating that the project should be finished within the next two weeks. Mr. Wick stated that the project is currently approximately 115 days over the initial contract date and will be closer to 130 days over when the project is complete. He requested the board meet with S&S to discuss this issue. President Schreurs agreed that a meeting is necessary to discuss this issue and requested that Mr. Wick make the arrangements. President Schreurs and Vice President Malyurek will meet with S&S.

D. Review G.A. Terminal Design S.O.W. – Tim Wick:
Mr. Wick stated that Dale Buckingham of Arete Design Group has been chosen as the Architect to design the new General Aviation Building. MMI has submitted the Scope of Work and Mr. Lundell will now send this out for an Independent Fee Evaluation. Once this step is complete and the design is in place the bidding process should begin in March 2021.

E. Airport Signage Committee – Board Assignment
Mr. Lindblom and Mr. Malyurek will be on the review committee.

F. Flightline LFS Update:
Ms. Steward gave the airport board the following update:

Flightline' s fuel sales are currently down about 60% from last year which has resulted in the company cutting a position and applying for PPE loan forgiveness. Ms. Steward requested that the FBO have input on the GA design and will submit a

formal letter to the Airport Board. Ms. Steward went on to ask if the retardant tanks for the SEAT Base could be relocated back to their original location as the FBO is not pumping any fuel in their planes since they have moved the tanks. Jay indicated due to EPA regulations and the desire to keep the retardant off the apron that the tank needed to be moved and would not be moved back to its original location. Todd provided input that the relocation of the tanks has nothing to do with the lack of fuel sales. He has been informed that the construction on the airfield has caused a safety concern for the pilot's and once the construction is complete that there will be three planes based at GCC during the summer months. Ms. Steward went on to reiterate what she has said in several previous meetings, the construction has caused a disruption of revenue for the FBO.

F. 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. Malyurek. Motion carried.**

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Greg Schreurs, President