

**Regular Meeting of the Northeast Wyoming Regional Airport Board
February 15, 2023**

Airport Board President Lindblom called the meeting to order at 4:00 p.m. Member's present were Mr. Barnum, Mr. Malyurek and Mr. Faber and Mr. Porch.

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Malyurek, second by Mr. Barnum to approve the Consent Agenda, including the Purchase Order Summary, and the January 18, 2023, Airport Board Minutes as presented. Motion carried.

Director's Report – Todd Chatfield:

Mr. Chatfield presented the following items to the Airport Board.

- Passenger Statistics – The airport had 4,015 passengers go through the airport in January. This is a forty-nine percent increase over January of 2022. Hopefully, these numbers will stay up. March, April, and May are also looking to be good months for air traffic.
- RFQ for Marketing – The airport has put out an RFQ to hire a new marketing firm to help with the marketing of the airport. We are unhappy with the company we are currently using and hope to find another firm to replace them.
- County Board Training – The county board training canceled in December has been rescheduled for February 22nd from 530 pm to 8 pm or February 23rd from 9 am to 11 am. Both pieces of training will be held at the Gillette College Presentation Hall. As county board members, members are asked to attend at least one training if they haven't attended one of these classes in the past.
- Next airport board meeting – The next meeting will be held at the new General Aviation Building, 2000 Airport Road building 16, on March 15, 2023, at 4 pm.

Engineers Report – Pat Stetson:

Mr. Pat Stetson of Morrison and Maierle presented the Engineer's Report to the Airport Board.

- 2021 General Aviation Terminal:
The project is still under suspended work until Van Ewing can begin the demolition on the existing building. A temporary Certificate of Occupancy was issued on Tuesday, July 1, 2022.
- Rehabilitate RW 16/34 Study
Task Order 5 – 80% State 20% GCC PFC.
The airport and engineers have a call with the FAA and WYDOT to discuss the use of asphalt vs. concrete on Friday morning.

**Regular Meeting of the Northeast Wyoming Regional Airport Board
February 15, 2023**

The runway design is slotted for 2024 with construction in 2025.

- SRE Midsized Loader
Task Order 6 – 90% State 10% GCC
The bid opening was held on July 28, 2022, with one bid received in the amount of \$342,930.00 (90% State Grant and 10% Local PFC). The equipment was delivered on January 5, 2023, with the equipment training being completed the same day. The pay application has been processed for payment and upon commissioner approval will be mailed by March 10, 2023

- Terminal Generator
Task Order 7 – 100% FAA CRSSA
90% of the plans were submitted to the county for review. The bid schedule for advertising, pre-bid meeting, and the bid opening will be in concurrence with the Sewer Lift Station project.

- Airport Sewer Lift Station
Task Order 8
50% of the design has been submitted to the County for review and a Design Review meeting between Morrison-Maierle, County Facilities, and the airport was held on December 20, 2022, at the Airport Operations Building. Morrison-Maierle submitted to DEQ on January 19, 2023. The DEQ review was received on January 27, 2023, and their comments were addressed and returned on February 6, 2023. The bid schedule for advertising, pre-bid meeting, and bid opening will be in concurrence with the Terminal Generators project.

- PFC Application
Task Order 9
The notice was advertised from October 31, 2022, through November 30, 2022. Airline letters were submitted to the Airlines on December 9, 2022. FAA submittal is the next step.

- Request for Proposals for Fixed Base Operator
Task Order 10
The Request for Proposal was delivered in October and is currently out for selection. Addendum 1 was issued on November 28, 2022, and Addendum 2 was issued on January 4, 2023.

~~Advertise RFP – October 27, 2022~~

~~Site Visit by Applicants by Appointment with Todd Chatfield~~

**Regular Meeting of the Northeast Wyoming Regional Airport Board
February 15, 2023**

~~Deadline for Questions January 13, 2023~~

~~RFP Due to Airport January 23, 2023~~

~~Shortlist Notification February 3, 2023~~

~~Applicant Interview February 15, 2023~~

Board Meeting - March 15, 2023. Announce anticipated Board selection.

- Acquire SRE – Dedicated Broom

Task Order 11 – FAA Entitlement (93.75% FAA, 3.75% State, 2.5% PFC)

Looking into purchasing a front mounted broom with a cab forward chassis. Morrison and Maierle has drafted 95% of the specs and design report.

- Rehabilitate GA Apron

Task Order 12 – FAA BIL (93.75% FAA, 3.75% State, 2.5% PFC)

The CATEX was submitted to the FAA on January 11, 2023. The IFE has been approved by WYDOT and we are waiting for FAA approval. 50% of the Plans and Specs are being drafted. The Design Report is drafted and will be submitted by the end of the week.

- FAA Bipartisan Infrastructure Law (BIL) Funds for Terminals

These funds have been applied for and if approved will be used for upgrades to the Main Terminal. There has not been any notification of approval to date.

- South Side Hangar Development

Task Order 13

CATEX is being drafted now and will be submitted to the FAA in the coming weeks. MMI has researched documents for As-Builts for existing water and sewer construction plans and have started water modeling of the existing system.

2023/2024 IT Budget:

Mr. Chatfield presented the Technology Capital Request for budget year 2023-2024 to the airport board for their consideration. **Mr. Porch moved to approve the 2023-2024 IT budget as presented, second by Mr. Barnum. Motion carried.**

2023-2024 Vehicle Request:

Mr. Chatfield presented the Vehicle Request for budget year 2023-2024 to the airport board for their consideration. **Mr. Malyurek moved to approve the 2023-2024 Vehicle Request as presented, second by Mr. Barnum. Motion carried.**

Regular Meeting of the Northeast Wyoming Regional Airport Board
February 15, 2023

2023-2024 Capital Construction/ Capital Outlay Budgets:


Mr. Chatfield presented the 2023-2024 Capital Construction Budget to the airport board for their consideration. **Mr. Faber moved to approve the 2023-2024 Capital Construction Budget as presented, second by Mr. Porch. Motion carried.** Mr. Chatfield presented the 2023-2024 Capital Outlay Budget to the airport board for their consideration. **Mr. Porch moved to approve the 2023-2024 Capital Outlay Budget as presented, second by Mr. Barnum. Motion carried.**

Adjourn

There being no further business before the Airport Board a motion for adjournment was called. **Motion by Mr. Faber to adjourn the meeting, second by Mr. Porch. Motion carried.**

Respectfully Submitted,


Brock Porch, Secretary/Treasurer


Owen Lindblom, President