

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

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

Pledge of Allegiance

Approve Consent Agenda:

Motion by Mr. Malyurek, second by Mr. Faber to approve the Consent Agenda, including the March Accounts Payable Summary, and the February 15th and February 16th, 2023, Special Airport Board minutes, and the February 15, 2023, Regular Board Meeting 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 4,112 passengers go through the airport in February. This is a thirty percent increase over 2022. Our load factors are running at 80% to 90% over the next few months.
- Sign replacement on perimeter fence – The signs on the Airport perimeter fence that say, "Airport Operations, No Trespassing", need to be replaced. There are approximately one hundred sixty signs that need replaced. We will use grant funds for this and will start this project in a few weeks.
- Fuel tank cleaning and inspection – The fuel tanks are due for an inspection and cleaning, so we will have this done before the end of the fiscal year. We plan on using some of our grant money for this project as the cost will be thirty-two thousand.
- T hangar lock replacement – We have re-keyed all twenty-four county-owned T-hangars. The locks on the T-hangars are over fifteen years old. We are having issues with many of the hangar locks not working correctly. Also, it's always good to change the locks after so many years.
- Next airport board meeting – The next meeting will be a joint meeting held with the County Commissioner's and held at the new General Aviation Building, 2000 Airport Road building 16, on April 19, 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. The contractor has requested a portion of the retainage be released.

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- Rehabilitate RW 16/34 Study
Task Order 5 – 80% State 20% GCC PFC.
The runway design is slotted for 2024 with construction in 2025.
Morrison and Maierle has resumed talks with the Geotechnical Engineer. The FAA wants and in-depth geotechnical investigation.

- 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 closeout report has been submitted for this project.

- Terminal Generator and Airport Sewer Lift Station
These projects are out for bid with advertising on March 11,18, and 25 and the Pre-Bid meetings scheduled for March 21, 2023. The Bid Opening for both projects will be held on April 4, 2023

- PFC Application
Currently waiting FAA response.

- 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~~
~~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 and will go over the specs with the airport staff.

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- 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. Advertisement for this project is projected for the end of March and the bid opening toward the end of April.

- 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.

- 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 and was not awarded. The airport will apply for funding again in the Fall.

2023/2024 Airport Operations Budget – Todd Chatfield:

Mr. Chatfield presented the 2023/2024 Airport Operations Budget to the airport board for their consideration. **Mr. Porch moved to approve the 2023-2024 Operations Budget as presented, second by Mr. Malyurek. Motion carried.**

2023-2024 Airport Revenue Budget (Rates and Charges) – Todd Chatfield:

Mr. Chatfield presented the Revenue Budget Committee and Airport Staff recommendations to the board for their review and approval.

- Flowage Fee – current rate .10 new rate determined based on lease negotiations
- Landing Fee – No Change
- County Hangar Fee – No Change
- Private Hangars – Increase .01 per sq ft from .21 per sq ft to .22 per sq ft
- Displays/Signage – No Change
- Car Rental Agencies – Increase by 1% from 7% of Gross Sales to 8% of Gross Sales
- Airlines – Increase by the NE Wyoming 4th Quarter CPI
- TSA – Automatically Adjusted by GSA
- Habitat Management – No Change
- CC Car Wash - Increase by the NE Wyoming 4th Quarter CPI
- FBO – Rate determined based on lease negotiations

Mr. Faber moved to approve the 2023-2024 Airport Rates and Charges as presented, second by Mr. Porch. Motion carried.

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FBO RFP Selection – Owen Lindblom:

On behalf of the FBO selection committee, Board member Porch gave a summary of the process leading up to the recommendation of an FBO. After consideration of the proposals and interviews, the committee recommended the Board enter negotiations with GateOne FBO. **Mr. Malyurek moved to enter negotiations with GateOne FBO, second by Mr. Porch.** Following a brief clarification regarding materials submitted by GateOne FBO, **motion carried by majority.**

Executive Session:

None required.

Adjourn

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

Respectfully Submitted,



Brock Porch, Secretary/Treasurer



Owen Lindblom, President