



Luke Malyurek, President

Adrian Gerrits, Vice President
Owen Lindblom, Secretary/Treasurer
Greg Schreurs, Member
Lewis Barnum, Member

Northeast Wyoming Regional Airport Board Agenda
4 p.m. Wednesday, March 17, 2021
Fulkerson Operations Facility
2440 Airport Road

A. Consent Agenda Items For Consideration:

Documents:

[FEBRUARY 2021.PDF](#)
[MARCH 2021 PURCHASE ORDER SUMMARY.PDF](#)

B. Director's Report - Todd Chatfield

Documents:

[DIRECTOR REPORT MARCH 2021 \(003\).PDF](#)

C. Engineer's Report - Mr. Wick And Ms. Bourne

Documents:

[MARCH 2021 ENGINEERS REPORT.PDF](#)

D. Airport Budgets 2021/2022 - Operations, Revenue And Capital Outlay
Schedule Special Board Meeting

E. Application For Federal Assistance SF-424

- \$1,010,021 CRRSAA
- \$6,317 Concessionaires

Documents:

[CONS.PDF](#)
[CRRSSA \(1\).PDF](#)

F. Airport Resolution No. 6 - Assignment Of Interest From Rovar, LLC

Documents:

[AIRPORT BOARD--RESOLUTION APPROVING ACCEPTANCE OF ASSIGNMENT.PDF](#)

G. Flightline LFS, Inc. Update - Ms. Steward

H. Adjourn

Note: The next Airport Board meeting will be a joint meeting with the Campbell County Commissioners and is scheduled for Wednesday, April 21, 2021 at 4 p.m. at the Fulkerson Airport Operations Facility. Agenda items for consideration must be approved by the Airport Interim Director no later than the Thursday prior to the board meeting.

**Regular Meeting of the Northeast Wyoming Regional Airport Board
February 17, 2021**

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

Approve Consent Agenda:

Motion by Mr. Schreurs, second Mr. Lindblom to approve the Consent Agenda, including the Purchase Order Summary and the January 20, 2021 Airport Board Minutes. Motion carried.

Director's Report – Todd Chatfield:

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

Interim Director:

Mr. Chatfield addressed the board about the change in airport leadership. Todd has been named Interim Director as Mr. Lundell will be out of the office for an unknown amount of time.

Passenger Enplanement Statistics:

Mr. Chatfield distributed the current passenger statistics. January's total passenger statistics were down 48% from January 2020. January 2020 had a total passenger count of 5,024 with 2021 having only 2,617 passengers. The advanced bookings for March and April are looking very good.

Budgets:

The airport Capital Construction budget is due March 3rd, the Capital Outlay budget is due March 31st, and the Operations and Revenue budgets are due April 12th. To meet the respective deadlines the board will need to approve the Capital Construction budget during the current board meeting and the remaining budgets at the March 17th board meeting. Mr. Chatfield will contact the Budget Committee to arrange a time to meet and go over the remaining budgets prior to the March board meeting.

Airport Staff Tasks Listed by Priority:

Mr. Chatfield distributed a priority list of tasks that will need to be addressed in the upcoming year. The airport staff has prioritized these tasks according to urgency for completion.

Airport Economic Impact Study:

Mr. Chatfield distributed the Economic Impact study information to the Airport Board for their review.

Engineers Report – Mr. Wick:

Mr. Wick of Morrison and Maierle presented the engineer's report updating the board on the Parallel Taxiway A&E Connection and Relocate Taxiway D&B, stating that there will be a \$40,091.00 Grant Amendment needed as there was a shortage of funds for this project. Mr. Wick went on to update the board on the GA Terminal project, the Rehabilitation of Runway 16/34 and the DBE/ACDBE.

Capital Construction Budget 2021/2022 – Todd Chatfield:

Interim Director Chatfield presented the Capital Construction Budget to the Airport Board for their review and approval. **Mr. Schreurs moved to approve the Capital Construction budget for FY 2021/22 as presented, second by Mr. Lindblom. Motion carried.**

Flightline LFS Letter of Interest – Old Garland Hangar:

Flightline LFS has requested the Airport Board consider a lease of \$500 per month for hangar #38 also known as the Garland Hangar. When the bid was first advertised it had a reserve bid of \$700 a month. There were no bids submitted for the hangar resulting from that posting. Flightline LFS currently rents two T-hangars from the airport for a total of \$500 a month. In the proposed situation the airport wouldn't gain any revenue for a premier hanger location.

The board discussed the bid posting process and lack of visibility due to the local paper being available primarily online. However, Ms. Steward was present and stated that Flightline is willing to enter a short-term lease and rebid to extend their lease if the board would move forward and approve their request. She went on to state that Flightline would agree to pay the reserve bid rate of \$700 for the hangar. **Mr. Gerrits moved to approve Flightline LFS request to lease hangar #38 for a six-month term from the North East Wyoming Regional Airport for \$700 per month including all utility cost associated with the hangar, second by Mr. Schreurs. Motion carried.**

Flightline LFS Update

Ms. Steward gave the Airport Board the following update:

Flightline has hired a flight instructor. Ms. Steward thanked the Operations staff for their assistance during the recent power outage.

Executive Session Personnel

Motion by Mr. Lindblom to adjourn from the regular Airport Board meeting into an Executive Session, second by Mr. Schreurs. Motion carried.

Motion by Mr. Lindblom, second by Mr. Barnum to reconvene to the regular board meeting. Motion carried.

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. Schreurs. Motion carried.**

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Luke Malyurek, President

DRAFT

DRAFT

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

Page - 2
Date - 3/17/21

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
SMALL COMMERCIAL SERVICE	21008088	OP	238140 POWDER RIVER ENER UT	03/17/21	EA			54.50
VAULT	21008088	OP	238140 POWDER RIVER ENER UT	03/17/21	EA			1,346.52
TSA PRECHECK ENROLL	21008089	OP	566240 FIB MSTRCRD AIRPORT	03/17/21	EA			85.00
								30,025.21
Northeast Wyoming Regional								30,025.21

CAMPBELL COUNTY
Airport Open Purchase Orders

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
50% MRKT GRANT GRAPHIC DESIGN	21007695	OP	556210 ADBAY COM	03/01/21	EA			
50% CO MATCH GRAPHIC DESIGN	21007695	OP	556210 ADBAY COM	03/01/21	EA			25.00
50% MRKT GRANT FEBRUARY 2021	21007740	OP	621667 BLACK HILLS PIONEER	03/05/21	EA			358.25
50% CO MATCH FEBRUARY 2021	21007740	OP	621667 BLACK HILLS PIONEER	03/05/21	EA			358.25
50% MRKT GRANT 2/17/2021	21007741	OP	361092 DOUGLAS BUDGET	03/05/21	EA			70.00
50% COUNTY MATCH 2/17/2021	21007741	OP	361092 DOUGLAS BUDGET	03/05/21	EA			70.00
50% MRKT GRANT 2/24/2021	21007741	OP	361092 DOUGLAS BUDGET	03/05/21	EA			70.00
50% COUNTY MATCH 2/24/2021	21007741	OP	361092 DOUGLAS BUDGET	03/05/21	EA			70.00
50% MRKT GR 03/21 FIDS/WEB	21007742	OP	575963 OAG FLIGHTVIEW	03/05/21	EA			238.44
50% CO MTCH 03/21 FIDS/WEB	21007742	OP	575963 OAG FLIGHTVIEW	03/05/21	EA			238.44
50% MRKT GRANT WEB AD 03/2021	21007743	OP	113275 NEWS RECORD	03/05/21	EA			212.50
50% CO MATCH WEB AD 03/2021	21007743	OP	113275 NEWS RECORD	03/05/21	EA			212.50
50% MRKT GRANT FEBRUARY 2021	21007744	OP	623689 POWDER RIVER EXAM	03/05/21	EA			60.00
50% CO MATCH FEBRUARY 2021	21007744	OP	623689 POWDER RIVER EXAM	03/05/21	EA			60.00
50% MRKT GRANT DOMAIN RENEWAL	21007958	OP	556210 ADBAY COM	03/11/21	EA			17.50
50% CO MATCH DOMAIN RENEWAL	21007958	OP	556210 ADBAY COM	03/11/21	EA			17.50
50% MRKT GRANT FEBRUARY 2021	21007959	OP	392921 BASIN RADIO NETWORK	03/11/21	EA			64.88
50% CO MATCH FEBRUARY 2021	21007959	OP	392921 BASIN RADIO NETWORK	03/11/21	EA			64.88
50% MRKT GRANT ALTITUDES MGZ	21007960	OP	192081 CIVIL AIR PATROL MAG	03/11/21	EA			122.50
50% CO MATCH ALTITUDES MGZ	21007960	OP	192081 CIVIL AIR PATROL MAG	03/11/21	EA			122.50
50% MRKT GRANT FEB 2021 KOOL	21007961	OP	573263 KEYHOLE BROADCASTING	03/11/21	EA			40.00
50% CO MATCH FEB 2021 KOOL	21007961	OP	573263 KEYHOLE BROADCASTING	03/11/21	EA			40.00
50% MRKT GRANT FEB 2021 KOAL	21007961	OP	573263 KEYHOLE BROADCASTING	03/11/21	EA			65.00
50% CO MATCH FEB 2021 KOAL	21007961	OP	573263 KEYHOLE BROADCASTING	03/11/21	EA			65.00
50% MRKT GRANT FEBRUARY 2021	21007962	OP	661941 KSLT KLMP KTPT	03/11/21	EA			150.00
50% CO MATCH FEBRUARY 2021	21007962	OP	661941 KSLT KLMP KTPT	03/11/21	EA			150.00
50% MRKT GRANT FEBRUARY 2021	21007963	OP	625713 WESTON CO GAZETTE	03/11/21	EA			22.75
50% CO MATCH FEBRUARY 2021	21007963	OP	625713 WESTON CO GAZETTE	03/11/21	EA			22.75
50% MRKT GRANT MARCH 2021	21007981	OP	199566 SUNDANCE TIMES	03/11/21	EA			162.50
50% CO MATCH MARCH 2021	21007981	OP	199566 SUNDANCE TIMES	03/11/21	EA			162.50
								3,358.63
AIRPORT MARKETING								3,358.63
								33,383.84

**Director's Report
March 17, 2021**

1. Passenger statistics

Total passengers for February are 986 departed and 944 arrived. This is down 55% from February 2020. Total passengers for the year are 4,547. Which puts us down 51% from last year. Looking at advanced bookings we did add a second flight for spring break. Looking into April the state and I decided to go back to one flight a day. We want to make sure that if the advanced bookings number are not there to not over schedule flights. We want to save money in the CPA account and our local funds until our numbers pick up. It is looking very encouraging into June and July, however.

2. Mask Mandate

The county has been approved for a variance with the mask mandate from the state allowing people to not wear a mask.

The governor has also eased the restrictions for the state starting March 16, 2021 pertaining to most businesses not having mandatory mask mandates.

The airport must follow the federal directive and it states this. As directed by President Biden's Executive Order to "Promote COVID-19 Safety in Domestic and International Travel," all passengers who appear older than two years of age are required to wear face masks fully covering the nose and mouth. This applies to all areas of the airport, including the TSA checkpoint. A TSA Officer will ask you to temporarily lower your mask to verify and confirm your identity. This one that we must follow doesn't expire until May 11, 2021

3. Wyoming Airports Coalition

Wyoming Airports Coalition membership voted in officers at their last membership meeting and I have been elected as the new President of the board. Jay and I have both served on this board for the past five years at least. Jay most recently being past President and I the Vice President.

4. Airport Equipment/Terminal

The airport has taken the de-icing truck to Spencer Hydraulics, and all the plumbing has been completed. Next step is to hook up the monitor and program the system and WYDOT as offered to help with this task.

The terminal roof is still being worked on and the contractor has now started on replacing the sky lights. The first section of new skylights has been installed.

5. Airshow 2020

Staff is researching an airshow fly-in, car and motorcycle show for a date late summer. With budget cuts and very little funds and costs of a full-blown air show staff thought that this would be a better choice. An airshow fly-in wouldn't be much of a cost to the airport but would still get the airport involved with the community until funds allow a bigger show. We are also in talks to possibly have the Vietnam traveling memorial out the same time as the show air show.

6. Next airport board meeting

The next airport board meeting is a scheduled quarterly meeting with the County Commissioner on Wednesday, April 21, 2021 at 4 p.m. Airport staff will be asking for a commissioner's agenda prior to the meeting

ENGINEER'S REPORT
Northeast Wyoming Regional Airport
March 2021 Board Meeting



Parallel Taxiway A & E Connection and Relocate Taxiway D & B - AIP 45 – 2019

Closeout Submitted to FAA

2021 General Aviation Terminal

Going out to Bid the 19th
Bid Opening April 15th

Rehabilitate RW 16/34

Scope of work to Review
Task Order to sign

DBE/ACDBE

ACDBE Reporting Approved
New DBE plan needed
New ACDBE plan needed

SWPP

Submitted

SPCC

In progress

Application for Federal Assistance SF-424

*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
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*3. Date Received: NA	4. Applicant Identifier: GCC (Northeast Wyoming Regional) Gillette, WY
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*5b. Federal Entity Identifier: 56-0012	*5b. Federal Award Identifier:
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State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

***a. Legal Name:** County of Campbell/Gillette-Campbell Co. Airport Board

*b. Employer/Taxpayer Identification Number (EIN/TIN): 83-6000263	*c. Organizational DUNS: 07-141-3140
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d. Address:

***Street 1:** 2000 Airport Road Suite 108
Street 2: _____
***City:** GILLETTE
County/Parish: _____
***State:** WY
Province: _____
***Country:** USA: United States
***Zip / Postal Code** 82716

e. Organizational Unit:

Department Name:	Division Name:
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. ***First Name:** Todd
Middle Name: _____
***Last Name:** Chatfield
Suffix: _____

Title: Airport Operations Director

Organizational Affiliation:

*Telephone Number: 307-686-1042	Fax Number:
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***Email:** tcc75@ccgov.net

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

NA

*Title:

NA

13. Competition Identification Number:

NA

Title:

NA

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

\$6,317 To provide relief from rent and minimum annual guarantees to on-airport parking, on-airport car rental, and in-terminal airport concessions.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant:

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: NA

*b. End Date: NA

18. Estimated Funding (\$):

*a. Federal	_____	\$6,317.
*b. Applicant	_____	\$0
*c. State	_____	\$0
*d. Local	_____	\$0
*e. Other	_____	\$0
*f. Program Income	_____	\$0
*g. TOTAL	_____	\$6,317.

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on ____.
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title:

*Telephone Number:

Fax Number:

* Email:

*Signature of Authorized Representative:

*Date Signed:

Application for Federal Assistance SF-424

*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
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*3. Date Received: NA	4. Applicant Identifier: GCC (Northeast Wyoming Regional) Gillette, WY
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*5b. Federal Entity Identifier: 56-0012	*5b. Federal Award Identifier:
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--	---

d. Address:

*Street 1: 2000 Airport Road Suite 108
Street 2: _____
*City: GILLETTE
County/Parish: _____
*State: WY
Province: _____
*Country: USA: United States
*Zip / Postal Code 82716

e. Organizational Unit:

Department Name:	Division Name:
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *First Name: Todd
Middle Name: _____
*Last Name: Chatfield
Suffix: _____

Title: Airport Executive Director

Organizational Affiliation:

*Telephone Number: <u>307-686-1042</u>	Fax Number:
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*Email: tcc75@ccgov.net

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

NA

*Title:

NA

13. Competition Identification Number:

NA

Title:

NA

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

\$1,010,021 for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant:

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: NA

*b. End Date: NA

18. Estimated Funding (\$):

*a. Federal	_____	\$1,010,021.
*b. Applicant	_____	\$0
*c. State	_____	\$0
*d. Local	_____	\$0
*e. Other	_____	\$0
*f. Program Income	_____	\$0
*g. TOTAL	_____	\$1,010,021.

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on ____.
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

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Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title:

*Telephone Number:

Fax Number:

* Email:

*Signature of Authorized Representative:

*Date Signed:

NORTHEAST WYOMING REGIONAL AIRPORT

**RESOLUTION APPROVING AND RATIFYING ACCEPTANCE OF ASSIGNMENT OF INTEREST FROM
ROVAR, LLC**

RESOLUTION NO. 6

WHEREAS: according to W.S. 10-5-201 and W.S. 10-5-202, the Northeast Wyoming Regional Airport Board of Directors (the “Board”) is authorized to: (i) acquire, by lease, purchase, or otherwise, lands and other property for airport purposes, and to construct, maintain and operate these facilities for the landing, housing, care and departure of air-borne craft, and (ii) construct, maintain and operate terminal office, traffic control and nonaviation buildings; warehouses, barracks, meteorology facilities, maintenance, repair and assembly shops, runways and taxiing strips, accommodations for mail, freight and express services, and all other attendant facilities;

WHEREAS: The Northeast Wyoming Regional Airport is currently planning a future project for the construction of a new aviation terminal; and,

WHEREAS: in contemplation of the construction of the new aviation terminal, Rovar, LLC, through its managing member, Robert Varilek, has transferred to the Northeast Wyoming Regional Airport its interest in a certain building located upon the airport premises by virtue of an Assignment of Interest dated February 3, 2021.

NOW, THEREFORE, IT IS RESOLVED: that the Board hereby approves, accepts, and ratifies the Assignment of Interest dated February 3, 2021, in which Rovar, LLC, transferred the building referenced in such document to the Northeast Wyoming Regional Airport.

ADOPTED MARCH 17, 2021.

**NORTHEAST WYOMING REGIONAL
AIRPORT BOARD OF DIRECTORS, Campbell
County Wyoming**

ATTEST:

Luke Malyurek, Board President