



Campbell County Airport Board Meeting Agenda
4 p.m. Wednesday, April 17, 2019
Fulkerson Airport Operations Facility
2440 Airport Road

A. Commissioners Agenda

- I. FY Budget 2019-2020
- II. CPA Airline Selection Committee Decision
- III. Construction/Master Plan Update
- IV. Other

B. Consent Agenda

- I. Purchase Order Summary

Documents:

[APRIL 2017 PURCHASE ORDER SUMMARY.PDF](#)

- II. Board Meeting Minutes

Documents:

[MARCH 2019 MINUTES.PDF](#)

C. Engineer's Report

Documents:

[GCC 04 17 19.PDF](#)

D. Flightline LFS Update

E. Adjourn

Note: This is a provisionally approved Agenda for the April 17, 2019 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, May 15, 2019 at the Fulkerson Operations Facility. All agenda items must be approved by the

Airport Director by Noon on Thursday, May 9, 2019.

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
HYDRAULIC FITTING AND O-RINGS	18009780	OP	185586 BIGHORN HYDRAULICS I	04/12/19	EA			8.49
HYDRAULIC FITTING	18009780	OP	185586 BIGHORN HYDRAULICS I	04/12/19	EA			5.49
NATURAL GAS MARCH 2019	18009781	OP	623195 BLACK HILLS ENERGY	04/12/19	EA			2,255.06
ADVERTISEMENTS FOR BIDS	18009782	OP	124370 CASPER STAR TRIBUNE	04/12/19	EA			250.36
LIVE BURN TOD, TODD, TERRY	18009783	OP	261016 CASPER NATRONA COUNT	04/12/19	EA			900.00
REIMB FOR CDL	18009784	OP	669935 CHEAIRS, TREVOR A.	04/12/19	EA			42.50
ELECTRICITY MARCH 2019	18009785	OP	107203 CITY OF GILLETTE-UTI	04/12/19	EA			37.05
LIGHTBULBS FOR TERM AND SHOP	18009786	OP	109567 CRUM ELECTRIC SUPPLY	04/12/19	EA			151.33
PRE-EMPLOYMENT DRUG SCREEN	18009787	OP	465051 EMPLOYMENT TESTING S	04/12/19	EA			30.00
MARCH CONSULTING SERVICES	18009788	OP	574223 FORECAST	04/12/19	EA			5,500.00
CHLORINE CYLINDER	18009789	OP	477378 HAWKINS INC	04/12/19	EA			10.00
SWITCHPLATE TERMINAL	18009790	OP	640913 MENARDS-AIRPORT	04/12/19	EA			4.67
HYDROTEST	18009791	OP	588490 NORCO INC	04/12/19	EA			27.16
DRIVELINE REPAIR	18009792	OP	141508 NORTHERN ENGINE & SU	04/12/19	EA			312.14
FUEL FARM PORTA POTTY	18009794	OP	111587 PAINTBRUSH SERVICES	04/12/19	EA			130.00
ELECTRICTY ALL METERS 03/2019	18009795	OP	238140 POWDER RIVER ENERGY	04/12/19	EA			12,076.54
CAR WASH - TAHOE	18009799	OP	586961 RAIN LOCKER CAR WASH	04/12/19	EA			14.99
COPY CHARGES MARCH 2019	18009803	OP	411694 ROCKY MOUNTAIN BUSIN	04/12/19	EA			48.41
BISON BROCHURES	18009804	OP	139758 SIMPSONS PRINTING	04/12/19	EA			138.00
ELK BROCHURES	18009804	OP	139758 SIMPSONS PRINTING	04/12/19	EA			138.00
ANTELOPE BROCHURES	18009804	OP	139758 SIMPSONS PRINTING	04/12/19	EA			138.00
WASTE REMOVAL MARCH 2019	18009805	OP	298441 WASTE CONNECTIONS OF	04/12/19	EA			632.10
MARCH 2019 ADVERTISING	18009806	OP	185586 BIGHORN HYDRAULICS I	04/12/19	EA			45.00
KOOL 105.3 MARCH 2019 ADV.	18009807	OP	573263 KEYHOLE BROADCASTING	04/12/19	EA			80.00
MARCH 2019 ADVERTISING	18009808	OP	661941 KSLT-KLMP-KTPT	04/12/19	EA			300.00
03/28/19 ADVERTISMENT	18009809	OP	361084 BUFFALO BULLETIN	04/12/19	EA			180.00
FIDS	18009810	OP	575963 OAG FLIGHTVIEW	04/12/19	EA			240.00
WEB COMPONENTS	18009810	OP	575963 OAG FLIGHTVIEW	04/12/19	EA			169.42
WEB AD MARCH 2019	18009811	OP	404208 HIGH PLAINS SENTINEL	04/12/19	EA			300.00
								24,164.71
AIRPORT								24,164.71

CAMPBELL COUNTY
 Airport Open Purchase Orders

Branch/Plant . 752
 AIRPORT RESTRICTED REV FUND

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
2.5% CO MATCH AFFIDAVIT OF PB	18009762	OP	124370 CASPER STAR TRIBUNE	04/12/19	EA			26.61
DOOR LOCK PROJECT	18009764	OP	182713 TEMPERATURE TECHNOLO	04/12/19	EA			110,618.00
								110,644.61
AIRPORT RESTRICTED REV FUND								110,644.61

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CAMPBELL COUNTY
Airport Open Purchase Orders

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Branch/Plant . 20101
AIRPORT NAVAID

Description	Order No	Ty	Supplier	Requested	PR UM	On Order QuantityOpen To Quantity	Receive . . . Amount
NAVAIDS 4/1/19-6/30/19	18009763	OP	651479 DBT TRANSPORTATION S	04/12/19	EA			6,312.08
								6,312.08
			AIRPORT NAVAID					6,312.08

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
MRKT GRANT MARCH 2019 ADV.	18009767	OP	625713 WESTON COUNTY GAZETT	04/12/19	EA			4.59
COUNTY MATCH MARCH 2019 ADV.	18009767	OP	625713 WESTON COUNTY GAZETT	04/12/19	EA			45.41
50% MRKT GRANT MARCH 2019 ADV	18009768	OP	623689 POWDER RIVER EXAMINE	04/12/19	EA			60.00
50% CO MATCH MARCH 2019 ADV	18009768	OP	623689 POWDER RIVER EXAMINE	04/12/19	EA			60.00
50% MKRT GRANT MARCH 2019 ADV	18009769	OP	199566 SUNDANCE TIMES	04/12/19	EA			162.50
50% CO MATCH MARCH 2019 ADV	18009769	OP	199566 SUNDANCE TIMES	04/12/19	EA			162.50
50% MRKT GRANT WEB AD 03/2019	18009770	OP	113275 NEWS RECORD INC	04/12/19	EA			212.50
50% CO MATCH WEB AD 03/2018	18009770	OP	113275 NEWS RECORD INC	04/12/19	EA			212.50
50% MRKT GRANT MARCH 2019 ADV	18009771	OP	621667 BLACK HILLS PIONEER	04/12/19	EA			358.25
50% CO MATCH MARCH 2019 ADV	18009771	OP	621667 BLACK HILLS PIONEER	04/12/19	EA			358.25
50% MRKT GRANT MARCH 2019 ADV	18009772	OP	392921 BASIN RADIO NETWORK	04/12/19	EA			264.87
50% CO MATCH MARCH 2019 ADV	18009772	OP	392921 BASIN RADIO NETWORK	04/12/19	EA			264.88
50% MRKT GRANT KOAL 03/2019	18009773	OP	573263 KEYHOLE BROADCASTING	04/12/19	EA			65.00
50% CO MATCH KOAL 03/2019 ADV	18009773	OP	573263 KEYHOLE BROADCASTING	04/12/19	EA			65.00
50% MRKT GRANT 3/14/19	18009774	OP	404208 HIGH PLAINS SENTINEL	04/12/19	EA			50.00
50% CO MATCH 3/14/19	18009774	OP	404208 HIGH PLAINS SENTINEL	04/12/19	EA			50.00
50% MRKT GRANT 03/28/19	18009774	OP	404208 HIGH PLAINS SENTINEL	04/12/19	EA			50.00
50% CO MATCH 03/28/19	18009774	OP	404208 HIGH PLAINS SENTINEL	04/12/19	EA			50.00
50% MRKT GRANT APRIL/MAY 2019	18009775	OP	580842 MINERS NEWS	04/12/19	EA			87.50
50% CO MATCH APRIL/MAY 2019	18009775	OP	580842 MINERS NEWS	04/12/19	EA			87.50
50% MRKT GRANT MARCH 2019	18009779	OP	583875 KYDT RADIO	04/12/19	EA			155.00
50% CO MATCH MARCH 2019	18009779	OP	583875 KYDT RADIO	04/12/19	EA			155.00
								2,981.25
AIRPORT MARKETING								2,981.25
								144,102.65

**Regular Meeting of the Campbell County Airport Board
March 27, 2019**

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

Approve Consent Agenda:

Motion by Mr. Lindblom, second by Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary, and February 20, 2019 Airport Board meeting minutes as presented. Motion carried.

Capital Outlay Budget FY 2019-20 – Jay Lundell:

Mr. Lundell presented the Capital Outlay Budget to the Airport Board for the upcoming fiscal year 2019/2020. **Mr. Gerrits moved to approve the Capital Outlay Budget as presented, second by Mr. Lindblom. Motion carried.**

Operational Budget FY 2019-20 – Jay Lundell:

Mr. Lundell outlined the staff recommendations for the Operational Budget for the upcoming fiscal year 2019/2020. **Mr. Schreurs moved to approve the Operational Budget as presented, second by Mr. Lindblom. Motion carried.**

Revenue Budget FY 2018-19 – Jay Lundell:

Mr. Lundell outlined the staff recommendations for the Revenue Budget for the upcoming fiscal year 2019/2020. The staff recommended an increase of 1.5% for the Rental Car Agencies, \$.01 increase for the Private Hangar Land Leases, an increase of 5\$ per month for the County Hangar Leases, a 1.5% increase for the Flightline LFS Lease rate, a \$.10 increase of landing fees and a 1.5% increase for SkyWest Counter Space Lease rate for fiscal year 2019/2020.

After an extensive discussion amongst the Airport Board, Executive Director, and representatives from Flightline LFS regarding Flightline LFS lease rate increase, it was the consensus of the board to table Flightline LFS Lease rate increase until after the board receives the report from the consultant regarding fare and equitable square footage charges.

Mr. Lindblom moved to approve the Revenue Budget rate increases of 1.5% for the Car Rental Agencies CFC's, a \$0.01 per square foot for the Private Hangar Land Lease rate, a \$5 monthly increase for the County Hangar lease rate, and SkyWest Airlines automatic 1.5% increase for the counter space and \$0.10 per thousand pounds of gross landing weight increase as presented, second by Mr. Gerrits. Motion carried.

Mr. Gerrits moved to table the proposed Flightline LFS 1.5% lease rate increase until the consultant reviews the fair and equitable square footage cost currently charged for the FBO, second by Mr. Schreurs. Motion carried.

Engineer Report:

Tim Wick of Morrison and Maierle presented the Engineer Report to the Airport Board.

Parallel Taxiway A and E Connection and Relocate Taxiway D and B (Design) – AIP 44-2018:

The invitation to bid is currently being advertised in the Casper Star and Gillette News Record. The mandatory pre-bid will be held on April 5, 2019. The bid opening will be rescheduled from April 11, 2019 to April 16, 2019.

FAA Supplemental Discretionary Funding:

With 1.3 billion dollars in discretionary funds and over 11 billion dollars in applications it is doubtful that Gillette will be approved for discretionary funding. However, the snow removal equipment will remain on the WACIP for future replacement.

Request for Qualifications for Airport Engineering Services – Jay Lundell:

Mr. Lundell addressed the board regarding the RFQ packet that was provided to the Airport Board for review. The contract with Morrison and Maierle has expired. Mr. Lundell stated a committee would need to be formed to review the RFQ's and present a selection to the Airport Board.

Selection Committee for Airport Engineering Services – Jay Lundell:

Mr. Lindblom asked to be excluded from the committee selection as he has a conflict of interest. Mr. Ohman requested Mr. Gerrits and Mr. Schreurs form a committee and Mr. Ohman volunteered to be an alternate if needed. Mr. Gerrits and Mr. Schreurs agreed and will meet at 10:00 a.m. on April 15, 2019 in the Airport Administration office to review the RFQ's and have a selection ready to present at the April 17, 2019 Airport Board meeting.

Habitat Management Property Sale – Jay Lundell:

Mr. Lundell has been approached by a realtor that has been contracted by Habitat Management to sell their building on Airport Property. Mr. Lundell advised the realtor to have Habitat Management write a formal letter of request to the Airport Board for their consideration.

Flightline Report:

Mickey Steward of Flightline LFS spoke at great length about the pros and cons of the current FBO and of her desire to investigate alternatives to building a new FBO. She requested a half day workshop with the Airport Board to discuss the alternatives. President Ohman stated the design for a new FBO was submitted along with the Capital Construction budget in February. When that has been reviewed and a decision on funding has been reached, depending on the outcome the Airport Board will place the Workshop on a future agenda.

Adjourn:

There being no further business before the Airport Board a motion for adjournment was called. **Mr. Gerrits moved to approve the adjournment, second by Mr. Lindblom. Motion carried.**

Respectfully Submitted,

Greg Schreurs
Secretary/Treasurer

Joel Ohman
Airport Board President

DRAFT

DRAFT

Parallel Taxiway A & E Connection and Relocate Taxiway D & B (Design) - AIP 44 – 2018

CATEX Submitted to FAA and Approved
Design survey Complete
Design Report Complete Submitted to FAA and WYDOT
Construction Safety and Phasing Plan Submitted to FAA and WYDOT
Geotech Investigation Complete
Construction Plans 100%
Construction Specifications 100%

Invitation to Bid advertised in Casper Star and News Record
March 22, 29, and April 5
Mandatory Pre-Bid April 4
Bid Opening April 16

MMI request Board consideration for approval that the bid will be awarded to the low, responsive, responsible bidder, and concurrence from FAA and WYDOT.

TimeLine:

April 16	Taxiway Construction 2019 – Bid Open
April 17	Morrison-Maierle will present Bid Open Results
May 15	Morrison-Maierle Letter of Recommendation
May 16	Contracture – Notice of Award
June	Grant Offer FAA (AIP 45) and WYDOT (AGCC69B) Construction Contract Signed after Grant Offer is accepted Pre-Construction Conference Notice to Proceed after Construction Contract approved 125 Calendar Day Contract