



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, August 18 , 2021
Fulkerson Operations Facility
2440 Airport Road

- A. Pledge Of Allegiance
- B. Consent Agenda Items For Consideration:

Documents:

[JULY 2021.PDF](#)
[AUGUST 2021 PURCHASE ORDER SUMMARY.PDF](#)

- C. Director's Report - Todd Chatfield

Documents:

[AUGUST 2021 DIRECTORS REPORT.PDF](#)

- D. Engineer's Report - Morrison Maierle - Pat Stetson

Documents:

[AUGUST 2021 ENGINEERS REPORT.PDF](#)

- E. Hangar No. 38 Lease Expiration 9/30/2021 - Todd Chatfield

- F. Flightline LFS, Inc. Update - Mickey Steward

- G. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, September 15, 2021 at 4 p.m. at the Fulkerson Airport Operations Facility. Agenda items for consideration must be approved by the Airport Director no later than the Thursday prior to the board meeting.

Regular Meeting of the Northeast Wyoming Regional Airport Board
July 21, 2021

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

Commissioners Agenda:

The Airport Board updated the Commission on the status of the Director position. The interviews are complete and after the offer letter is sent they will announce the successful candidate. Pat Stetson with Morrison and Maierle updated the Commission on the FBO Terminal Construction project, stating that the Notice to Proceed will go out on August 16th and the contractor intends on completing the project by the end of May 2022. However there is already a delay on lead times of some of the materials.

Approve Consent Agenda:

Motion by Mr. Schreurs, second Mr. Gerrits to approve the Consent Agenda, including the Purchase Order Summary, the June, 2021 Airport Board Minutes, and the July 7, 2021 Special Board Minutes. Motion carried.

Director's Report – Interim Director Chatfield:

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

Passenger Statistics: Total passengers for the month of June were 5,164 total passengers. This puts the airport at 32% over total passengers for year 2020 and down 32% from 2019 at the same time. We will continue with three daily flights in August except for the last week and when we will be back to two flights a day. It appears when school starts things slow down and then pick back up for the month of September. Todd will look at three daily flights again for September if the advance bookings justify it.

Fuel Shortage: The board is aware of the fuel shortage that happened over the fourth of July weekend as Todd had sent out an email informing the board. The airport did have to limit fuel to emergency aircraft only for two days. Todd was notified on July 2nd that an expected tanker had not come in. He immediately notified the airport board and the Chairman of the Commissioners Bob Maul. From July 2nd forward Todd was in constant contact with Bob Maul, J.R. Fox, David King, and David Mittleman. David King and Todd contacted Homeland Security to see if there was a possibility of getting a tanker here even if for firefighting aircraft only. There is a shortage around the country, and we had a perfect storm so to say here in Wyoming. The Sinclair refinery had a total unexpected shut down and the Newcastle refinery had limited production on Jet fuel because of issues there. There is also currently a Truck Driver shortage around the country. As of today, both refineries are back online with Newcastle promising to produce more Jet A.

Avfuel has brought up twelve tankers to service the Colorado and Wyoming markets from Texas. Flightline considering purchasing another fuel truck so more fuel can be stored. At this time Flightline had an inventory of 18,431 gallons. The daily draw down is approximately between one to two thousand gallons a day.

CRJ 200 phase out: Todd updated the board on the phase out of the CRJ 200 aircraft that Sky West currently brings into our market.

Next Scheduled Board Meeting: The next scheduled board meeting will be August 18, 2021 at 4 P.M. in the Fulkerson Operations Facility.

Engineers Report – Pat Stetson:

Mr. Stetson of Morrison and Maierle presented the engineer’s report to the Airport Board.

2021 General Aviation Terminal

The AIP-47 Grant in the amount of \$3,010,742.00 was signed on July 8, 2021. AIP-50 in the amount of \$300,000 has not been routed from the FAA yet. The Notice of Award was given to Van Ewing Construction, and the notice to proceed with be presented on August 16, 2021. The board will be presented with the contract and bonds for signature.

Rehabilitate RW 16/34

The scope of work will be reviewed and approved. Task Order #5 funding is 80% State and 20% PFC funds.

SPCC

The SPCC is in progress.

WACIP

The WACIP has been reviewed by the airport and Morrison and Maierle and is due to the State in August.

Taxiway Construction – 2019:

One Year Walk Through – Mid August

Van Ewing Construction Contract (FBO Terminal Project) – Todd Chatfield/Pat Stetson:

Mr. Chatfield and Mr. Stetson presented the GA terminal construction contracts between Van Ewing Construction and the Airport Board for consideration and approval. **Mr. Lindblom moved to approve the contract between Van Ewing Construction and the Northeast Wyoming Airport board to construct the new FBO Terminal AIP 3-56-0012-047-2021 as presented, second by Mr. Schreurs. Motion carried.**

Habitat Management Lease Agreement – Interim-Director Chatfield

Mr. Chatfield presented the Habitat Lease agreement to the Airport Board for their review

and approval. The suggested change to the lease includes the lease rate increase of \$.20 per square foot. The premises consists of 22,500 square feet, therefore, the annual payment shall be the sum of Four Thousand five hundred Dollars (\$4,500) payable at the commencement of the lease term (September 1 of each year) and at the beginning of each lease term thereafter. The lease rental amount may be adjusted up or down annually to stay consistent with other airport ground leases at the discretion of LESSOR. **Mr. Gerrits moved to approve the Habitat management lease with changes to the annual rental payment for the premises to be the sum of \$.20 per square foot. The premises consists of 22,500 square feet, therefore, the annual payment shall be the sum of Four Thousand five hundred Dollars (\$4,500) payable at the commencement of the lease term (September 1 of each year) and at the beginning of each lease term thereafter. The lease rental amount may be adjusted up or down annually to stay consistent with other airport ground leases at the discretion of LESSOR, second by Mr. Lindblom. Motion carried.**

Social Media/Marketing Update – Shelly Besel

Ms. Besel gave a short presentation updating the board on the new airport website and Facebook page. Additionally, she invited the board and members of the audience to attend the Mega Mixer on August 26, 2021.

Flightline LFS Update –

Mickey Steward of Flightline, LFS updated the Airport Board on the recent fuel shortage. She stated that she has been working with Todd to come up with a short term solution for fuel storage. Flightline will be sending Justin Holzer to Ohio to look at fuel trucks which will effectively add a 3rd storage unit for the FBO. The truck would be delivered withing 30-45 days.

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. Gerrits. Motion carried.**

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Luke Malyurek, President

DRAFT

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
MAIN TERM CABLE 7/14-8/13/21	22001198	OP	477634 CHARTER COMM CABLE	08/10/21	EA			188.99
MISC SUPPLIES FOR SPRINKLERS	22001199	OP	107297 CONTRACTORS SUPPLY	08/10/21	EA			272.40
CHLORINE CYLINDERS	22001200	OP	477378 HAWKINS	08/10/21	EA			10.00
STEP LADDER	22001201	OP	640913 MENARDS AIRPORT	08/10/21	EA			144.00
SAFETY HASP X 2	22001201	OP	640913 MENARDS AIRPORT	08/10/21	EA			32.85
BUS CARD HLD, ORG, FLDRS	22001203	OP	389167 OFFICE DEPOT	08/10/21	EA			76.46
FOLDERS	22001203	OP	389167 OFFICE DEPOT	08/10/21	EA			1.47
FUEL FARM PORTA POTTY	22001204	OP	111587 PAINTBRUSH SERVICES	08/10/21	EA			130.00
CAR WASH	22001205	OP	586961 RAIN LOCKER CAR WASH	08/10/21	EA			10.40
HAVAC BELT FOR FLTLINE	22001206	OP	687543 RECORD SUPPLY	08/10/21	EA			23.27
BUS CARDS TODD AND TOD	22001207	OP	139758 SIMPSONS PRINTING	08/10/21	EA			140.00
WASTE REMOVAL JULY 2021	22001208	OP	298441 WASTE CONNECTIONS	08/10/21	EA			677.14
1400 W. LAKEWAY JULY 2021	22001231	OP	107203 CITY GILLETTE UTIL	08/11/21	EA			39.39
NATURAL GAS JULY 2021	22001232	OP	623195 BLACK HILLS ENRG GAS	08/11/21	EA			766.83
WATER ANALYSIS	22001444	OP	207685 ENERGY LABORATORIES	08/17/21	EA			185.00
OPS CBL & INT 8/10/21-9/9/21	22001447	OP	477634 CHARTER COMM CABLE	08/17/21	EA			246.56
GIL HWY 14-16 4605	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			54.14
ENTRANCE SIGN	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			48.95
51-72-32-010 SESE	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			66.13
LOACALIZER	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			71.86
TOWER	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			513.57
GLIDE SLOPE	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			90.47
SOUTH GENERATOR	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			76.79
S&P 1A HANGAR	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			40.00
HANGAR N	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			87.96
OLD TERMINAL	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			1,559.42
H2O	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			574.82
STORAGE BLDG	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			67.38
TERMINAL	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			6,403.31
GATE N&N OF OLD TERM	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			106.76
UTILITY	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			77.14
RESTROOM METER	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			79.38
50-72-04-106-NWNW	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			40.00
ARFF BLDG	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			983.38
1 PHASE DROP N OF TAXIWAY	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			47.70
SMALL COMM SERVICE	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			43.13
VAULT	22001455	OP	238140 POWDER RIVER ENER UT	08/17/21	EA			841.85
								14,818.90
Northeast Wyoming Regional								14,818.90

Branch/Plant . 10410
FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order QuantityOpen To Receive Quantity	Amount . . .
AIP 47 MMI DESIGN GA CONST	22001509	OP	618767 MORRISON MAIERLE	08/18/21	EA			186,628.32
AIP 47 MMI CA CA CONSTRUCTION	22001509	OP	618767 MORRISON MAIERLE	08/18/21	EA			14,969.71
AIP47 GA TERM CONST	22001514	OP	238140 POWDER RIVER ENER UT	08/18/21	EA			10,824.54
							-----	212,422.57
FAA AIRPORT IMPROVEMENT PROG							-----	212,422.57

Branch/Plant . 10440
FAA CARES ACT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
ADDITIONAL CONCRETE AND LABOR	22001183	OP	358601 EPCON SIGN	08/10/21	EA			6,620.00
AIP50 MMI DESIGN GA CONST	22001513	OP	618767 MORRISON MAIERLE	08/18/21	EA			22,585.68
AIP 50 MMI CA GA CONSTRUCTIO	22001513	OP	618767 MORRISON MAIERLE	08/18/21	EA			2,041.32
AIP 50 GA TERMINAL CONST	22001516	OP	238140 POWDER RIVER ENER UT	08/18/21	EA			1,476.07
MANF AND INSTALL 2 SIGNS	22001518	OP	358601 EPCON SIGN	08/18/21	EA			7,350.00
							-----	40,073.07
FAA CARES ACT							-----	40,073.07

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	To Receive Amount
50% MRKT GNT GRPH DSGN 21/22	22001184	OP	556210 ADBAY COM	08/10/21	EA			11,320.62
50% CO MATCH GRPH DSGN 21/22	22001184	OP	556210 ADBAY COM	08/10/21	EA			11,320.63
50% MRKT GNT JULY 2021 ADV	22001185	OP	392921 BASIN RADIO NETWORK	08/10/21	EA			64.87
50% CO MTCH JULY 2021 ADV	22001185	OP	392921 BASIN RADIO NETWORK	08/10/21	EA			64.88
50% MRKT GNT JULY 2021 ADV	22001186	OP	621667 BLACK HILLS PIONEER	08/10/21	EA			358.25
50% CO MTCH JULY 2021 ADV	22001186	OP	621667 BLACK HILLS PIONEER	08/10/21	EA			358.25
50% MRKT GNT 7/7/21 AD	22001187	OP	361092 DOUGLAS BUDGET	08/10/21	EA			70.00
50% CO MTCH 7/7/21 AD	22001187	OP	361092 DOUGLAS BUDGET	08/10/21	EA			70.00
50% MRKT GNT 7/21/21 AD	22001187	OP	361092 DOUGLAS BUDGET	08/10/21	EA			70.00
50% CO MTCH 7/21/21 AD	22001187	OP	361092 DOUGLAS BUDGET	08/10/21	EA			70.00
50% MRKT GNT WEB AD JULY 2021	22001187	OP	361092 DOUGLAS BUDGET	08/10/21	EA			150.00
50% CO MTCH WEB AD JULY 2021	22001187	OP	361092 DOUGLAS BUDGET	08/10/21	EA			150.00
50% MRKT GNT KOAL JULY 2021	22001188	OP	573263 KEYHOLE BROADCASTING	08/10/21	EA			65.00
50% CO MATCH KOAL JULY 2021	22001188	OP	573263 KEYHOLE BROADCASTING	08/10/21	EA			65.00
50% MRKT GNT KOOL JULY 2021	22001188	OP	573263 KEYHOLE BROADCASTING	08/10/21	EA			40.00
50% CO MATCH KOOL JULY 2021	22001188	OP	573263 KEYHOLE BROADCASTING	08/10/21	EA			40.00
50% MRKT GNT BOOMIN GILLETTE	22001189	OP	661941 KSLT KLMP KTPT	08/10/21	EA			50.00
50% CO MATCH BOOMIN GILLETTE	22001189	OP	661941 KSLT KLMP KTPT	08/10/21	EA			50.00
50% MRKT GNT JULY 2021 ADV	22001189	OP	661941 KSLT KLMP KTPT	08/10/21	EA			150.00
50% CO MATCH JULY 2021 ADV	22001189	OP	661941 KSLT KLMP KTPT	08/10/21	EA			150.00
50% MRKT GNT JULY 2021 WEB AD	22001190	OP	113275 NEWS RECORD	08/10/21	EA			212.50
50% CO MATCH JULY 2021 WEB AD	22001190	OP	113275 NEWS RECORD	08/10/21	EA			212.50
50% MRKT GNT WEB COMP AUG2021	22001191	OP	575963 OAG FLIGHTVIEW	08/10/21	EA			102.54
50% CO MTCH WEB COMP AUG 2021	22001191	OP	575963 OAG FLIGHTVIEW	08/10/21	EA			102.54
50% MRKT GNT FIDS AUGUST 2021	22001191	OP	575963 OAG FLIGHTVIEW	08/10/21	EA			159.79
50% CO MTCH FIDS AUGUST 2021	22001191	OP	575963 OAG FLIGHTVIEW	08/10/21	EA			159.79
50% MRKT GNT JULY 2021 ADV	22001192	OP	623689 POWDER RIVER EXAM	08/10/21	EA			60.00
50% CO MATCH JULY 2021 ADV	22001192	OP	623689 POWDER RIVER EXAM	08/10/21	EA			60.00
50% MRKT GNT JULY 2021 ADV	22001193	OP	199566 SUNDANCE TIMES	08/10/21	EA			162.50
50% CO MATCH JULY 2021 ADV	22001193	OP	199566 SUNDANCE TIMES	08/10/21	EA			162.50
50% MRKT GNT 2021-2022 MBRSHP	22001195	OP	597417 SPEARFISH CHMBR COM	08/10/21	EA			215.00
50% CO MATCH 2021-2022 MBRSHP	22001195	OP	597417 SPEARFISH CHMBR COM	08/10/21	EA			215.00
50% MRKT GNT JULY 2021 ADV	22001196	OP	625713 WESTON CO GAZETTE	08/10/21	EA			21.00
50% CO MATCH JULY 2021 ADV	22001196	OP	625713 WESTON CO GAZETTE	08/10/21	EA			21.00
50% MRKT GNT 2021-2022 ADV	22001197	OP	581010 ZIPLOCAL	08/10/21	EA			340.00
50% CO MATCH 2021-2022 ADV	22001197	OP	581010 ZIPLOCAL	08/10/21	EA			340.00
								27,224.16
AIRPORT MARKETING								27,224.16
								294,538.70

Branch/Plant . 10410
 FAA AIRPORT IMPROVEMENT PRO

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
AIP-47 GA TRM CNST INV TO BID	22000555	OP	124370 CASPER STAR TRIBUNE	07/20/21	EA			1,482.48
AIP-47 GA TRM CNST INV TO BID	22000555	OP	124370 CASPER STAR TRIBUNE	07/20/21	EA			1,098.08
AIP-47 GA TRM CNST INV TO BID	22000556	OP	113275 NEWS RECORD	07/20/21	EA			1,393.89
AIP-47 GA TRM CNST INV TO BID	22000556	OP	113275 NEWS RECORD	07/20/21	EA			1,837.52
								5,811.97
FAA AIRPORT IMPROVEMENT PROG								5,811.97
								7,412.36

Branch/Plant . 751
 Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
1400 W LAKEWAY ROAD JUNE 2021	22000177	OP	107203 CITY GILLETTE UTIL	07/14/21	EA			38.69
VINYL DECAL	22000405	OP	566240 FIB MSTRCRD AIRPORT	07/19/21	EA			48.75
HANGAR MNT SUPPLIES	22000405	OP	566240 FIB MSTRCRD AIRPORT	07/19/21	EA			155.74
LANDSCAPING ROCK	22000405	OP	566240 FIB MSTRCRD AIRPORT	07/19/21	EA			549.01
MEALS/2 TRIPS TO GURNSEY	22000405	OP	566240 FIB MSTRCRD AIRPORT	07/19/21	EA			57.04
VINYL DECAL FOR FUEL FARM	22000841	OP	566240 FIB MSTRCRD AIRPORT	07/26/21	EA			48.75
WILDLIFE TRAINING 2021	22000847	OP	649125 WILDLIFE SERVICES	07/26/21	EA			702.41
								1,600.39
Northeast Wyoming Regional								1,600.39

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
1400 W LAKEWAY ROAD JUNE 2021	22000177	OP	107203 CITY GILLETTE UTIL	07/14/21	EA			38.69
VINYL DECAL	22000405	OP	566240 FIB MSTRCRD AIRPORT	07/19/21	EA			48.75
HANGAR MNT SUPPLIES	22000405	OP	566240 FIB MSTRCRD AIRPORT	07/19/21	EA			155.74
LANDSCAPING ROCK	22000405	OP	566240 FIB MSTRCRD AIRPORT	07/19/21	EA			549.01
MEALS/2 TRIPS TO GURNSEY	22000405	OP	566240 FIB MSTRCRD AIRPORT	07/19/21	EA			57.04
INV. TO BID GA TERMINAL CONST	22000837	OP	124370 CASPER STAR TRIBUNE	07/26/21	EA			1,098.08
INV. TO BID GA TERMINAL CONST	22000837	OP	124370 CASPER STAR TRIBUNE	07/26/21	EA			1,482.48
INV TO BID GA TERM CONST	22000838	OP	113275 NEWS RECORD	07/26/21	EA			1,393.89
INV TO BID GA TERMINAL CONST	22000838	OP	113275 NEWS RECORD	07/26/21	EA			1,837.52
								6,661.20
Northeast Wyoming Regional								6,661.20

**Director's Report
August 18, 2021**

1. Passenger enplanement statistics

July's total passengers were 5,365. Total passengers for the year are 24,555. We are still down 29% from 2019 but are already 3% higher than the total passengers for 2020.

2. Administration office closure

The airport administration office will be closed September 9th as Shelly, Tod and I will be in Casper attending the WAOA Fall Conference. The office will also be closed September 6th in observance of Labor Day.

3. Airline Rendezvous

The Airline Rendezvous is being held in Jackson Hole August 30 through September 1. I will be attending this and will have an opportunity to meet with SkyWest Airlines on a one to one. Other airlines that fly into Wyoming will also be there.

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



2021 General Aviation Terminal

AIP 47 Grant - \$3,010,742.00 - Signed July 8th

AIP 50 Grant - \$300,000 – Out for Signatures on July 29th

Notice of Award for Van Ewing Construction

Notice to Proceed August 16, 2021

Rehabilitate RW 16/34

Scope of work to be reviewed and approved
Task Order 5 – 80% State 20% GCC PFC

SPCC

In progress, need to update with Fuel Farm upgrades

WACIP

Reviewed by GCC and MMI

GCC WACIPs due to State August

Pre-WACIP Meeting with the State on Aug 16th

Taxiway Construction 2019

One Year Walk Through – Trying for Next Week