



Campbell County Airport Board Meeting Agenda  
4 p.m. Wednesday, November 20, 2019  
Fulkerson Airport Operations Facility  
2440 Airport Road

A. Consent Agenda

Documents:

[OCTOBER 2019 BOARD MEETING MINUTES.PDF](#)  
[NOVEMBER 2019 PURCHASE ORDER SUMMARY.PDF](#)

B. Operations Manager's Report - Todd Chatfield

C. Engineer's Report - Tim Wick

Documents:

[NOVEMBER 2019 ENGINEERS REPORT.PDF](#)

D. Flightline LFS Update

E. Adjourn

Note: This is a provisionally approved Agenda for the November 20, 2019 Campbell County Airport Board meeting. The next Campbell County Airport Board meeting will be held on Wednesday, December 18, 2019 at the Fulkerson Operations Facility. All agenda items must be approved by the Airport Director by Noon on Thursday, December 12, 2019.

**Regular Meeting of the Campbell County Airport Board  
October 16, 2019**

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

**Consent Agenda:**

**Mr. Lindblom moved to approve the Consent Agenda, including the Purchase Order summary and the September 18, 2019 Airport Board minutes as Presented. Seconded by Mr. Gerrits. Motion carried.**

**Directors Report:**

Mr. Lundell presented the following items to the Airport Board:

**Passenger enplanement statistics**

September's total passenger statistics were up 22% more than September of 2018 and total passengers YTD are up 3%. Our third flight began service Sunday October 6<sup>th</sup> and has operated Sundays, Mondays, Thursday's and Friday's and will until January 2020 at which time we'll be reduced to two flights per day. The third flight inbound seems to be at the 66% load factor mark, and the outbound is about 45-50% load factor. It's a little too early to have an accurate quantitative number until the month of October is over.

The next air service enhancement committee meeting is scheduled for this coming Friday at 8:30 a.m.

**Airport Board meeting**

The next airport board meeting is scheduled for November 20<sup>th</sup> at 4:00 p.m.

**Operation Managers Report:**

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

**Self-Service Fueling Station**

The self-service fueling station's new pump and card reader has been installed and is now operational once again.

**Airport Terminal Building Roof**

Due to severe hail storms that hit the airport this summer the airport's terminal building roof has received substantial damage. Approximately 70 patches have been installed to help stop water leaks and further interior water damage. A total roof replacement will have to be done. However, roofing contractors are not going to get to the replacement project until late winter or early spring because of their backlog of other reroofing projects.

### **Control tower cab upgrades**

Mr. Tod Love reported the control tower now has new radios and radio antennas. The controllers now have headsets instead of just microphones. There have been some problems with the radios echoing, but those problems seem to have been resolved.

### **Engineers Report – Tim Wick:**

Mr. Wick updated the airport board on the parallel taxiway A&E connection and relocate taxiway D&B construction project. Mr. Wick stated the project is several days behind schedule and the complete project won't be finished this construction season. Phase I of the project will be completed before winter shutdown, however.

### **Airport Rebranding – Jay Lundell:**

Mr. Lundell stated this meeting was to be a quarterly meeting with the county commissioners, but due to scheduling conflicts the commissioners canceled the quarterly meeting until January 2020. Mr. Lundell stated he had hoped to visit with the commissioners about their thoughts regarding airport rebranding.

Ms. Besel and Mr. Lundell are tentatively scheduled to meet with the commissioners at their Thursday morning breakfast meeting on November 14<sup>th</sup>.

### **Flightline LFS Update:**

Ms. Steward stated it was good to hear the control tower radio echo issue has been resolved and the self-service fueling system is back in service. Ms. Steward said she had previously promised to get the names of some transient aircraft to get an idea of what companies are flying in and out of the airport. Ms. Steward said she would get the information soon.

### **Adjourn:**

There being no further business before the Airport Board a motion for adjournment was called. **Motion by Mr. Jones. Seconded by Mr. Lindblom. Motion carried.**

Respectfully Submitted,

Greg Schreurs  
Secretary/Treasurer

Joel Ohman  
Airport Board President

DRAFT

Branch/Plant . AIRPORT 751

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	To Receive Amount
NATURAL GAS OCTOBER 2019	19004845	OP	623195 BLACK HILLS ENERGY	11/14/19	EA			1,644.58
V-BLADE CUTTING EDGE	19004846	OP	613157 BOBCAT OF GILLETTE	11/14/19	EA			119.24
TREVOR-SHIRTS AND JACKET	19004847	OP	610984 BOMGAARS	11/14/19	EA			111.20
MAIN TERM CBL 10/14-11/13/19	19004848	OP	477634 CHARTER COMMUNICATIO	11/14/19	EA			139.10
1400 W LAKEWAY OCT 2019	19004849	OP	107203 CITY OF GILLETTE-UTI	11/14/19	EA			36.18
FITTINGS FOR SPRINKLER SYSTEM	19004850	OP	107297 CONTRACTORS SUPPLY I	11/14/19	EA			36.81
SHIPPING TO TSA	19004851	OP	118720 FEDERAL EXPRESS CORP	11/14/19	EA			19.20
FUEL FARM PROJECT SUPPLIES	19004852	OP	138595 GRIMM'S PUMP & INDUS	11/14/19	EA			1,872.19
CHLORINE CYLINDER	19004853	OP	477378 HAWKINS INC	11/14/19	EA			10.00
SUPER GLUE AND DOWELS	19004854	OP	640913 MENARDS-AIRPORT	11/14/19	EA			9.95
FERTILIZE TREES (44)	19004855	OP	598217 MIDWEST PEST MANAGEM	11/14/19	EA			2,358.00
ELECTIRCAL METERS OCT 2019	19004856	OP	238140 POWDER RIVER ENERGY	11/14/19	EA			11,377.33
GENERATOR BATTERY	19004857	OP	114294 RECORD SUPPLY INC	11/14/19	EA			134.54
WIRE THE FUEL PUMP SLF SV	19004858	OP	126447 SCOTT BROTHERS, INC.	11/14/19	EA			2,224.78
BUS. CARDS - TOD LOVE ACE	19004859	OP	111587 PAINTBRUSH SERVICES	11/14/19	EA			65.00
FUEL FARM PORTA POTTY	19004860	OP	111587 PAINTBRUSH SERVICES	11/14/19	EA			125.00
WASTE REMOVAL OCT 2019	19004861	OP	298441 WASTE CONNECTIONS OF	11/14/19	EA			632.10
SERVICE - OCTOBER 2019	19004862	OP	571524 WATER GUY LLC	11/14/19	EA			438.00
OCTOBER BACTERIA SAMPLE	19004862	OP	571524 WATER GUY LLC	11/14/19	EA			22.00
2019/2020 MEMBERSHIP	19004863	OP	599877 WESTERN AEROMEDICAL	11/14/19	EA			75.00
(10) 5GAL JUGS OF WATER	19004864	OP	413403 WYOMING WATER SOLUTI	11/14/19	EA			70.00
								21,520.20
AIRPORT								21,520.20

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 Quantity	Receive Amount
2.5% CO MATCH AIP45-2019	19004865	OP	618767 MORRISON MAIERLE INC	11/14/19	EA			886.42
2.5% CO MATCH AIP-45-2019PR5	19004866	OP	445237 S & S BUILDERS LLC	11/14/19	EA			9,949.45
2.5% CO MATCH AIP45-2019RET#5	19004867	OP	127079 FIRST NATIONAL BANK-	11/14/19	EA			1,289.41
								12,125.28
AIRPORT RESTRICTED REV FUND								12,125.28

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CAMPBELL COUNTY  
Airport Open Purchase Orders

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Date - 11/14/19

Branch/Plant . 20101  
AIRPORT NAVAID

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive. Amount
NAVAID MNT 10/1/19-12/31/019	19004785	OP	651479 DBT TRANSPORTATION S	11/13/19	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
50% MRKT GRANT 3RD FL GRAPHIC	19004786	OP	556210 ADBAY.COM INC	11/13/19	EA			193.00
50% CO MATCH 3RD FL GRAPHICS	19004786	OP	556210 ADBAY.COM INC	11/13/19	EA			193.00
50% MRKT GRANT OCT 2019 ADV	19004789	OP	392921 BASIN RADIO NETWORK	11/13/19	EA			64.88
50% CO MATCH OCT 2019 ADV	19004789	OP	392921 BASIN RADIO NETWORK	11/13/19	EA			200.00
50% MRKT GRANT WEB OCT 2019	19004789	OP	392921 BASIN RADIO NETWORK	11/13/19	EA			200.00
50% CO MATCH WEB AD OCT 2019	19004789	OP	392921 BASIN RADIO NETWORK	11/13/19	EA			85.50
50% MRKT GRANT OCTOBER 2019	19004796	OP	627954 BIGHORN MOUNTAIN RAD	11/13/19	EA			25.25
50% CO MATCH OCTOBER 2019 ADV	19004796	OP	627954 BIGHORN MOUNTAIN RAD	11/13/19	EA			3588.25
50% MRKT GRANT OCTOBER 2019	19004797	OP	621667 BLACK HILLS PIONEER	11/13/19	EA			90.00
50% CO MATCH OCTOBER 2019 ADV	19004797	OP	621667 BLACK HILLS PIONEER	11/13/19	EA			90.00
50% MRKT GRANT 11/7/19 ADV	19004800	OP	361084 BUFFALO BULLETIN	11/13/19	EA			90.00
50% CO MATCH 11/7/19 ADV	19004800	OP	361084 BUFFALO BULLETIN	11/13/19	EA			90.00
50% MRKT GRANT 10/24/19 ADV	19004800	OP	361084 BUFFALO BULLETIN	11/13/19	EA			90.00
50% CO MTCH 10/24/19 ADV	19004800	OP	361084 BUFFALO BULLETIN	11/13/19	EA			90.00
50% MRKT GRANT WEB OCT 2019	19004804	OP	361092 DOUGLAS BUDGET	11/13/19	EA			150.00
50% CO MATCH WEB ADV. OCT2019	19004804	OP	361092 DOUGLAS BUDGET	11/13/19	EA			150.00
50% MRKT GRANT 10/9/19 ADV	19004804	OP	361092 DOUGLAS BUDGET	11/13/19	EA			55.00
50% CO MATCH 10/9/19 ADV	19004804	OP	361092 DOUGLAS BUDGET	11/13/19	EA			55.00
50% MRKT GRANT 10/23/19 ADV	19004804	OP	361092 DOUGLAS BUDGET	11/13/19	EA			55.00
50% CO MATCH 10/23/19 ADV	19004804	OP	361092 DOUGLAS BUDGET	11/13/19	EA			55.00
50% MRK GRANT WEB/FIDS NOV-19	19004837	OP	575963 OAG FLIGHTVIEW	11/14/19	EA			216.75
50% CO MATCH WEB/FIDS 11/2019	19004837	OP	575963 OAG FLIGHTVIEW	11/14/19	EA			216.75
50% MRKT GRANT OCT 2019 ADV	19004838	OP	666321 KSKY	11/14/19	EA			315.00
50% CO MATCH OCT 2019 ADV	19004838	OP	666321 KSKY	11/14/19	EA			315.00
50% MRKT GRNT KOAL OCT 2019	19004839	OP	573263 KEYHOLE BROADCASTING	11/14/19	EA			65.00
50% CO MATCH KOAL OCT 2019ADV	19004839	OP	573263 KEYHOLE BROADCASTING	11/14/19	EA			65.00
50% MRKT GRANT KOOL OCT 2019	19004839	OP	573263 KEYHOLE BROADCASTING	11/14/19	EA			40.00
50% CO MATCH KOOL OCT 2019ADV	19004839	OP	573263 KEYHOLE BROADCASTING	11/14/19	EA			40.00
50% MRKT GRANT OCT 2019 ADV.	19004840	OP	661941 KSLT-KLMP-KTPT	11/14/19	EA			150.00
50% CO MATCH OCT 2019 ADV.	19004840	OP	661941 KSLT-KLMP-KTPT	11/14/19	EA			150.00
50% MRKT GRANT WEB AD OCT2019	19004841	OP	113275 NEWS RECORD INC	11/14/19	EA			212.50
50% CO MATCH WEB AD OCT 2019	19004841	OP	113275 NEWS RECORD INC	11/14/19	EA			212.50
50% MRKT GRANT OCT 2019 ADV.	19004842	OP	238140 POWDER RIVER ENERGY	11/14/19	EA			60.00
50% CO MATCH OCT 2019 ADV.	19004842	OP	238140 POWDER RIVER ENERGY	11/14/19	EA			60.00
50% MRKT GRANT OCT 2019 ADV	19004843	OP	199566 SUNDANCE TIMES	11/14/19	EA			162.50
50% CO MATCH OCT 2019 ADV	19004843	OP	199566 SUNDANCE TIMES	11/14/19	EA			162.50
50% MRKT GRANT OCT 2019 ADV	19004844	OP	625713 WESTON COUNTY GAZETT	11/14/19	EA			25.00
50% CO MATCH OCT 2019 ADV	19004844	OP	625713 WESTON COUNTY GAZETT	11/14/19	EA			25.00
50% MRKT GRANT SEPT 2019 ADV	19004868	OP	583875 KYDT RADIO	11/14/19	EA			150.00
50% CO MATCH SEPT 2019 ADV	19004868	OP	583875 KYDT RADIO	11/14/19	EA			150.00
50% MRKT GRANT OCT 2019 ADV	19004868	OP	583875 KYDT RADIO	11/14/19	EA			155.00
50% CO MATCH OCT 2019 ADV	19004868	OP	583875 KYDT RADIO	11/14/19	EA			155.00
-----								5,786.75
AIRPORT MARKETING								5,786.75
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CAMPBELL COUNTY  
 Airport Open Purchase Orders

Branch/Plant . 20102  
 AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Quantity	Receive Amount
50% MRKT GRNT SEPT 2019 ADV	19003544	OP	392921 BASIN RADIO NETWORK	10/09/19	EA			64.88
50% CO MATCH SEPT 2019 ADV	19003544	OP	392921 BASIN RADIO NETWORK	10/09/19	EA			64.87
50% MRKT GRANT SEPT 2019 WEB	19003544	OP	392921 BASIN RADIO NETWORK	10/09/19	EA			200.00
50% CO MATCH SEPT 2019 WEB AD	19003544	OP	392921 BASIN RADIO NETWORK	10/09/19	EA			200.00
								529.75
AIRPORT MARKETING								529.75
								529.75

**ENGINEER'S REPORT**  
Gillette-Campbell County Airport  
November 2019 Board Meeting



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

Grant Offer sent to GCC	
FAA - 4,620,000	93.75%
State – 184,800	3.75%
<u>Local – 123,200</u>	<u>2.5%</u>
Total 4,928,000	

**S&S Builders**

- Construction Update

**PFC Application – 2019**

Met Nov 12<sup>th</sup> to discuss project list

**2020 Pavement Marking Project**

Working on state grant

**WACIP Discussions**