



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, October 20, 2021
Fulkerson Operations Facility
2440 Airport Road

A. Pledge Of Allegiance

B. Consent Agenda Items For Consideration:

Documents:

[OCTOBER 2021 PO SUMMARY.PDF](#)
[AIRPORT BOARD MINTUES SEPTEMBER 2021.PDF](#)

C. Director's Report - Todd Chatfield

Documents:

[OCTOBER 2021 DIRECTORS REPORT.PDF](#)

D. Engineer's Report - Morrison Maierle - Tim Wick

E. Flightline LFS, Inc. Update

F. Adjourn

Branch/Plant . 751
Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
2021 TAXES PARC030058967	22003050	OP	126316 CC TREASURER	10/07/21	EA			118.76
CHLORINE CYLINDERS	22003051	OP	477378 HAWKINS	10/07/21	EA			10.00
TAHOE CAR WASH	22003052	OP	586961 RAIN LOCKER CAR WASH	10/07/21	EA			12.18
TIRE LABOR	22003053	OP	106649 BIG HORN TIRE	10/07/21	EA			76.00
TIRE LABOR	22003053	OP	106649 BIG HORN TIRE	10/07/21	EA			27.47
ENGINE ADDITIVE	22003054	OP	687543 RECORD SUPPLY	10/07/21	EA			10.50
MN TERM CBL 9/14/21-10/13/21	22003055	OP	477634 CHARTER COMM CABLE	10/07/21	EA			188.99
FUEL FARM PORTA POTTY	22003056	OP	111587 PAINTBRUSH SERVICES	10/07/21	EA			130.00
SEPT 2021 SERVICE	22003057	OP	571524 WATER GUY	10/07/21	EA			438.00
SEPT 2021 BACTERIA SAMPLE	22003057	OP	571524 WATER GUY	10/07/21	EA			22.00
SEPTEMBER 2021 WASTE REMOVAL	22003058	OP	298441 WASTE CONNECTIONS	10/07/21	EA			677.14
OIL CHANGE TAHOE	22003059	OP	607646 THE GREASE BARREL	10/07/21	EA			92.95
AIR COMP RENTAL	22003060	OP	114243 RAZOR CITY RENTAL	10/07/21	EA			85.43
AIRFIELD PAPI REPAIR	22003285	OP	109567 CRUM ELECTRIC SUPPLY	10/18/21	EA			194.93
GLOVES, SNOWBRUSHES, MISC.	22003286	OP	610984 BOMGAARS	10/18/21	EA			70.40
MONTHLY PLAN 9/5/21-10/4/21	22003287	OP	592683 ATT AIRPORT	10/18/21	EA			61.16
ON CALL PHONE	22003287	OP	592683 ATT AIRPORT	10/18/21	EA			32.13
660-8623	22003287	OP	592683 ATT AIRPORT	10/18/21	EA			29.13
680-7698	22003287	OP	592683 ATT AIRPORT	10/18/21	EA			29.13
TABLET	22003287	OP	592683 ATT AIRPORT	10/18/21	EA			43.23
1400 W LAKEWAY ROAD 09/2021	22003289	OP	107203 CITY GILLETTE UTIL	10/18/21	EA			39.21
NATURAL GAS SEPTEMBER 2021	22003292	OP	623195 BLACK HILLS ENRG GAS	10/18/21	EA			1,675.54
OPS CABLE INT 10/10-11/09/21	22003293	OP	477634 CHARTER COMM CABLE	10/18/21	EA			246.56
GIL HWY 14-16 4805	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			54.58
ENTRANCE SIGN	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			51.19
51-72-32-010 SESE	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			75.62
LOCALIZER	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			64.08
TOWER	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			542.85
GLIDE SLOPE	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			88.60
SOUTH GENERATOR	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			90.29
S&P 1A HANGAR	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			40.00
HANGAR N	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			123.76
BY OLD TERMINAL	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			1,372.75
H2O	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			827.21
STORAGE BLG	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			76.34
TERMINAL	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			5,764.83
GATE N&N OF OLD TERM	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			66.58
UTILITY	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			86.53
RESTROOM	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			93.70
50-72=04-108 NWNW	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			40.00
ARFF BLDG	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			901.39
1 PHASE DROP N OF TAXIWAY	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			47.96
VAULT	22003294	OP	238140 POWDER RIVER ENER UT	10/18/21	EA			812.58

15,531.68

Northeast Wyoming Regional

15,531.68

43632

CAMPBELL COUNTY
Airport Open Purchase Orders

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Date - 10/18/21

Branch/Plant . CRSSA 10450

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
RELOCATION OF TOWER REC EQUIP	22003284	OP	532015 TOWER COMMUNICATION	10/18/21	EA			10,000.00
								10,000.00
			CRSSA					10,000.00

CAMPBELL COUNTY
 Airport Open Purchase Orders

Branch/Plant . 20101
 AIRPORT NAVAID

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Receive Amount
MAVAID MNT 7/1/21-9/30/21	22003033	OP	651479 DBT TRANSPORTATION	10/07/21	EA			6,312.08
NAVAID MNT 10/1/21-12/31/21	22003033	OP	651479 DBT TRANSPORTATION	10/07/21	EA			6,312.08
								12,624.16
AIRPORT NAVAID								12,624.16

Branch/Plant . 20102
AIRPORT MARKETING

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
50% MRKT GNT FIDS OCT 2021	22003034	OP	575963 OAG FLIGHTVIEW	10/07/21	EA			159.79
50% CO MATCH FIDS OCT 2021	22003034	OP	575963 OAG FLIGHTVIEW	10/07/21	EA			159.79
50% MRKT GNT 9/2/21 ADV	22003036	OP	625713 WESTON CO GAZETTE	10/07/21	EA			21.00
50% CO MCH 9/2/21 ADV	22003036	OP	625713 WESTON CO GAZETTE	10/07/21	EA			21.00
50% MRKT GNT WEB AD OCT 2021	22003042	OP	113275 NEWS RECORD	10/07/21	EA			212.50
50% CO MATCH WEB AD OCT 2021	22003042	OP	113275 NEWS RECORD	10/07/21	EA			212.50
50% MRKT GNT KOAL SEPT 2021	22003045	OP	573263 KEYHOLE BROADCASTING	10/07/21	EA			65.00
50% CO MATCH KOAL SEPT 2021	22003045	OP	573263 KEYHOLE BROADCASTING	10/07/21	EA			65.00
50% MRKT GNT KOOL SEPT 2021	22003045	OP	573263 KEYHOLE BROADCASTING	10/07/21	EA			40.00
50% CO MATCH KOOL SEPT 2021	22003045	OP	573263 KEYHOLE BROADCASTING	10/07/21	EA			40.00
50% MRKT GNT SEPT 2021 ADV	22003046	OP	621667 BLACK HILLS PIONEER	10/07/21	EA			358.25
50% CO MATCH SEPT 2021 ADV	22003046	OP	621667 BLACK HILLS PIONEER	10/07/21	EA			358.25
50% MRKT GNT SEPT 2021 WEB AD	22003047	OP	361092 DOUGLAS BUDGET	10/07/21	EA			150.00
50% CO MATCH SEPT 2021 WEB AD	22003047	OP	361092 DOUGLAS BUDGET	10/07/21	EA			150.00
50% MRKT GNT 9/1/21 ADV	22003047	OP	361092 DOUGLAS BUDGET	10/07/21	EA			70.00
50% CO MATCH 9/1/21 ADV	22003047	OP	361092 DOUGLAS BUDGET	10/07/21	EA			70.00
50% MRKT GNT 9/22/21 ADV	22003047	OP	361092 DOUGLAS BUDGET	10/07/21	EA			70.00
50% CO MATCH 9/22/21 ADV	22003047	OP	361092 DOUGLAS BUDGET	10/07/21	EA			70.00
50% MRKT GNT 21/22 WEB MNGFEE	22003048	OP	611645 CIVICPLUS	10/07/21	EA			1,770.50
50% CO MATCH 21/22 WEB MNGFEE	22003048	OP	611645 CIVICPLUS	10/07/21	EA			1,770.50
50% MRKT GNT SEPT 2021 ADV	22003049	OP	199566 SUNDANCE TIMES	10/07/21	EA			162.50
50% CO MATCH SEPT 2021 ADV	22003049	OP	199566 SUNDANCE TIMES	10/07/21	EA			162.50
50% MRKT GNT SEPT 2021 ADV	22003288	OP	661941 KSLT KLMP KTPT	10/18/21	EA			150.00
50% CO MATCH SEPT 2021 ADV	22003288	OP	661941 KSLT KLMP KTPT	10/18/21	EA			150.00
50% MRKT GNT OCT 2021 WEB COM	22003290	OP	575963 OAG FLIGHTVIEW	10/18/21	EA			102.54
50% CO MATCH OCT 2021 WEB COM	22003290	OP	575963 OAG FLIGHTVIEW	10/18/21	EA			102.54
50% MRKT GNT SEPT 2021 ADV	22003291	OP	623689 POWDER RIVER EXAM	10/18/21	EA			60.00
50% CO MATCH SEPT 2021 ADV	22003291	OP	623689 POWDER RIVER EXAM	10/18/21	EA			60.00
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AIRPORT MARKETING								6,784.16
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Branch/Plant . 20105
AVIATION ENCOURAGEMENT

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
LIVE REMOTE WINGS AND WHEELS	22003030	OP	392921 BASIN RADIO NETWORK	10/07/21	EA			450.00
LIVE READ AT WINGS AND WHEELS	22003030	OP	392921 BASIN RADIO NETWORK	10/07/21	EA			60.00
WINGS AND WHEELS ADV. 9/16/21	22003031	OP	199566 SUNDANCE TIMES	10/07/21	EA			162.50
WINGS AND WHEELS ADV 9/9/21	22003032	OP	625713 WESTON CO GAZETTE	10/07/21	EA			42.00
WINGS AND WHEELS ADV 9/23/21	22003032	OP	625713 WESTON CO GAZETTE	10/07/21	EA			42.00
WINGS AND WHEELS ADV. 9/21/21	22003043	OP	621667 BLACK HILLS PIONEER	10/07/21	EA			183.75
								940.25
AVIATION ENCOURAGEMENT								940.25
								45,880.25

CAMPBELL COUNTY
 Airport Open Purchase Orders

Branch/Plant . 751
 Northeast Wyoming Regional

Description	Order No	Ty	Supplier	Requested	PR UM	On Order Quantity	Open To Receive Quantity	Amount
AIRPORT PLAN	22002503	OP	592683 ATT AIRPORT	09/20/21	EA			
ON CALL PHONE	22002503	OP	592683 ATT AIRPORT	09/20/21	EA			61.25
660-8623	22002503	OP	592683 ATT AIRPORT	09/20/21	EA			32.21
680-7698	22002503	OP	592683 ATT AIRPORT	09/20/21	EA			29.21
TABLET	22002503	OP	592683 ATT AIRPORT	09/20/21	EA			29.21
								43.23
								195.11
Northeast Wyoming Regional								195.11
								195.11

**Regular Meeting of the Northeast Wyoming Regional Airport Board
September 15, 2021**

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

Pledge of Allegiance:

Approve Consent Agenda:

Motion by Mr. Lindblom, second by Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary, the August 18, 2021 Airport Board Minutes. Motion carried.

Director's Report – Todd Chatfield:

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

August Statistics

August's total 4,994 passenger enplanements make the total passenger count for 2021 29,549. At the same time in 2020 the total passenger count was 18,987.

October Flight Schedule

SkyWest had coordination issues with United and United had the same in return with all of SkyWest's prorated flying. The only way gating in Denver will work is to mirror the flight schedules with September. November and onward they're trying to get the twice daily schedule on a better turn schedule to carry into the winter. In October GCC will lose the early morning departure with it being replaced by a 7:09 a.m. departure and will lose their afternoon departure to be replaced by a late morning departure, SkyWest has also changed the late afternoon departure to a late evening departure.

Wings and Wheels

The Wings and Wheels event is Saturday September 25th from 9am — 2pm. This event is free and everyone in the community is invited to attend.

Next Airport Board Meeting

The next airport board meeting will be October Wednesday October 20, 2020 at 4 pm at 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:

Currently the slabs for the floor have been poured and the construction should go vertical

within two weeks. There will be a change order for flooring and a larger electrical panel presented to the board for approval and a later meeting.

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. It needs updated with the Fuel Farm upgrades.

Airport Bylaws – President Malyurek:

President Malyurek suggested a committee be formed requesting volunteers from the board. Mr. Chatfield will reach out to the County Clerk, and Deputy County Attorney prior to the first meeting requesting their input and attendance at the committee meeting. Mr. Schreurs and Mr. Gerrits agreed to be a part of the committee requesting a Commissioner be present as well.

Flightline LFS Update –

Justin Holzer reported that they are still waiting on the new fuel truck. Fuel flowage is going very well for this late in the season. Flightline is working with other airports within the State to ensure that they are getting fuel loads as needed.

Adjourn

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

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Luke Malyurek, President

DRAFT

Directors Report

October 20, 2021

1. Passenger statistics

September 2021, we had 2,158 passengers depart and 2,085 arrive for a total of 4,243 total for the month. Total passengers for 2021 are 33,792 up from 21,207 in 2020. In 2019 we had a total passenger count of 42,186 at the same time.

2. By-Laws Update

I sent out a doodle poll to the county officials that the board decided to be on the by-law committee and never got a response. We then decided to go ahead with the committee consisting of the two board members and myself.

3. SkyWest update

SkyWest has gone through some changes recently that affect us. First the COO that we have always worked with Greg Atkins has been replaced by the company's CFO Wade Steel. The new management is more dedicated to profit then customer service and now we see why many things have changed in the last few months. If SkyWest isn't making a certain profit in a community, they will pull out. That is why Durango, Rapid City and Casper lost service to Salt Lake. Our CPA agreement with the state and SkyWest will end on June 30, 2022. Currently, we are unsure where this leaves the four airports that are in the CPA now. The state will most certainly have to negotiate a new deal. The state is aware of the circumstances and everything happening and I'm certain will do what's best for the state and the four airports in the agreement. In the meantime, the Director of WYDOT, Director of Aeronautics, and two airport directors are going to St. George November 8 and 9 to meet with the new SkyWest management. They are also setting up a meeting with United Airlines for the near future. I will be one of the directors going to St. George in November. I will keep you all up to date on our progress.

4. Water main break update

I will give an update on the latest for the water main break at the intersection of the ramp, Delta, and Charlie

5. CRSSA Funds

If approved by the FAA I would like to use CRSSA funds to purchase two back up generators. One for the terminal and one for the new FBO terminal building.

6. Wings and Wheels update

We had a good turnout for our first event. Staff calculates around 250 participants going off the numbers of people who signed up for the free airline tickets and free flight around Gillette. We got good feedback from all who attended and have had some businesses and locals offer to support the event in the future. We plan on putting these types of events together each year into the future.

7. FAA Inspection

The airport will have their next Part-139 inspection the week of December 13-17. It will have been 25 months since our last inspection, mostly due to covid and the FAA unable to travel. In

years past all inspections must be done within a 24-month period, so this is something I have never seen before. In the last 15 years we have always had a yearly inspection.

8. Next airport board meeting

The next airport board meeting will be November 17, 2021 in the Fulkerson Operations Facility