

**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

A handwritten signature in cursive script, appearing to read "Owen Lindblom".

Luke Malyurek, President

A handwritten signature in cursive script, appearing to read "Luke Malyurek".