

**Regular Meeting of the Northeast Wyoming Regional Airport Board
April 21, 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 arrived at 4:02 p.m.

Approve Consent Agenda:

Motion by Mr. Lindblom, second Mr. Schreurs to approve the Consent Agenda, including the Purchase Order Summary and the March 17, 2021 Airport Board Minutes and March 29, 2021 Special Board Meeting Minutes Motion carried.

Director's Report – Todd Chatfield:

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

Passenger Statistics

Total passengers for the month of March were 2755 total passengers. This is down 17% for the month and 42% for the year. Starting on May 5 we will have three flights a day except for Tuesdays and Wednesdays. On those days we will have two flights per day.

Sign Update

Pictures of the sign during construction were sent out earlier in the month. The projected sign install is planned for the first week in May. This was moved back due to the demolition company's schedule.

Budgets

All the airports budgets have been turned in. I will be prepared to present and explain our changes if asked to do so by the commissioners.

Lease Committee

Staff recommends that the airport board President appoint a lease committee to work on the upcoming leases that need to be renewed in June. Mr. Chatfield also asked the board to pick a day for the committee to meet. It may take more than one meeting to accomplish everything. **Mr. Malyurek volunteered and asked for an additional volunteer. Mr. Schreurs volunteered so Mr. Malyurek, Mr. Schreurs and Mr. Chatfield will serve on the Lease Committee.**

May Board Meeting

Mr. Chatfield will be gone for last GALI obligation during the May airport Board Meeting. Tod Love will present the directors report for that board meeting.

Engineers Report – Mr. Wick:

Mr. Wick of Morrison and Maierle presented the engineer's report to the Airport Board.

Parallel Taxiway A&E Connection and Relocation of Taxiway D&B

The closeout has been submitted to the FAA.

2021 General Aviation Terminal

Northeast Wyoming Regional Airport received One (1) Bid for the GCC – Construct GA Terminal Building project on April 15, 2021. Morrison-Maierle (MMI) has reviewed the bid. MMI is recommending rejecting the S&S Builders, Inc. bid of \$3,396,627.74 to bid exceeding project funding. MMI is also recommending that the Airport Board approve to rebid this project. Advertisements will be April 28, May 5, May 12 and the Bid opening May 19, 2021. **Motion by Mr. Lindblom, second by Mr. Schreurs, to approve the bid from S&S Builders, Inc for \$3,396,627.74 for the construction of the GA Terminal Building. Motion Failed. Motion by Mr. Schreurs, second Mr. Barnum that a rebid be issued for bid to go out April 28, 2021 for a bid opening May 19, 2021. Motion carried.**

DBE/ACDBE

A new ACDBE and DBE plan is needed when a new director is named.

SWPP

The SWPP has been submitted.

SPCC

The SPCC is in progress.

Home Fire Foods Lease Renewal

Interim Director Chatfield presented the Home Fire Foods Lease renewal for approval. **Motion by Mr. Lindblom, second Mr. Schreurs to approve the Home Fire Foods Lease beginning March 1, 2021 continuing to February 28, 2022 as presented. Motion carried.**

Flightline LFS Update

Ms. Steward gave the Airport Board the following update:

Ms. Steward discussed the loss of revenue due to lower fuel sales. Flightline is hoping to see an increase in the coming months.


Ms. Steward also discussed submitting documentation to assist with the lease committee process.

Adjourn

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

Respectfully Submitted,

Owen Lindblom, Secretary/Treasurer

Handwritten signature of Owen Lindblom in cursive script.

Luke Malyurek, President

Handwritten signature of Luke Malyurek in cursive script.