

**Regular Meeting of the Northeast Wyoming Regional Airport Board  
May 19, 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 arrived at 4:02 p.m.

**Approve Consent Agenda:**

**Motion by Mr. Lindblom, second Mr. Gerrits to approve the Consent Agenda, including the Purchase Order Summary and the April 21, 2021 Airport Board Minutes. Motion carried.**

**Director's Report – Tod Love:**

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

**Passenger statistics**

Total passengers for April 2,750 making a total of 10,053 for the year this far. We are still down 22% from last year but advanced bookings are still looking good throughout the summer. As more airports continue to open and get back to pre COVID we will continue to see our enplanements rise.

**Mask Mandate**

The federal mask mandate that the airport is required to follow has been extended until September 13, 2021. The mandate states that when in the airport terminal, TSA screening area or on a commercial flight a mask must be worn unless the person is eating or drinking. Either TSA or the SkyWest can deny boarding if someone refuses to wear a mask.

**Sign Update**

Epcon Signs started installing the new wayfinding and terminal signage last week. They will start on the main entrance sign this week and the project should be completed at the end of the week. When the welders installed the sign on the back part of the terminal, they didn't put anything down to protect the new rubber membrane and burnt holes in the new roof. Lowe Roofing has repaired the damage and Epcon Signs agreed to pay for the damages.

**Airport Terminal**

The airport terminal roof project was completed last week. Most of the walk-through punch list has also been completed except for hooking some cameras back up. Airport staff will be coordinating with the Sage Hoppers RC club to come out and rehang their planes.

### Static Display/ Open House 2021

The staff has done some research on a date for the static display/open house. The date we feel will work best for everyone will be September 18, 2021. We picked this date because events have already been planned for September 11, when the Vietnam Wall will be here with special 9/11 events planned and also we miss the numerous car shows like Cool Deadwood Nights and the Library car show that are already scheduled. The staff feels we will get more people to attend and also won't interfere with events that are regularly scheduled each year.

### Café Vending in Secure Area

Staff has been in talks with the café regarding vending inside the secure area. Home Fire Foods has investigated purchasing a food and beverage machine for the secure area. The beverage would have coffee and hot drinks with the other having cold and frozen vending. The owner has gotten prices and feels it's something she can make happen. She will also order one to place in the spot where we had free coffee. As the board is aware, we had to cut providing free coffee due to the budget restraints. Staff will keep the board up to date on the progress of the machines.

### Budget

Interim Director Chatfield received a letter last week stating that the airport budget for 2021/2022 has been provisionally approved. The only part that will need to be adjusted is the salary expense when it is determined the status of the Director when the new fiscal year begins.

### Next Airport Board Meeting

The next scheduled Airport Board Meeting will be Wednesday June 16, 2021.

### **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 approved by the FAA and the final payments are being processed.

### 2021 General Aviation Terminal

The bid opening was held on May 19 and the bid summary was provided to the Airport Board for their review. Van Ewing Construction is the apparent low bidder at \$2,891,940.26.

Rehabilitate RW 16/34

The scope of work will be reviewed and approved.

DBE/ACDBE

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

SPCC

The SPCC is in progress.

WACIP

The WACIP's will be ready to be revised at the end of June.

**General Aviation Terminal Re-Bid – Mr. Wick**

Mr. Wick discussed the funding breakdown for the GA Terminal project with the Airport Board. The funding breakdown shows that the project funding is short by \$878,414.46. Mr. Wick explained that the FAA is researching securing additional funding to cover the shortfall. **Motion by Mr. Lindblom, second by Mr. Schreurs, to approve the bid from Van Ewing Construction in the amount of \$2,891,940.26 for the construction of the Northeast Wyoming Regional Airport GA Terminal Building. Using \$353,270.80 CARES funding and contingent upon FAA securing an additional \$878,414.46. Motion carried.**

**Civil Air Patrol – Major Toni Brown**

Representatives from the Civil Air Patrol presented a letter that was written to the Interim Director regarding rent reduction. After an extensive discussion regarding what Civil Air Patrol does and how other airport throughout the state have assisted them with rent reduction due to the large budget cut that their organization has faced. **Mr. Gerrits moved to approve a rent reduction for the Civil Air Patrol (CAP) in the amount of \$250.00 revisiting the ability of the CAP to pay rent each year, second by Mr. Lindblom. Motion carried.**

**Flightline LFS Update – Ms. Steward**

Ms. Steward gave the Airport Board the following update:

Ms. Steward discussed business is picking up with the additional flights.

Ms. Steward also thanked the board for the inclusion in the lease committee process and shared her excitement over the possibility of a new FBO.

**Executive Session Personnel – Brandy Elder:**

**Mr. Gerrits moved to adjourn the regular meeting moving into executive session, second by Mr. Lindblom. Motion carried.**

**Adjourn Executive Session**

The Executive Session ended at 5:15 p.m. **Mr. Lindblom moved to adjourn the Executive Session, second by Mr. Schreurs. 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

Luke Malyurek, President

