

**PINEDALE AIRPORT BOARD**

**MEETING MINUTES**

**October 11th, 2023**

**4:30 PM**

**AT: Pinedale Airport Conference Room, Pinedale, Wyoming**

**Agenda Items:**

1. Organizational Matters
  - a. Approval of the September 6<sup>th</sup>, 2023, Regular Meeting Minutes.
  - b. Motion to recommend to the Town Council the payment of expense vouchers as presented (attached).
2. Public Comments
  - a. Connie Wenz- Airport entry sign
3. New Business
  - a. FBO Hangar Winter Projects
  - b. STOL Area Rehabilitation
  - c. CAA Application
  - d. R.A.F Ideas
  - e. WAC information
  - f. Airshow Idea
4. Old Business
  - a. Newsletter

**Project Updates (Ardurra)**

- Expand E GA Apron
  - Voucher 200579-14076 for \$1,353.18 (closeout work and inspection of concrete replacement)
- Master Plan Update
  - Project Update #13
  - Voucher 220064-14 for \$26,228.00

- Acquire Snow Removal Equipment
  - Project Update #6
  - Voucher 230136-6 for \$1,360.00
  
- Fuel Tank Procurement
  - Voucher 230238-5 for \$1,292.50
  
- Reconstruct S GA Apron
  - Current cost estimate that reflects breakdown of local match anticipated for project.

1. Other Business
  
2. Airport Manager's Report
  
3. Airport FBO Operations Report
  
4. Airport Board Member Comments
  
5. Set date, time, and location for next PAB meeting – first Wednesday is November 1st.
  
6. Adjourn meeting.

PINEDALE AIRPORT BOARD

MEETING MINUTES

September 6th, 2023

4:30 PM

AT: Pinedale Airport Conference Room, Pinedale, Wyoming

***PRESENT: Bill Mecham, Jamie Burgess, Kevin Kunard, John and Angela Douglas, Wes Werbelow, Abe Pearce, Mayor Matt Murdock, and Riley Wilson.***

***Meeting Called to order at 4:39 PM by acting chair Bill Mecham***

**Agenda Items:**

1. Organizational Matters
  - **Mayor Matt Murdock recommends the addition of election of a chairman to the Agenda.**
  - b. Approval of the August 2nd, 2023, Regular Meeting Minutes.
    - **Motion to approve the August 2nd, 2023, Regular Meeting Minutes made by Kevin Kunard with Second made by Jamie Burgess, Motion passes 3-0**
  - c. Motion to recommend to the Town Council the payment of expense vouchers as presented (attached).
    - **Motion to recommend to the Town Council the payment of expense vouchers as presented made by Kevin Kunard with Second made by Jamie Burgess, Motion passes 3-0**
2. Public Comments
3. New Business
  - a. **Election of Airport Board Chairman**
    - **The board discussed the frustrations with the trajectory of the airport board and ended the discussion with tabling the issue of election of a board chair until the next meeting.**
  - b. SRE
    - **Motion to recommend the procurement of the front-end loader as early as possible without the plow until available made by Jamie Burgess, and second by Kevin Kunard, motion passes 3-0.**
  - c. Landside Garage Lease
    - **Motion to approve the renewal of the landside garage lease made by Jamie Burgess and seconded by Kevin Kunard, motion carries 3-0.**
  - d. Staff Information
  - e. STOL: Field Recommendations
    - **Acting chair Bill Mecham recommended the use of a skid steer mounted rock rake to remove some of the rocks kicked up by the STOL competition and then broadcasting grass seed to help the area recover, motion made by Kevin Kunard with second made by Jaime Burgess Motion passes 3-0**
  - f. STOL Debrief Recap

4. Old Business
  - a. Updated WACIP
  - b. Newsletter
  - c. Fly in

Project Updates (Ardurra)

1. Master Plan Update
  1. Project Update #12
  2. Voucher 220064-13 for \$10,700
  3. **Motion to recommend the payment of Voucher 220064-13 for \$10,700 made by Kevin Kunard with the second made by Jamie Burgess, Motion passes 3-0**
  
2. Fuel Farm Procurement
  1. Voucher 230238-4 for \$2,145
  2. **Motion to recommend the payment of Voucher 230238-4 for \$2,145 made by Kevin Kunard with the second made by Jamie Burgess, Motion passes 3-0**
  
3. Acquire SRE
  1. Project Update #5
  2. Voucher 230136-5 for \$1,309.65
    1. **Motion to recommend the payment of Voucher 230136-5 for \$1,309.65 made by Kevin Kunard with the second made by Jamie Burgess, Motion passes 3-0**
  3. Tri State Executed Contract
  4. Notice to Proceed
  
1. Other Business
2. Airport Manager's Report
3. Airport FBO Operations Report
4. Airport Board Member Comments
5. Set date, time, and location for next PAB meeting – first Wednesday is October 4<sup>th</sup>
6. Adjourn meeting.
  - a. **Meeting Adjourned at 5:59 PM, discussions will be had on the date and time for future board meetings, Meeting set for October 11<sup>th</sup> at 4:30PM, the second Wednesday in October.**

## Airport Expenses - September 2023

Vendor	Description	Invoice Number	Check Date	Amount
A to Z Hardware	Shop Supplies	65200	9/11/2023	\$43.69
AvFuel Corporation	Jet A Fuel	019163124	9/11/2023	\$30,442.67
AvSurance Corporation	Property Insurance	4917	9/11/2023	\$3,155.00
Bomgaars Supply	PPE, Amenities	74598373	9/11/2023	\$102.44
Emblem Aviation LLC	Jet A Storage Tanker Lease	1004	9/11/2023	\$3,000.00
Lumacurve Airfield Signs	Airfield Sign Bulbs	59989	9/11/2023	\$1,409.25
Office Outlet	Fly-in Posters	0920478	9/11/2023	\$22.50
Pinedale Lumber	Rebar Cap	182092	9/11/2023	\$16.99
Pinedale Natural Gas Inc	Generator	20230828 AIR GEN	9/11/2023	\$25.92
Pinedale Natural Gas Inc	SRE Building	20230828 SRE BLDG	9/11/2023	\$15.00
Pinedale Roundup	Fly-in Advertising	259730	9/11/2023	\$100.00
Ridley's Family Markets	Lobby Amenities	0406.08.19	9/11/2023	\$79.22
Ridley's Family Markets	Batteries	0408.08.24	9/11/2023	\$24.98
Ridley's Family Markets	Lobby Amenities	0453.08.10	9/11/2023	\$41.84
Rocky Mountain Power	Airport Fuel Farm	20230829 FF	9/11/2023	\$203.53
Rocky Mountain Power	Airport Lights	20230829 AIRPORT	9/11/2023	\$407.59
Shadow Mountain Water of WY	Water Cooler	002.B010380	9/11/2023	\$22.50
Shadow Mountain Water of WY	Water Cooler	002.B010761	9/11/2023	\$22.50
T-O Engineers Inc	Airport Master Plan	220064-12	9/11/2023	\$16,143.77
T-O Engineers Inc	Airport Master Plan	220064-13	9/11/2023	\$10,700.00
T-O Engineers Inc	PNA SRE Acquisition	230136-4	9/11/2023	\$4,745.00
T-O Engineers Inc	PNA SRE Acquisition	230136-5	9/11/2023	\$1,309.65
T-O Engineers Inc	PNA Fuel Farm Installation	230238-3	9/11/2023	\$3,976.20
T-O Engineers Inc	PNA Fuel Farm Installation	230238-4	9/11/2023	\$2,145.00
WY Office of State Lands & Invest	Loan Origination Fee	20230901.CCL	9/11/2023	\$2,200.00
AvFuel Corporation	Jet A Fuel	019283779	9/25/2023	\$33,778.54
Black Mountain Rental	Fly-in Chair Rental	1857945-0001	9/25/2023	\$226.00
Bomgaars Supply	Airport Lobby Amenities	74601327	9/25/2023	\$88.94
Clean Wash Laundromat	Airport Mat Service	44271	9/25/2023	\$54.80
Clean Wash Laundromat	Airport Mat Service	44327	9/25/2023	\$54.80
Clean Wash Laundromat	Airport Mat Service	44365	9/25/2023	\$54.80
Clean Wash Laundromat	Airport Mat Service	44401	9/25/2023	\$54.80
Moosely Mailboxes & More	SLIB Loan Payment	83666	9/25/2023	\$18.85
Ridley's Family Markets	Airport Lobby Amenities	0440.09.02	9/25/2023	\$27.16
Shadow Mountain Water of WY	Water Cooler	002.B010958	9/25/2023	\$7.50
Sublette County Treasurer	Property Tax-58 Runway Lane	010003698.2023	9/25/2023	\$2,606.32
Sublette County Treasurer	Property Tax-Airport	010016184.2023	9/25/2023	\$817.47
Wyoming Airports Coalition	Conference Registration	404	9/25/2023	\$157.34
September Gross Wages			9/30/2023	\$11,471.02

**Total Expenses \$129,773.58**

## Winter Projects-FBO Hangar

- Lobby Area
  - Paint, adjust colors on non-accent walls and correct any problem spots, paint ceiling, find solution to cover up HVAC main.
  - TV's for display of art, local points of interest, fuel prices, ETC, 2 TV's at the least, with more possible.
  - Replacement of windows
  - Correction of trim
  - Replacement of Doors
  - Furniture modernization+ coordination
- Hall/ Bathrooms/ Entryway
  - Revamp bathrooms, new sinks + fixtures + Doors
  - Correct Entry way door, complete enclosure of the entry area
  - Paint corrections
- Kitchen
  - Modernization of appliances
  - Floor correction to match rest of down stairs
  - Removal of door frame to open space more, paint, general improvements
- Upstairs/ Hallway
  - Drywall correction
  - Paint.
  - Replacement of all windows and doors
- Sleep Room/ Old office
  - Addition of beds, or just an area to sleep in semi comfort for Crew.
  - Paint
- Crew lounge
  - Furniture updating

- TV installation for use by Crew
- Hangar
  - Insulation correction
  - Re seal Main doors
  - Concrete correction on edges
  - Door replacement where necessary
  - Siding
  - Re Seal floor
  - Heater Replacement

## Airshow Ideas

This event would move along with the STOL Competition, being the weekend before the STOL competition would take place, this would hopefully, boost traffic to the airport for more of the week, and try and entice more people to attend the STOL competition but the events leading up to the competition as well.

What needs to be done:

Sponsorships from local companies:

To pay pilots and performers to attend there is a monetary element of this event, up front cash would be huge when it comes to holding this event and getting people to be engaged and interested. Community buy in will be hugely impactful to the success of this event.

FAA 7460-a

Completion of a federal form to allow the airport to be closed, not required for an aviation event but considered best practices by the Denver ADO.

Event plan:

- Saturday or Sunday the 3<sup>rd</sup> or 4<sup>th</sup> of August is when the event will take place, by moving it to the week before we hopefully allow the STOL pilots to have time and space to arrive, especially with the South GA reconstruction being completed around this time probably. Event begins at 10 and runs to 12 of just airshow, earlier is better to try and mitigate density altitude problems.
- EAA Chapter in Driggs should be reached out to for static or areal displays.
- Air National Guard chapter should be contacted for a display.
- This event is intended to compliment the STOL competition, not overrule it.
- Admission will be charged for, making it a revenue generating opportunity.
- Specific acts should be contacted early to be put on the schedule.
- Early August timing should allow for some bleed over from Osh Kosh, EAA interest?



# AIRPORT NEWS

Pinedale Airport Newsletter-Riley Wilson



### In this issue:

- Airport News
- Safety: AV Gas, Handling
- Monthly Trivia

### Airport News

The airport has no events planned for the remainder of the year, with both the fly in and STOL competition having been completed for the year. Sage Price has been hired in the airport operation position, if you see her around please say Hi and introduce yourself to help her learn the names and faces of our airport.

### Maintenance News

Winter Preparations are in progress with equipment runups and procedures beginning to be trained on, please be aware of equipment on the ramp and airside surfaces. The PAPI lighting system has had a few lights replaced recently, and the attention is now turned towards marker signs, please inform the staff for any that are out or not functioning properly.

### Other News

The Airport Board and Town Council have agreed for a discount to local based aircraft, please contact Riley Wilson to be given a cash card for 10 Cents off per gallon at the self serve, and based aircraft information for another 10 Cents per Gallon.



## FALL

### FROST SEASON

With Temperatures in the mid to low 30's in the mornings, ice is a very real danger, be careful during early morning operations as any water in place overnight may have turned to ice, creating a slick spot on the ramp or taxiways.



# AIRPORT NEWS

Pinedale Airport Newsletter-Riley Wilson

## Safety: Ramp Safety and Awareness

Ramp Safety is a huge part of airport operations. Everyday you spend on the ramp there is a chance of serious injury or worse, the ramp is a consistently busy area on our airport and it is important to treat it as such.

The ramp is intended for aircraft only, an important point to make as it is consistently used by vehicles and general traffic. This is dangerous, as an airport user you must understand this.

### Vehicle Travel:

It is important to understand that the same as roads, speed limits apply, and it is important to realize that these speed limits are just as important than if you were driving by a preschool. Please refrain from driving to fast on the ramp, there is a lot that can go wrong exceptionally quickly, so just go slow.

### Children and Pedestrians:

There have been instances in the state of Wyoming of children being killed by props, this is a very real risk whenever you let kids, or anyone run around on the ramp like it is your driveway. It can take a split second and a simple mistake for you and your families lives to change, don't risk it and become a statistic. This applies to anyone, whether you or a loved one, be smart, and refrain from unnecessary walking across the ramp. This also applies to bikes, roller blades, electric boards " One Wheels" Scooters, or any other personal recreation device. All of these are banned for anyone on the airport as decided by the airport board.

NOTE: These suggestions are not intended to replace anything your instructor may have taught you. They should be used as a minimum and as discussion topics with an instructor or fellow pilot.



## Safety contd.

### Children and Pedestrians:

Hanging around the immediate vicinity of a leased hangar area and watching operations is allowed, however, there will be no more cutting across the ramp on a personal recreation device, it is unsafe and uncalled for, there is too much to risk. Airplanes can be exceptionally dangerous even when parked, and even more so when running, moving or starting.

Think of the ramp like a highway, you wouldn't let your kids or grandparents spend all day walking around an active highway.

For any questions please do contact myself, I will be happy to answer any questions associated with this safety topic.



# AIRPORT NEWS

Pinedale Airport Newsletter-Riley Wilson

## Monthly Trivia

1. Shell Oil recommends the the oil in an aircraft engine without a cartridge filter be changed every \_\_\_\_ flight hours or every \_\_\_\_ months, whichever occurs first.
  - A. 50 HRS– 4 Months
  - B. 25 HRS– 4 Months
  - C. 40 HRS– 3 Months
2. A pilot steps into the cockpit of a typical jetliner and immediately notices the Deperdussin control. What is it?
  - A. Passed a flight test in that airplane from an FAA inspector.
  - B. An endorsement in that persons logbook that he or she is competent to act as pilot in command.
  - C. Received flight instruction from an authorized flight instructor who then endorses that persons log book
4. In the Northern hemisphere, the magnetic compass will normally indicate a turn toward the north when
  - A. The aircraft is decelerated while on an east heading
  - B. The aircraft is accelerated while on an east heading
  - C. A right turn is entered from an east heading



## Answers

4. B is correct Remember, ANDS accelerate north, decelerate south While accelerating on an easterly heading or westerly heading, the compass will initially indicate a turn to the north
3. B is correct In Accordance with FAR 61.31 (f) required logged flight time and ground instruction and a one time endorsement from an instructor.
2. A Deperdussin control is just the standard wheel and column control system, it was developed by a Belgian, Armand Deperdussin
1. A is correct



**TOWN OF PINEDALE, WY**  
**DISBURSEMENT VOUCHER**  
**P.O. BOX 709**  
**PINEDALE, WYOMING 82941**

**CLAIMANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**INVOICE DATE:** \_\_\_\_\_


FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$
		Local = \$54.13			

*NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.*

**CLAIMANT DECLARATION**

*(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)*

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

 DATE	SIGNATURE OF CLAIMANT
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**DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT**

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE	EMPLOYEE RECEIVING GOODS OR SERVICES
DATE	MAYOR or CLERK-TREASURER or OTHER AGENT

**APPROVAL BY THE TOWN COUNCIL FOR PAYMENT**

DATE APPROVED \_\_\_\_\_

NOTED BY \_\_\_\_\_

DATE PAID \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_





September 18, 2023

Maureen Rudnick, Town Clerk/Treasurer  
Town of Pinedale  
P.O. Box 709  
Pinedale, WY 82941

RE: 200579 – PNA Expand E GA Apron – Construction  
A.I.P. Project No. 03-56-0021-024-2021/WYDOT Project No. APNA013A/13B

Dear Maureen:

Enclosed is invoice statement number 200579-14076 for professional services rendered through August 2023 for the above referenced PNA Expand E GA Apron – Construction project. The invoice is for work performed during Construction related phases. The invoice is for \$1,353.18.

The overall invoicing breakdown is shown in the table below:

Description of Service	Contract Amount	Current Billed	Previous Billed	Remaining
<b>Engineer's Project #200579</b>				
Pre-Design Phase	\$13,370.00	\$ 0.00	\$ 13,370.00	\$ 0.00
Construction Admin Phase	\$60,014.00	\$ 0.00	\$ 70,196.66	\$ (10,182.66)
DBE – Construction Phase	\$4,500.00	\$ 0.00	\$ 580.00	\$ 3,920.00
Pre-Construction Coordination Phase	\$11,348.00	\$ 0.00	\$ 9,186.14	\$ 2,161.86
Construction Observation Phase	\$199,291.07	\$ 1,353.18	\$ 186,717.94	\$ 11,219.95
Post Construction Coordination Phase	\$18,949.00	\$ 0.00	\$ 18,949.00	\$ 0.00
Special Considerations - Construction	\$84,620.00	\$ 0.00	\$ 38,491.11	\$ 46,128.89
Acceptance Surveying Phase	\$25,000.00	\$ 0.00	\$ 23,997.95	\$ 1,002.05
Fuel Services Add On	\$14,150.00	\$ 0.00	\$ 12,122.50	\$ 2,027.50
<b>Totals</b>	<b>\$431,242.07</b>	<b>\$ 1,353.18</b>	<b>\$ 373,611.30</b>	<b>\$ 56,277.59</b>

Please review the invoice for approval. After approval, T-O will submit the invoice into Blackcat for reimbursement. If you have any questions on this subject, please contact me at 307-587-3411.



Sincerely,

A handwritten signature in blue ink, appearing to read 'Wesley Werbelow'.

Wesley Werbelow, P.E.  
Project Manager

Enclosure

Invoice No: 200579-14076

**Invoice**



Town of Pinedale Wyoming  
P.O. Box 709  
210 W. Pine Street  
Pinedale, WY 82941

September 11, 2023  
Invoice No: 200579 - 14076

Project Manager: Wesley Werbelow

Project: 200579 PNA Expand E GA Apron - Construction Admin  
Rates shown for Construction Observation reflect the direct labor rate plus an overhead multiplier of 1.3295.

**Professional Services from August 01, 2023 to August 31, 2023**

Phase: 0.0 Lump Sum Fees

**Fees**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
1.0 Pre Design	13,370.00	100.00	13,370.00	13,370.00	0.00
10.0 Construction Observation	32,361.41	100.00	32,361.41	32,361.41	0.00
11.0 Post Construction Coordination	18,949.00	100.00	18,949.00	18,949.00	0.00
<b>Total Fee</b>	<b>64,680.41</b>		<b>64,680.41</b>	<b>64,680.41</b>	<b>0.00</b>
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase: 10.0 Construction Observation

Task: 10.1 Main Apron

**Professional Personnel**

	Hours	Rate	Amount
Smiley, Ryan	11.25	104.20	1,172.25
<b>Totals</b>	<b>11.25</b>		<b>1,172.25</b>
<b>Total Labor</b>			<b>1,172.25</b>

**Reimbursable Expenses**

Per Diem - Lodging	61.00
<b>Total Reimbursables</b>	<b>61.00</b>

**Unit Billing**

Mileage	205.0 Miles @ 0.585	119.93
<b>Total Units</b>		<b>119.93</b>

**Total this Task \$1,353.18**

**Total this Phase \$1,353.18**

**Total this Invoice \$1,353.18**

**Outstanding Invoices**

Number	Date	Balance
14075	3/7/2023	1,145.25
<b>Total</b>		<b>1,145.25</b>

Current	Prior	Total	Received	AR Balance
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Project	200579	PNA Expand E GA Apron - CA			Invoice	14076
<b>Billings to Date</b>		<b>1,353.18</b>	<b>372,701.80</b>	<b>374,054.98</b>	<b>371,556.55</b>	<b>2,498.43</b>

All account balances not paid in full within 30 days of the date of invoicing shall bear interest at the rate of twelve (12) percent (%) per annum compounded monthly from the due date until paid in full. Any payments received shall be credited first to accrued interest and then to principal. All costs or fees incurred to collect overdue account balances shall be added to the principal portion of the account balance.

Payments can be made by ACH, Check, or credit card. Billing and payment inquiries can be sent to [NWfinance@ardurra.com](mailto:NWfinance@ardurra.com). A 3% processing fee is applied to payments by credit card.

ACH INFORMATION: Please contact [NWfinance@ardurra.com](mailto:NWfinance@ardurra.com)

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623

# Invoice Unit Detail Report

Ardurra Group - Northwest Region

Monday, September 11, 2023  
10:28:03 AM

Status	Client	Project Name	Project Number	Phase	Task	Employee Name	Date	Unit	Name	Quantity	Billing Rate	Billing Amount	Comment
Project Number: 200579 PNA Expand E GA Apron - CA													
Unit Name: Mileage													
B	Town of Pinedale Wyoming	PNA Expand E GA Apron - CA	200579	10.0	10.1	Smiley, Ryan	08/10/2023	MILE	Mileage	205.00	.585	\$119.93	Travel RKS to Pinedale and return for concrete pour on apron
<b>Total for Mileage</b>										<b>205.00</b>		<b>\$119.93</b>	
<b>Total for 200579</b>										<b>205.00</b>		<b>\$119.93</b>	
<b>Final Totals</b>										<b>205.00</b>		<b>\$119.93</b>	



# PROJECT STATUS UPDATE

## Ralph Wenz Field – Master Plan Update

PROJECT NUMBER 220064  
MONTH 9/2023  
UPDATE NUMBER 13  
PROJECT MANAGER Wesley Werbelow, PE

WORK COMPLETED OR  
PROGRESS THIS PERIOD

- Reviewed preferred alternative with WYDOT and FAA
- Narrative on alternative analysis and preferred alt

ANTICIPATED WORK  
FOR NEXT PERIOD

- Continue with Airport Layout Plan sheets

ACTION ITEMS

- Approval of voucher for Invoice 220064-13 for \$26,228.00

### Invoicing

Invoices	Total Cost
220064-14	\$26,228.00
<b>Total</b>	<b>\$26,228.00</b>

### Breakdown

Entity	Total Cost
FAA	\$23,605.20
State	\$1,573.68
Local	\$1,049.12
<b>Total</b>	<b>\$26,228.00</b>

**TOWN OF PINEDALE, WY**  
**DISBURSEMENT VOUCHER**  
 P.O. BOX 709  
 PINEDALE, WYOMING 82941

CLAIMANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

INVOICE DATE: \_\_\_\_\_

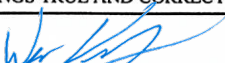
FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$
		Local= \$1,049.12			

*NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.*

**CLAIMANT DECLARATION**

*(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)*

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

 DATE	SIGNATURE OF CLAIMANT
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**DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT**

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE	EMPLOYEE RECEIVING GOODS OR SERVICES
DATE	MAYOR or CLERK-TREASURER or OTHER AGENT

**APPROVAL BY THE TOWN COUNCIL FOR PAYMENT**

DATE APPROVED \_\_\_\_\_ NOTED BY \_\_\_\_\_

DATE PAID \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_





September 19, 2023

Maureen Rudnick, Town Clerk/Treasurer  
 Town of Pinedale  
 P.O. Box 709  
 Pinedale, WY 82941

**SUBJECT:** 220064-PNA Master Plan Update  
 A.I.P. Project 03-56-0021-029-2022/WYDOT Project No. APNA004A

Dear Maureen:

Enclosed is invoice statement number 220064-14 for professional services rendered through August 2023 for the above referenced PNA Master Plan Update project. The invoice is for \$26,228.00.

The overall invoicing breakdown is shown in the table below:

Description of Service	Contract Amount	Current Billed	Previous Billed	Remaining
<b>Engineer's Project #220064</b>				
Project Formulation	\$16,060.00	\$0.00	\$16,060.00	\$0.00
Project Management	\$26,140.00	\$2,100.00	\$19,455.33	\$4,854.67
Public Involvement	\$56,250.00	\$9,100.00	\$30,690.17	\$16,459.83
Executive Summary	\$3,970.00	\$0.00	\$500.00	\$3,470.00
Existing Conditions	\$16,790.00	\$0.00	\$16,790.00	\$0.00
Environmental	\$9,635.00	\$0.00	\$6,830.00	\$2,805.00
Aviation Demand Forecast	\$22,790.00	\$0.00	\$22,790.00	\$0.00
Facility Requirements	\$24,015.00	\$0.00	\$24,015.00	\$0.00
Alternatives Development	\$23,130.00	\$5,145.00	\$9,547.50	\$8,437.50
Airport Layout Plan	\$56,860.00	\$2,300.00	\$16,465.00	\$38,095.00
Exhibit A	\$35,580.00	\$0.00	\$32,785.50	\$2,794.50
Facility Implementation	\$23,640.00	\$7,100.00	\$940.00	\$15,600.00
Compliance Overview	\$9,425.00	\$0.00	\$4,600.00	\$4,825.00
References	\$5,435.00	\$0.00	\$2,617.50	\$2,817.50
Approval of Documents	\$9,280.00	\$0.00	\$0.00	\$9,280.00
Deliverables	\$12,790.00	\$0.00	\$5,013.75	\$7,776.25
Aerial and Ground Survey	\$9,250.00	\$483.00	\$5,635.50	\$3,131.50
Lump Sum Expenses	\$24,963.00	\$0.00	\$1,555.52	\$23,407.48
<b>Totals</b>	<b>\$386,273.00</b>	<b>\$26,228.00</b>	<b>\$216,290.77</b>	<b>\$143,754.23</b>



Please review the invoice for approval. If you have any questions on this subject, please contact me at 307-587-3411.

Sincerely,

Wesley Werbelow, P.E.  
Project Manager

Enclosure  
Invoice No: 220064-14

**Invoice**



Town of Pinedale Wyoming  
 P.O. Box 709  
 210 W. Pine Street  
 Pinedale, WY 82941

September 07, 2023  
 Invoice No: 220064 - 14  
 Due Date: October 07, 2023

Project Manager: Wesley Werbelow

Project: 220064 PNA Master Plan Update

Professional Services from August 01, 2023 to August 31, 2023

**Fees**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
1.0 PROJECT FORMULATION	16,060.00	100.00	16,060.00	16,060.00	0.00
2.0 PROJECT MANAGEMENT & PMP	26,410.00	81.6181	21,555.33	19,455.33	2,100.00
3.0 PUBLIC INVOLEMENT	56,250.00	69.5123	39,100.65	30,000.65	9,100.00
4.0 EXEC SUMMARY & MASTER PLAN INTRO	3,970.00	12.5945	500.00	500.00	0.00
5.0 EXISTING CONDITIONS	16,790.00	100.00	16,790.00	16,790.00	0.00
6.0 ENVIRONMENTAL CONSIDERATIONS	9,635.00	70.8874	6,830.00	6,830.00	0.00
7.0 AVIATION DEMAND FORECAST	22,790.00	100.00	22,790.00	22,790.00	0.00
8.0 FACILITY REQUIREMENTS	24,015.00	100.00	24,015.00	24,015.00	0.00
9.0 ALTERNATIVES DEVEL & EVAL	23,130.00	63.5214	14,692.50	9,547.50	5,145.00
10.0 AIRPORT LAYOUT PLAN	56,860.00	33.0021	18,765.00	16,465.00	2,300.00
11.0 EXHIBIT A PROPERTY MAP & ROS	35,580.00	91.7004	32,627.00	32,627.00	0.00
12.0 FACILITIES IMPLEMENTATION	23,640.00	34.0102	8,040.00	940.00	7,100.00
13.0 COMPLIANCE OVERVIEW, LAND USE	9,425.00	48.8064	4,600.00	4,600.00	0.00
14.0 REFERENCES, GLOSSARY, APPENDICES	5,435.00	48.1601	2,617.50	2,617.50	0.00
15.0 APPROVAL OF DOCUMENTS	9,280.00	0.00	0.00	0.00	0.00
16.0 DELIVERABLES	12,790.00	39.2005	5,013.75	5,013.75	0.00
17.0 AERIAL & GROUND SURVEY	9,250.00	66.1459	6,118.50	6,118.50	0.00
REIMBURSABLES	24,963.00	6.2313	1,555.52	1,072.52	483.00
<b>Total Fee</b>	<b>386,273.00</b>		<b>241,670.75</b>	<b>215,442.75</b>	<b>26,228.00</b>
	<b>Total Fee</b>			<b>26,228.00</b>	
		<b>Total this Task</b>		<b>\$26,228.00</b>	
		<b>Total this Phase</b>		<b>\$26,228.00</b>	
		<b>Total this Invoice</b>		<b><u>\$26,228.00</u></b>	

**Outstanding Invoices**

Number	Date	Balance
12	7/10/2023	16,143.77



Project	220064	PNA Master Plan Update	Invoice	14
	13	8/7/2023		10,700.00
	<b>Total</b>			<b>26,843.77</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>AR Balance</b>
<b>Billings to Date</b>	<b>26,228.00</b>	<b>215,442.75</b>	<b>241,670.75</b>	<b>188,598.98</b>	<b>53,071.77</b>

All account balances not paid in full within 30 days of the date of invoicing shall bear interest at the rate of twelve (12) percent (%) per annum compounded monthly from the due date until paid in full. Any payments received shall be credited first to accrued interest and then to principal. All costs or fees incurred to collect overdue account balances shall be added to the principal portion of the account balance.

Payments can be made by ACH, Check, or credit card. Billing and payment inquiries can be sent to NWfinance@ardurra.com. A 3% processing fee is applied to payments by credit card.

ACH INFORMATION: Please contact NWfinance@ardurra.com

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623



# PROJECT STATUS UPDATE

## Ralph Wenz Field – SRE Acquisition Project

PROJECT NUMBER 230163  
MONTH 9/2023  
UPDATE NUMBER 6  
PROJECT MANAGER Carson Rowley, PE

WORK COMPLETED OR  
PROGRESS THIS PERIOD

- Distributed Contract and NTP.
- Asked Supplier if they would be willing to complete partial delivery of loader and bucket, they did not show interest in doing so.

ANTICIPATED WORK  
FOR NEXT PERIOD

- Ask for updated insurance in November.
- Monitor grant reporting and await final delivery in April 2024.

### ACTION ITEMS

#### Invoicing

Invoices	Total Cost
230136-6	\$1,360.00
Total	\$1,360.00

#### Breakdown

Entity	Total Cost
WYDOT Aeronautics (75%)	\$1,020.00
PNA (25%)	\$340.00
Total	\$1,360.00

# TOWN OF PINEDALE, WY

## DISBURSEMENT VOUCHER

P.O. BOX 709  
PINEDALE, WYOMING 82941

**CLAIMANT:**

**ADDRESS:**

**INVOICE DATE:**

FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$

*NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.*

**CLAIMANT DECLARATION**

*(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)*

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

DATE	SIGNATURE OF CLAIMANT

**DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT**

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE	EMPLOYEE RECEIVING GOODS OR SERVICES
DATE	MAYOR or CLERK-TREASURER or OTHER AGENT

**APPROVAL BY THE TOWN COUNCIL FOR PAYMENT**

DATE APPROVED _____	NOTED BY _____
DATE PAID _____	CHECK NUMBER _____

**Invoice**



Abram Pearce  
 Town of Pinedale Wyoming  
 P.O. Box 709  
 210 W. Pine Street  
 Pinedale, WY 82941

September 08, 2023  
 Invoice No: 230136 - 6  
 Due Date: October 08, 2023

Project Manager: Carson Rowley

Project: 230136 PNA SRE Acquisition

**Professional Services from August 01, 2023 to August 31, 2023**

**Fees**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Contract Administration	4,830.00	100.00	4,830.00	4,230.00	600.00
Planning and Formulation	2,040.00	100.00	2,040.00	2,040.00	0.00
Preliminary Design	5,070.00	100.00	5,070.00	5,070.00	0.00
Final Design	4,830.00	100.00	4,830.00	4,830.00	0.00
Bidding	3,330.00	100.00	3,330.00	3,330.00	0.00
Closeout/Documentation	4,060.00	4.6798	190.00	190.00	0.00
Additional Service	1,540.00	100.00	1,540.00	1,540.00	0.00
Reimbursable- Lump Sum	0.00	0.00	600.00	600.00	0.00
<b>Total Fee</b>	<b>25,700.00</b>		<b>22,430.00</b>	<b>21,830.00</b>	<b>600.00</b>
	<b>Total Fee</b>			<b>600.00</b>	

Billing Limits	Current	Prior	To-Date
Total Billings	600.00	4,230.00	4,830.00
Limit			32,125.00
Remaining			27,295.00

**Total this Phase \$600.00**

Phase: 6 Procurement Administration

**Professional Personnel**

	Hours	Rate	Amount
Rowley, Carson	4.75	160.00	760.00
Totals	4.75		760.00
<b>Total Labor</b>			<b>760.00</b>
		<b>Total this Phase</b>	<b>\$760.00</b>

**Total this Invoice \$1,360.00**

**Outstanding Invoices**

Number	Date	Balance
4	7/12/2023	4,745.00
5	8/10/2023	1,309.65
<b>Total</b>		<b>6,054.65</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>AR Balance</b>
<b>Billings to Date</b>	<b>1,360.00</b>	<b>22,689.65</b>	<b>24,049.65</b>	<b>16,635.00</b>	<b>7,414.65</b>

All account balances not paid in full within 30 days of the date of invoicing shall bear interest at the rate of twelve (12) percent (%) per annum compounded monthly from the due date until paid in full. Any payments received shall be credited first to accrued interest and then to principal. All costs or fees incurred to collect overdue account balances shall be added to the principal portion of the account balance.

Payments can be made by ACH, Check, or credit card. Billing and payment inquiries can be sent to NWfinance@ardurra.com. A 3% processing fee is applied to payments by credit card.

ACH INFORMATION: Please contact NWfinance@ardurra.com

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623

# TOWN OF PINEDALE, WY

## DISBURSEMENT VOUCHER

P.O. BOX 709

PINEDALE, WYOMING 82941

CLAIMANT:

ADDRESS:

INVOICE DATE:


FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$

NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.

**CLAIMANT DECLARATION**

(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

DATE \_\_\_\_\_ SIGNATURE OF CLAIMANT 

**DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT**

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE \_\_\_\_\_ EMPLOYEE RECEIVING GOODS OR SERVICES

DATE \_\_\_\_\_ MAYOR or CLERK-TREASURER or OTHER AGENT

**APPROVAL BY THE TOWN COUNCIL FOR PAYMENT**

DATE APPROVED \_\_\_\_\_ NOTED BY \_\_\_\_\_

DATE PAID \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_

**Invoice**



Abram Pearce  
 Town of Pinedale Wyoming  
 P.O. Box 709  
 210 W. Pine Street  
 Pinedale, WY 82941

September 11, 2023  
 Invoice No: 230238 - 5  
 Due Date: October 11, 2023

Project Manager: Wesley Werbelow

Project: 230238 PNA Fuel Farm Installation- SLIB

**Professional Services from August 01, 2023 to August 31, 2023**

Phase: 1.0 Design Phase

**Fees**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Phase	9,045.00	70.2454	6,353.70	6,353.70	0.00
Bidding Phase	4,200.00	63.5119	2,667.50	1,917.50	750.00
Total Fee	13,245.00		9,021.20	8,271.20	750.00
<b>Total Fee</b>				<b>750.00</b>	
				<b>Total this Phase</b>	<b>\$750.00</b>

Phase: 3.0 Construction Administration Phase

**Professional Personnel**

	Hours	Rate	Amount		
Hebert, Todd	5.00	95.00	475.00		
Serna, Bonnie	.75	90.00	67.50		
Totals	5.75		542.50		
<b>Total Labor</b>				<b>542.50</b>	
				<b>Total this Phase</b>	<b>\$542.50</b>
<b>Total this Invoice</b>				<b>\$1,292.50</b>	

**Outstanding Invoices**

Number	Date	Balance
3	7/11/2023	3,976.20
4	8/7/2023	2,145.00
<b>Total</b>		<b>6,121.20</b>

Billings to Date	Current	Prior	Total	Received	AR Balance
	1,292.50	8,271.20	9,563.70	2,150.00	7,413.70

ACH INFORMATION: Please contact NWfinance@ardurra.com

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623



2023 CIP UPDATE  
 RALPH WENZ FIELD  
 PINEDALE, WY  
 FY 2024 RECONSTRUCT S GA APRON

8/23/2023

**Bid Schedule 1 AIP Eligible**

Item No.	Item Description	Qty	Unit	Unit Cost	Total Cost
P-100	Mobilization	1	LS	\$ 107,500.00	\$ 107,500.00
P-101a	Saw Cut Existing Pavement Edge	1,000	LF	\$ 3.50	\$ 3,500.00
P-101b	Concrete Pavement Removal	20	SY	\$ 22.66	\$ 453.20
P-101c	Asphalt Pavement Removal	17,038	SY	\$ 5.00	\$ 85,190.00
P-152a	Unclassified Excavation	5,859	CY	\$ 13.00	\$ 76,162.38
P-152b	Subgrade Preparation	15,176	SY	\$ 1.50	\$ 22,764.00
P-154	Subbase Course	1,455	CY	\$ 40.00	\$ 58,208.89
P-156	Temporary Air and Water Pollution, Soil Erosion, and Siltation Control	1	LS	\$ 19,000.00	\$ 19,000.00
P-209a	Crushed Aggregate Base Course	3,390	CY	\$ 100.50	\$ 340,661.50
P-401	Plant Mix Bituminous Surface Course	3,678	TN	\$ 110.00	\$ 404,619.65
P-602	Bituminous Prime Coat	5,111	Gal	\$ 2.70	\$ 13,800.78
P-603	Bituminous Tack Coat	1,193	Gal	\$ 2.55	\$ 3,041.28
P-610a	Concrete Apron Pad - Storm Sewer Inlet	20	SY	\$ 203.00	\$ 4,060.00
P-610b	Aircraft Tiedowns	33	EA	\$ 875.00	\$ 28,875.00
P-620a	Temporary Markings	1,300	SF	\$ 4.96	\$ 6,448.00
P-620b	Permanent Markings	1,300	SF	\$ 4.86	\$ 6,318.00
L-126	Retro-Reflective Markers	7	Ea	\$ 200.00	\$ 1,400.00

**Total: \$ 1,182,002.68**

**Contingency (10%): \$ 118,200.27**

**Engineering Design: \$ 140,925.35**

**Construction Engineering: \$ 140,925.35**

**Bid Schedule 1 Total: \$ 1,582,053.65**

**Bid Schedule 2 0-15 ft in front of hangars - Local Only**

Item No.	Item Description	Qty	Unit	Unit Cost	Total Cost
P-101a	Saw Cut Existing Pavement Edge	15	LF	\$ 3.50	\$ 52.50
P-101c	Asphalt Pavement Removal	579	SY	\$ 5.00	\$ 2,895.00
P-152a	Unclassified Excavation	199	CY	\$ 12.80	\$ 2,552.75
P-152b	Subgrade Preparation	579	SY	\$ 1.60	\$ 926.40
P-154	Subbase Course	418	CY	\$ 40.00	\$ 16,726.67
P-209a	Crushed Aggregate Base Course	97	CY	\$ 100.50	\$ 9,698.25
P-401	Plant Mix Bituminous Surface Course	131	TN	\$ 110.00	\$ 14,422.25
P-602	Bituminous Prime Coat	174	Gal	\$ 2.70	\$ 468.99
P-603	Bituminous Tack Coat	41	Gal	\$ 2.55	\$ 103.35

**Total: \$ 47,846.15**

**Contingency (10%): \$ 4,784.62**

**Engineering Design: \$ 4,728.00**

**Construction Engineering: \$ 4,728.00**

**Bid Schedule 2 Total: \$ 62,086.77**





**Bid Schedule 3 15-50 ft in front of hangars - WYDOT/Local**

Item No.	Item Description	Qty	Unit	Unit Cost	Total Cost
P-101a	Saw Cut Existing Pavement Edge	35	LF	\$ 3.50	\$ 122.50
P-101c	Asphalt Pavement Removal	1,283	SY	\$ 5.00	\$ 6,415.00
P-152a	Unclassified Excavation	442	CY	\$ 12.80	\$ 5,656.60
P-152b	Subgrade Preparation	1,283	SY	\$ 1.60	\$ 2,052.80
P-154	Subbase Course	927	CY	\$ 40.00	\$ 37,064.44
P-209a	Crushed Aggregate Base Course	214	CY	\$ 100.50	\$ 21,490.25
P-401	Plant Mix Bituminous Surface Course	291	TN	\$ 110.00	\$ 31,958.10
P-602	Bituminous Prime Coat	385	Gal	\$ 2.70	\$ 1,039.23
P-603	Bituminous Tack Coat	90	Gal	\$ 2.55	\$ 229.02

**Total: \$ 106,027.95**  
**Contingency (10%): \$ 10,602.79**  
**Engineering Design: \$ 10,371.00**  
**Construction Engineering: \$ 10,371.00**  
**Bid Schedule 3 Total: \$ 137,372.74**

**Legal and Administrative: \$3,000.00**

**TOTAL: \$ 1,784,513.16**

<b>FOR ESTIMATE: \$ 1,785,000.00</b>
--------------------------------------

AIP Match @4% ~ \$63,300  
 Match for State/Local (15-50') ~ \$27,500  
 Local only (0-15') ~ \$63,000

<b>Total Local Funding ~ \$153,800</b>
--



# TOWN OF PINEDALE WYOMING

September 30th, 2023

## Pinedale Airport Manager's Monthly Report

- AWOS updated and NOTAMs issued as necessary.
- Created Additional SOP's for operations now required of the airport
- Attended meetings during the month including:
  - Weekly Town safety, supervisor, and manager meetings
- Maintenance projects worked on: Continued the Diagnosis of the Deicing truck purchased from Emblem Aviation to make it totally functional before winter.
- Held the Airport fly in successfully.
- Wrote an airport newsletter which will be published monthly, including recent activities and safety information for around the airport.
- Airport sign lighting systems have been causing problems, work has continued to be done on them.
- Work to be completed by installation company on the RWY 11 side ODAL lights.
- Reported Fuel Sales to WYDOT for record keeping.
- Fuel Sales report attached.
- Began Prep for wintertime, equipment work in progress.
- Acquired the old Skid steer from the town, has proven exceptionally useful for small projects on the airport.
- Hired new staff, Sage Price, early October, training is in progress and going well.

### Things I will finalize in October:

- Fix the Jet A Truck, which is out of commission as of 10/9/2023
- Loaner truck coming from AV Fuel, free for 30-60 Days, shipping is the only expense.
- Continue planning and training for winter time operations.

Should there be questions or comments please feel free to contact me at 307-360-9025 or by email at [rileywilson@townofpinedale.us](mailto:rileywilson@townofpinedale.us)

Respectfully submitted,

*Airport Manager*



**FBO REPORT**  
**MONTH OF SEPTEMBER 2023**

**10/3/2023**

**To Whom it May Concern:**

In the month of September 2023, the TOP flight FBO recorded the following transactions:

LANDING FEE TOTAL	\$ 2,796.00
HANGAR RENT TOTAL	\$ 2,069.44
JET A GALLONS	10,809.5
AV GAS GALLONS	1,862.57
LINE FEES TOTAL	\$ 1,594.33
NON FUEL REVENUE	\$ 6,459.77

For Any Additional Questions contact Riley Wilson.

Signed,

A handwritten signature in black ink that reads "Riley Wilson". The signature is written in a cursive style with a large initial "R" and "W".

*Airport Manager*