THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
DECEMBER 9, 2015

MEMBERS PRESENT

Chief Jim Wamsley
Mr. Larry Levitt
Mr. Jerry Klein
Dr. Sigsbee Duck
County Commissioner Don Van Matre

MEMBERS ABSENT

Mr. Dave Hanks
City Council Liaison Billy Shalata

OTHERS PRESENT

Devon Brubaker, Airport Manager
Shannon Lucero, Business Manager
George Lemich, Attorney
Brad Radakovich, CPA
Jonathon Lamb, CPA
Chris Jones, NWS
Chuck Kellerman, ADG

Chief Jim Wamsley called the meeting to order at 1:05p.m.

Approval of Minutes

Moved by Mr. Larry Levitt, seconded by Dr. Sigsbee Duck to approve the minutes of the November 10, 2015 Airport Board Meeting. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Dr. Sigsbee Duck, seconded by Mr. Jerry Klein that the accounts payable vouchers submitted to the Airport Board at this meeting be approved for payment by checks numbered 28115 through 28122 and 28126 through 28177 in the total sum of $203,537.43 and that the payment of employee salaries and benefits, as reflected in the monthly financial statements submitted to the board, likewise be approved. Motion carried unanimously.

Moved by Mr. Jerry Klein, seconded by Dr. Sigsbee Duck to approve the November 2015 Financial Statements. Motion carried unanimously.

Petitions from the Floor

Mr. Chris Jones from the National Weather Service gave a presentation explaining why the ASOS failed on November 17th causing 4 straight flight cancellations and what their procedures are when a piece of their equipment fails.

Manager Comments and Concerns

Mr. Devon Brubaker updated the Airport Board on the following topics:

a. Summary of Governor's Budget
b. RWY 27 Glideslope
c. November Cancellations
d. Certified Weather Observer Program
e. SkyWest Airline Use & Lease Agreement
f. WBC Site Visit – January 11, 2016, 1430 - 1600
g. FBO Operations
h. 2016 Full Scale Exercise
i. Airport Manager's Performance Evaluation
j. Employee Christmas Party

Communications

Mr. Devon Brubaker presented a letter from the Department of Environmental Quality which stated that we are no longer on probation for the fuel farm violation we received in 2014.

OLD BUSINESS:

Projects Updates

Mr. Devon Brubaker and Mr. Chuck Kellerman updated the Airport Board on the following projects:

i. RWY 9/27 Regrading
ii. Boiler Replacement
iii. General Aviation Terminal & Hangar
iv. Sterile Area Restroom
v. Website Design

NEW BUSINESS:

Approval to transfer $86,417.30 from the PFC Account to the Operating Account to cover the cost of PFC Eligible Projects

Following discussion, Mr. Larry Levitt moved to approve. Mr. Jerry Klein seconded the motion. The motion carried unanimously.

Approval to purchase (1) V-Plow Attachment for existing pick-up truck

Following discussion, Dr. Sigsbee Duck moved to approve. Mr. Jerry Klein seconded the motion. The motion carried unanimously.

Approval to enter into an Equipment Lease Agreement with AvFuel for the replacement of (1) Jet A Fuel Truck and (1) AvGas Fuel Truck

Following discussion, Dr. Sigsbee Duck moved to approve. Mr. Jerry Klein seconded the motion. The motion carried unanimously.

Approval to proceed with acquisition and installation of radios in new ARFF Truck

Following discussion, Mr. Jerry Klein moved to approve. Mr. Larry Levitt seconded the motion. The motion carried unanimously.

Amendment to Airport Manager's Employment Agreement, Section 5

Following discussion, Dr. Sigsbee Duck moved to approve. Mr. Jerry Klein seconded the motion. The motion carried unanimously.

Executive Session

At 2:31p.m. Mr. Jerry Klein moved to go into executive session for personnel matters. Dr. Sigsbee Duck seconded the motion. The motion carried unanimously.

At 2:55p.m. Dr. Sigsbee Duck moved to go back into regular session. Mr. Jerry Klein seconded the motion. The motion carried unanimously.

Approval of Revised Job Descriptions for the Airport Manager, Business Manager, and Airport Operations Specialists as submitted.

Moved by Mr. Jerry Klein. Seconded by Dr. Sigsbee Duck. The motion carried unanimously.

Approval to change the Business Manager position to a Salary Exempt position with a pay increase to $60,000 per year effective July 1st, 2016. Business Manager is to obtain her Certified Member Designation with the A.A.A.E. by June 30th, 2018.

Moved by Mr. Jerry Klein. Seconded by Mr. Larry Levitt. The motion carried unanimously.

Approval of Christmas Bonuses in the Net Amount of $100.00

Moved by Mr. Jerry Klein. Seconded by Mr. Larry Levitt. The motion carried unanimously.

Adjourn

At 2:58p.m. Mr. Jerry Klein moved to adjourn. Mr. Larry Levitt seconded the motion. The motion carried unanimously.

Chief Jim Wamsley, Chairman

Mr. Dave Hanks, Secretary

Respectfully Submitted:

Mrs. Shannon Lucero, Business Manager