

THE MINUTES OF THE ROCK SPRINGS  
SWEETWATER COUNTY AIRPORT  
BOARD MEETING HELD  
JANUARY 13, 2016

**MEMBERS PRESENT**

Chief Jim Wamsley  
Mr. Larry Levitt  
Mr. Dave Hanks  
Dr. Sigsbee Duck  
County Commissioner Don Van Matre

**MEMBERS ABSENT**

Mr. Bret Pizzato  
City Council Liaison Billy Shalata

**OTHERS PRESENT**

Devon Brubaker, Airport Manager  
Shannon Lucero, Business Manager  
George Lemich, Attorney  
Brad Radakovich, CPA  
Jonathon Lamb, CPA  
Chuck Kellerman, ADG  
Terry Vansant, Van Sant Group

Chief Jim Wamsley called the meeting to order at 1:08p.m.

**Approval of Minutes**

Moved by Dr. Sigsbee Duck, seconded by Mr. Larry Levitt to approve the minutes of the December 9, 2015 Airport Board Meeting. Motion carried unanimously.

**Approval of Bills and Acceptance of Financial Statements**

Moved by Dr. Sigsbee Duck, seconded by Mr. Larry Levitt, that the accounts payable vouchers submitted to the Airport Board at this meeting be approved for payment by checks numbered 28193 through 28255 in the total sum of \$293,287.24 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.

Following a discussion regarding the Fire Fighters supplemental life and accident policy through Provident Life, Dr. Sigsbee Duck made a motion to pay the 3<sup>rd</sup> installment in the amount of \$6,138.00 and to verify with Provident Life that this installment payment will cover a full twelve month term. Mr. Dave Hanks seconded the motion. Motion carried unanimously.

Moved by Dr. Sigsbee Duck, seconded by Mr. Larry Levitt to approve the December 2015 Financial Statements. Motion carried unanimously.

**Manager Comments and Concerns**

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

- a. SkyWest Airlines Use & Lease Agreement
- b. FY17 Budget Preparations
- c. Leasing Rates & Charges Policy
- d. Certified Weather Observer Program
- e. FBO Operations
- f. Airline/Passenger Stats
- g. Casino Charter - 132 Total Passengers / 103 Bags Airport Handled
- h. Full Scale Exercise - Meetings on February 9<sup>th</sup> & 16<sup>th</sup>
- i. Airport Manager Travel
- j. Sweetwater Aviation Logo
- k. Christmas Party
- l. EPA - Water Testing

## Communications

Mr. Dave Hanks presented a letter of apology from Images Magazine for using the wrong aircraft in this year's publication.

## **OLD BUSINESS:**

### Projects Updates

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

- i. RWY 9/27 Regrading
- ii. RWY 9/27 Rehabilitation
- iii. New Aircraft Rescue Fire Fighting Vehicle

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

- i. Sterile Area Restrooms
- ii. Boiler Project
- iii. Website Design

Mr. Terry Vansant gave a presentation on Phase I of the New General Aviation Terminal & Hangar Facility project.

## **NEW BUSINESS:**

### Election of Board Treasurer

Mr. Larry Levitt nominated Dr. Sigsbee Duck for Airport Board Treasurer. Mr. Dave Hanks seconded the motion. The motion carried unanimously.

Following Discussion, Mr. Dave Hanks made a motion to cut a check in the amount of \$100 for the Surety Bond to cover Dr. Sigsbee Duck as Treasurer. Mr. Larry Levitt seconded the motion. The motion carried unanimously.

### Approval to Update RSNB Bank Signature Cards and Paperwork to reflect the Board Treasurer position change.

Moved by Dr. Sigsbee Duck, seconded by Mr. Dave Hanks. The motion carried unanimously.

### Approval for Chairman to sign the Final Representation Letter to complete the FY15 CPA Audit Process

Moved by Dr. Sigsbee Duck, seconded by Mr. Dave Hanks. The motion carried unanimously.

### Approval for staff to transfer \$8,466.59 from RSNB PFC Account to RSNB Operating Account

Moved by Dr. Sigsbee Duck, seconded by Mr. Larry Levitt. The motion carried unanimously.

### Selection of Airport Manager Performance Evaluation Committee

Following discussion, Dr. Sigsbee Duck volunteered to be on the selection committee along with Chief Jim Wamsley.

### February 2016 Board Meeting Date/Time Change

Following discussion, the February Board Meeting was moved from February 10<sup>th</sup>, 2016 to Friday, February 12, 2016 at 9:00am.

*Sterile Area Restrooms, Project Amendments*

Mr. Devon Brubaker held a discussion regarding amendments made to the Sterile Area Restrooms projects. Following the discussion, Mr. Dave Hanks made a motion to increase the contingency fund for this project from \$10,000 to \$30,000. Mr. Larry Levitt seconded the motion. The motion carried unanimously.

Commissioner Don Van Matre commended Mr. Devon Brubaker for his performance during the meeting with the Wyoming Business Council on January 11<sup>th</sup>, regarding the grant application for a new general aviation terminal and community hangar facility.

*Adjourn*

At 2:34p.m. Mr. Dave Hanks moved to adjourn. Dr. Sigsbee Duck seconded the motion. The motion carried unanimously.

  
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Chief Jim Wamsley, Chairman

  
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Mr. Dave Hanks, Secretary

Respectfully Submitted:

  
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Mrs. Shannon Lucero, Business Manager