

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
MAY 11, 2016

MEMBERS PRESENT

Chief Jim Wamsley
Mr. Dave Hanks
Mr. Bret Pizzato
County Commissioner Don Van Matre
City Councilor Glennise Wendorf

OTHERS PRESENT

Devon Brubaker, Airport Manager
Shannon Lucero, Business Manager
George Lemich, Attorney
Jonathon Lamb, CPA
Chuck Kellerman, ADG, Inc.

MEMBERS ABSENT

Mr. Larry Levitt
Dr. Sigsbee Duck

Chief Jim Wamsley called the meeting to order at 1:00p.m.

Approval of Minutes

Moved by Mr. Dave Hanks, seconded by Mr. Bret Pizzato to approve the minutes of the April 13, 2016 Airport Board Meeting, with the exception of correcting who seconded the motion to adjourn on page three. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Mr. Dave Hanks, seconded by Mr. Bret Pizzato, that the accounts payable vouchers submitted to the Airport Board at this meeting be approved for payment by checks numbered 28469 through 28518 in the total sum of \$113,399.35 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. Bret Pizzato, seconded by Mr. Dave Hanks to approve the April 2016 Financial Statements. Motion carried unanimously.

Board Comments and Concerns

Mr. Dave Hanks announced that Rock Springs will be hosting the Wyoming Business Council on May 25th & 26th. Mr. Hanks stated that a tour of the community will be given on the 25th, followed by a reception at Bunning Hall Freight Station. The Wyoming Business Council quarterly meeting will be held on the 26th.

Chief Jim Wamsley commented on the 2016 Full Scale Disaster Drill that was held on April 23rd, stating that things went very well.

Manager Comments and Concerns

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

- a. FY17 Budget Amendment
- b. Budget Presentation to be given at the County Commissioners Mtg. on May 18th
- c. Airline Passenger Statistics
- d. FBO Operations Statistics
- e. AirMed, Inc., West Hangar Improvements

- f. Triennial Disaster Drill held on April 23rd, 2016
- g. Thanked Bret & Simplot for their \$1,000 donation to the Commemorative Airforce B25 event to be held July 5th through July 11th
- h. Boy Scouts Aviation Exploring Group to commence once a month

OLD BUSINESS:

Projects Updates

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

- i. General Aviation Terminal & Hangar Replacement
- ii. Safety Area Regrading
- iii. Runway 9/27 Rehabilitation
- iv. HVAC Upgrades

NEW BUSINESS:

Approval for staff to transfer \$8,629.93 from RSNB PFC Account to RSNB Operating Account

Following discussion, Mr. Dave Hanks moved to approve. Seconded by Mr. Bret Pizzato. Motion carried unanimously.

Approval of WAM-IPIC (Health Insurance) Annual Renewal

Following discussion, Mr. Bret Pizzato moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

Approval of Professional Services Agreement with Sixel Consulting Group, Inc.

Following discussion, the Professional Services Agreement for Phase II and Phase III was tabled until the June Board Meeting. Phase I had previously been initiated through a meeting with the Board Chairman due to there being room in the budget.

Approval for treasurer to sign an RSNB Bank Joint Custody Receipt to release a security pledge

Following discussion, Mr. Bret Pizzato moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

Approval for staff to fill upcoming vacant Airport Operations Specialist Position

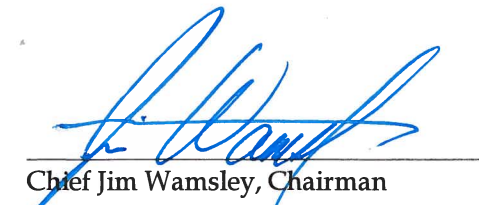
Following discussion, the Airport Manager, Devon Brubaker, was given permission to move forward with filling the vacancy.

Board Meeting Schedule Adjustments (June, July, & Future)

An email will be sent out to all Board Members to figure out the best day and time to hold the June meeting. The July and Future meetings will remain tabled until the next meeting.

Adjourn

At 2:29pm Mr. Dave Hanks moved to adjourn. Seconded by Mr. Bret Pizzato. Motion carried unanimously.

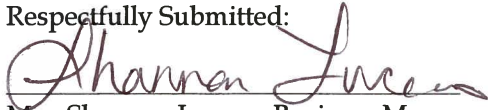


Chief Jim Wamsley, Chairman



Mr. Dave Hanks, Secretary

Respectfully Submitted:



Mrs. Shannon Lucero, Business Manager