

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
JUNE 14, 2016

MEMBERS PRESENT

Chief Jim Wamsley
Dr. Sigsbee Duck
Mr. Dave Hanks
Mr. Steve Perry
County Commissioner Don Van Matre
City Councilor Glennise Wendorf

OTHERS PRESENT

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

MEMBERS ABSENT

Mr. Bret Pizzato

Chief Jim Wamsley called the meeting to order at 3:00p.m.

Chief Jim Wamsley welcomed Mr. Steve Perry as the newest member of the Airport Board.

Approval of Minutes

Moved by Mr. Dave Hanks, seconded by Dr. Sigsbee Duck to approve the minutes of the May 11, 2016 Airport Board Meeting. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Mr. Dave Hanks, seconded by Dr. Sigsbee Duck, that the accounts payable vouchers submitted to the Airport Board at this meeting be approved for payment by checks numbered 28528 through 28533 and 28537 through 28581 in the total sum of \$103,536.09 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. Dave Hanks, seconded by Dr. Sigsbee Duck to approve the May 2016 Financial Statements. Motion carried unanimously.

Public Hearings

- a. A Public Budget Hearing to Amend the Rock Springs-Sweetwater County Airport Joint Powers Board 2015-2016 Fiscal Year Budget

At 3:06pm Chief Jim Wamsley opened the meeting to a public hearing. No comments were made. At 3:09pm Chief Jim Wamsley closed the public hearing.

Board Comments and Concerns

Dr. Sigsbee Duck commented on the passing of Mr. Larry Levitt.

Manager Comments and Concerns

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

- a. Commemorative Airforce B25 Bomber Event to be held July 6th through July 10th
- b. FAA Annual Inspection

- c. FY17 Budget Approval Requests for the City of Rock Springs and Sweetwater County
- d. SkyWest Airlines Minimum Revenue Guarantee
- e. Airline Passenger and FBO Statistics
- f. Ceremony to be held on July 5th for Mr. Larry Levitt

Communications

Mr. Devon Brubaker informed the Airport Board of a letter he received from Congress to privatize TSA.

Tabled Business

- a. Motion to Approve a Professional Services Agreement with Sixel Consulting Group, Inc. for Air Service Development in an amount not to exceed \$15,000

Mr. Dave Hanks moved to un-table the professional services agreement. Seconded by Dr. Sigsbee Duck. Motion carried unanimously.

Following discussion, Dr. Sigsbee Duck moved to approve the agreement. Seconded by Mr. Dave Hanks. Motion carried unanimously.

- b. Motion to Amend the Standard Board Meeting Schedule for Future Board Meetings

Item to remain tabled. Mr. Devon Brubaker to send out an email poll to all members of the airport board for day and time availabilities.

OLD BUSINESS:

Projects Updates

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

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

NEW BUSINESS:

a. General Aviation Terminal & Hangar Facility Project Administration

- i. Motion to Accept a Wyoming Business Council Grant Agreement in the amount of \$1,000,000 for General Aviation Terminal & Hangar, Phase 1 and to authorize the Chairman to sign said Agreement.

Following discussion, Mr. Dave Hanks moved to approve. Seconded by Dr. Sigsbee Duck. Motion carried unanimously.

- ii. Motion to Accept a Wyoming Department of Transportation Grant Agreement in the amount of \$120,000 for the General Aviation Terminal & Hangar, Design and to authorized the Chairman to sign said Agreement upon receipt.

Following discussion, Dr. Sigsbee Duck moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

- iii. Motion to Accept a Wyoming Department of Transportation Grant Agreement in the amount of \$60,000 for the General Aviation Terminal & Hangar, Environmental and to authorize the Chairman to sign said Agreement upon receipt.

Following discussion, Dr. Sigsbee Duck moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

b. Runway 9/27 Rehabilitation Project Administration

- i. Motion to Accept a Federal Aviation Administration Airport Improvement Program Grant in the amount of \$4,183,100 for the Rehabilitation of RWY 9/27 and to authorize the Chairman to sign said Agreement upon receipt.

Following discussion, Dr. Sigsbee Duck moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

- ii. Motion to Approve the transfer of \$283,809 in Federal Aviation Administration Airport Improvement Program Entitlement Funds to Jackson Hole Airport and to authorize the Chairman to sign associated transfer Paperwork.

Following discussion, Mr. Dave Hanks moved to approve. Seconded by Dr. Sigsbee Duck. Motion carried unanimously.

- iii. Motion to Accept a Wyoming Department of Transportation Grant Agreement in the amount of \$167,320 for the Rehabilitation of RWY 9/27 and to authorize the Chairman to sign said Agreement.

Following discussion, Mr. Steve Perry moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

- iv. Motion to Approve a Wyoming Department of Transportation Agency Agreement for the rehabilitation of RWY 9/27 and to authorize the Chairman to sign said Agreement.

Following discussion, Dr. Sigsbee Duck moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

- v. Motion to Approve a Contract Agreement with Lewis & Lewis, Inc. for the Rehabilitation of RWY 9/27 in the amount of \$4,339,400.75 and to authorize the Chairman to sign said Agreement.

Following discussion, Mr. Dave Hanks moved to approve. Seconded by Dr. Sigsbee Duck. Motion carried unanimously.

- vi. Motion to Delegate Authority to the Airport Manager to execute necessary Change Orders in coordination with WYDOT Aeronautics and the FAA that fall within the scope of the original project and in an amount not to exceed \$650,610.11.

Following discussion, Mr. Steve Perry moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

c. Resolution 16-2 to Amend the 2015/2016 Budget

Following discussion, Dr. Sigsbee Duck moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

Mr. Dave Hanks commented on Mr. Larry Levitt's Funeral Services.

Executive Session

At 4:03pm Mr. Dave Hanks moved to go into executive session. Seconded by Dr. Sigsbee Duck. Motion carried unanimously.

At 4:21pm Mr. Dave Hanks moved to go back into regular session. Seconded by Dr. Sigsbee Duck. Motion carried unanimously.

Adjourn

At 4:21pm Dr. Sigsbee Duck moved to adjourn. Seconded by Mr. Dave Hanks. Motion carried unanimously.

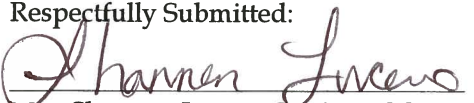


Chief Jim Wamsley, Chairman



Mr. Dave Hanks, Secretary

Respectfully Submitted:



Mrs. Shannon Lucero, Business Manager