

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

**MEMBERS PRESENT**

Chief Jim Wamsley  
Dr. Sigsbee Duck (at 1:37pm)  
Mr. Dave Hanks  
Mr. Bret Pizzato  
Mr. Steve Perry  
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.  
Ethan Pendley, National Rent-A-Car

Chief Jim Wamsley called the meeting to order at 1:30p.m.

**Approval of Minutes**

Moved by Mr. Steve Perry, seconded by Mr. Dave Hanks to approve the minutes of the August 10, 2016 Airport Board Meeting. 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 28753 through 28810 in the total sum of \$3,711,729.93 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 August 2016 Financial Statements. Motion carried unanimously.

**Petitions from the Floor**

Mr. Devon Brubaker introduced our newest Airport Operations Specialist/Aircraft Rescue Firefighter, Dylan Todd, to the Airport Board.

Mr. Devon Brubaker introduced Ethan Pendley, Manager of National Rent-A-Car, to the Airport Board.

**Manager Comments and Concerns**

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

- a. Conversations of Gillette/SLC Air Service
- b. Air Service Rendezvous Meeting in Jackson, WY
- c. Passenger Market Study
- d. Firefighter's Insurance Policy
- e. Rental Car Agreements
- f. Part 139 Paperwork possibly going digital
- g. Construction/Firefighting Staging, Economic Impact

**Communications**

Mr. Devon Brubaker shared with the Airport Board a "Honored Institution Award" received from the National Weather Service.

**OLD BUSINESS:**

**Projects Updates**

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

- i. West Hangar Roof/LED Lighting Upgrades
- ii. General Aviation Terminal & Hangar Replacement
- iii. Runway 9/27 Rehabilitation Project
- iv. HVAC System Upgrades
- v. New Phone System Update

**NEW BUSINESS:**

**Motion to approve the transfer of \$54,680 from the RSNB PFC Account to the RSNB Operating Account for 50% of Phase 1 of the Controls Upgrade and 69% of the HW Bag Filter System Installation on the HVAC System.**

Following discussion, Dr. Sigsbee Duck moved to approve. Seconded by Mr. Steve Perry, the motion carried unanimously.

County Commissioner Don Van Matre expressed his appreciation of good communication and expressed the importance of the Airport to the community. City Councilor Glennise Wendorf chimed in on the discussion.

**Executive Session**

At 2:49pm Mr. Dave Hanks made a motion to enter into executive session. Seconded by Dr. Sigsbee Duck, the motion carried unanimously.

At 3:06pm Dr. Sigsbee Duck made a motion to enter back into regular session. Seconded by Mr. Dave Hanks, the motion carried unanimously.

Following the executive session, Mr. Steve Perry made a motion to authorize the Airport Manager, Mr. Devon Brubaker, to proceed with a Quick Claim Deed to take over ownership of the Hertz Rent-A-Car car wash facility. Seconded by Mr. Bret Pizzato, the motion carried unanimously.

**Adjourn**

At 3:07pm the meeting was adjourned.

  
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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