

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
NOVEMBER 15, 2016

MEMBERS PRESENT

Chief Jim Wamsley
Dr. Sigsbee Duck (12:05)
Mr. Dave Hanks
Mr. Bret Pizzato
Mr. Steve Perry
City Councilor Glennise Wendorf

OTHERS PRESENT

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

MEMBERS ABSENT

County Commissioner Don Van Matre

Chief Jim Wamsley called the meeting to order at 12:00p.m.

Approval of Minutes

Moved by Mr. Steve Perry, seconded by Mr. Dave Hanks to approve the minutes of the October 13, 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 28889 through 28940 in the total sum of \$115,459.55 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 Mr. Steve Perry to approve the October 2016 Financial Statements. Motion carried unanimously.

Board Comments and Concerns

Mr. Dave Hanks enquired about the 1,000-gallon fuel tank that's being installed at the hospital.

Following discussion, Mr. Devon Brubaker stated that the fuel will be purchased from the Airport.

Manager Comments and Concerns

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

- a. Carwash Facility Bids, Awarded to National Car Rental
- b. Terminal Advertising
- c. Possible Revised Employee Step & Grade System
- d. Operational Self Sustainability Goals
- e. Terminal Lighting Upgrades
- f. FBO Statistics
- g. Airline Passenger Statistics
- h. Christmas Party, December 10th

OLD BUSINESS:

Projects Updates

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

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

At 12:56pm the meeting broke for recess.

At 1:04pm the meeting returned to regular session.

NEW BUSINESS:

Motion to approve and adopt Rock Springs-Sweetwater County Airport Hangar Use & Leasing Policy including new rental rates effective March 1, 2017, pending FAA approval.

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

Motion to approve Airport Manager to pursue and apply for Blue Sky Community Project Grant Funds for the addition of solar generation to the General Aviation Facility Project.

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

Motion to approve Holiday Incentive Bonus for Airport Personnel.

Following discussion, Mr. Bret Pizzato moved to approve. Seconded by Mr. Steve Perry, the motion carried unanimously.

Executive Session

At 1:24pm Mr. Dave Hanks made a motion to enter executive session. Seconded by Mr. Brett Pizzato, the motion carried unanimously.

At 1:54pm Mr. Dave Hanks made a motion to enter back into regular session. Seconded by Dr. Sigsbee Duck, the motion carried unanimously.

Adjourn

At 1:54pm the meeting was adjourned.


Chief Jim Wamsley, Chairman


Mr. Dave Hanks, Secretary

Respectfully Submitted:


Mrs. Shannon Lucero, Business Manager