

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
JANUARY 17, 2017

MEMBERS PRESENT

Chief Jim Wamsley
Dr. Sigsbee Duck
Mr. Bret Pizzato
Mr. Steve Perry
City Councilor Glennise Wendorf

MEMBERS ABSENT

Mr. Dave Hanks
County Commissioner Don Van Matre

OTHERS PRESENT

Devon Brubaker, Airport Manager
Shannon Lucero, Business Manager
Jonathon Lamb, CPA
Chuck Kellerman, ADG Inc.
Dusty Spomer, GDA Engineers
Justin Marchant, GDA Engineers
Ryan Taylor, GDA Engineers

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

Approval of Minutes

Moved by Mr. Bret Pizzato, seconded by Mr. Steve Perry to approve the minutes of the December 14, 2016 Airport Board Meeting. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Mr. Bret Pizzato, seconded by Mr. Steve Perry, that the accounts payable vouchers submitted to the Airport Board at this meeting be approved for payment by check numbered 29019 and checks numbered 29024 through 29082 in the total sum of \$262,779.34 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 Dr. Sigsbee Duck to approve the December 2016 Financial Statements. Motion carried unanimously.

Petitions from the floor

Mr. Dusty Spomer introduced himself and his team from GDA Engineers.

Manager Comments and Concerns

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

- a. Sixel Consultant Mike Mooney now Volaire
- b. Rocky Mountain Power, Blue Sky Grant
- c. Winter Operations has been brutal
- d. FY18 Preliminary Budget Preparations
- e. Upcoming Travel for Devon Brubaker
- f. Airline Statistics
- g. FBO Statistics
- h. Halliburton Charter Flights continue to slowly return
- i. Ameriflight Facility Fee Rate Adjustments
- j. Wyoming Inc. to Update Marketing Campaign
- k. Legislative Action Files

OLD BUSINESS:

Projects Updates

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

- i. HVAC Upgrades
- ii. General Aviation Terminal & Hangar Replacement
- iii. Ag Tractor Mower to arrive any day

NEW BUSINESS:

Motion to Approve the Upgrade of High Wattage Lighting in the Commercial Terminal to Energy Efficient LED Lighting as part of Phase 1 Terminal Lighting Upgrades not to exceed \$10,000.

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

Motion to Approve an Increase to the Credit Limits of the Airport Credit Cards to \$10,000 for the General Airport Card and \$5,000 for the Airport Manager's Card.

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

February & May Board Meeting Schedules

Following discussion, Mr. Devon Brubaker will send out a doodle poll email to coordinate the meeting schedule change for February and May 2017.

EXECUTIVE SESSION:

At 1:56pm Mr. Steve Perry made a motion to enter executive session. Seconded by Dr. Sigsbee Duck, the motion carried unanimously.

At 2:16pm Mr. Bret Pizzato made a motion to enter back into regular session. Seconded by Mr. Steve Perry, the motion carried unanimously.

Following executive session, no action was taken.

Adjourn

At 2:16pm Mr. Brett Pizzato made a motion to adjourn. Seconded by Mr. Steve Perry, the motion carried unanimously.



Chief Jim Wamsley, Chairman



Mr. Dave Hanks, Secretary

Respectfully Submitted:



Mrs. Shannon Lucero, Business Manager