

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

**MEMBERS PRESENT**

Chief Jim Wamsley  
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  
Dana Hartshorn, ADG Inc.  
Dusty Spomer, GDA Engineers  
Ryan Achatz, Air Med/Metro Aviation

**MEMBERS ABSENT**

Dr. Sigsbee Duck  
Mr. Bret Pizzato

Chief Jim Wamsley called the meeting to order at 1:33p.m.

**Approval of Minutes**

Moved by Mr. Steve Perry, seconded by Mr. Dave Hanks to approve the minutes of the January 17, 2017 Airport Board Meeting. Motion carried unanimously.

**Approval of Bills and Acceptance of Financial Statements**

Moved by Mr. Steve Perry, seconded by Mr. Dave Hanks, that the accounts payable vouchers submitted to the Airport Board at this meeting be approved for payment by checks numbered 29088 through 29145 in the total sum of \$426,767.20 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. Steve Perry, seconded by Mr. Dave Hanks to approve the January 2017 Financial Statements. Motion carried unanimously.

**Manager Comments and Concerns**

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

- a. May 2017 Board Meeting Date Change
- b. Schedulers & Dispatchers Conference
- c. Upcoming Travel
- d. Aviation Fuel Supplier Agreement
- e. Volkswagen Settlement
- f. Airline Statistics
- g. FBO Statistics
- h. Legislative Session
- i. FY17 Budget Preparations
- j. Airfares

**OLD BUSINESS:**

## Projects Updates

Mr. Devon Brubaker and Mr. Dana Hartshorn updated the Airport Board on the following projects:

- i. Runway 9/27 Rehabilitation, Change order submitted and awaiting approval
- ii. General Aviation Terminal & Hangar Replacement, Environmental Remediation Proposal for Bids sent out
- iii. Ag Tractor Mower, Received
- iv. Rocky Mountain Power Blue Sky Grant, Awarded
- v. Commercial Terminal Lighting
- vi. Commercial Terminal HVAC

## **NEW BUSINESS:**

**Motion to Accept Wyoming Department of Transportation Grant Agreement ARKS37D in the Amount of \$110,000 for the Construction of the New General Aviation Terminal, Phase I and to Authorize the Chairman to Execute said Agreement.**

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

**Motion to Accept Wyoming Department of Transportation Grant Agreement ARKS39A in the Amount of \$342,000 to Seal Coat and Mark Pavements and to Authorize the Chairman to Execute said Agreement.**

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

**Motion to Approve a Memorandum of Understanding with Rocky Mountain Power, Blue Sky Program for a \$94,216.55 grant for the construction of a Solar Generation Farm for the new GA Facility.**

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

**Motion to Approve a Cooperative Agreement with the Wyoming Department of Transportation for the Group Airport Pavement Maintenance Program, 2017 Airport Crack Seal Project and to Authorize the Chairman to Execute said Agreement.**

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

**Motion to Approve an Updated ACH Origination Agreement with RSNB Bank and to Authorize the Chairman to Execute said Agreement.**

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

**Motion to Approve an Addendum to Contract for Employment for Airport Manager, Devon Brubaker.**

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

Motion to Approve Staff's recommended changes to the Rock Springs-Sweetwater County Airport Step & Grade Scale.

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

Adjourn

At 2:34pm Mr. Dave Hanks 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

