

THE MINUTES OF THE ROCK SPRINGS  
SWEETWATER COUNTY AIRPORT  
BOARD MEETING HELD  
APRIL 12, 2017

**MEMBERS PRESENT**

Chief Jim Wamsley  
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  
Jonathon Lamb, CPA  
Chuck Kellerman, ADG Inc.  
Dusty Spomer, GDA Engineers

**MEMBERS ABSENT**

Mr. Dave Hanks

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 March 8, 2017 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 checks numbered 29208 and 29217 through 29265 in the total sum of \$170,403.37 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 Mr. Steve Perry to accept the March 2017 Financial Statements. Motion carried unanimously.

**Board Comments and Concerns**

Chief Jim Wamsley commented on the Wyoming Aeronautics Commission lunch with Mr. Devon Brubaker and Mayor Carl Demshar, stating that it went very well and that the Wyoming Aeronautics Commission seem to be very attentive to our needs.

Mr. Bret Pizzato commented on the Sweetwater County Commissioners Meeting on April 4<sup>th</sup>, stating that it went extremely well and that Mr. Devon Brubaker did a superb job.

**Manager Comments and Concerns**

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

- a. Proposed Pay Date Change
- b. Board Retreat
- c. May Board Meeting Changed to May 16, 2017 at 1:00pm
- d. FBO Operations
- e. Airline Statistics

Communications

- a. Mr. Devon Brubaker presented a letter from the Department of Audit regarding Budget Law Changes for Special Districts.
- b. Mr. Devon Brubaker presented a letter from the Department of Revenue regarding a Sales Tax Filing Status Change from quarterly to annually.

OLD BUSINESS:

Projects Updates

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

- i. General Aviation Terminal & Hangar Replacement
- ii. General Aviation Solar Array
- iii. Commercial Terminal Lighting Upgrades
- iv. Crack Seal Project, June 12th
- v. Seal Coat Project, Bids Opening in April

NEW BUSINESS:

Election of Treasurer

Following discussion, Mr. Steve Perry made a motion to elect Mr. Dave Hanks as both the Airport Board Treasurer and Secretary. Seconded by Mr. Bret Pizzato, the motion carried unanimously.

Motion to approve the removal of Sigsbee Duck from and the addition of Devon Brubaker to all RSNB Bank Accounts.

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

Motion to authorize the closure of RSNB Escrow Account and transfer remaining balance to RSNB Operating Account.

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

Motion to approve the removal of Sigsbee Duck from and the addition of Dave Hanks to the list of authorized check signers.

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

Motion to Accept FY16 Audit from McGee, Hearne & Paiz, LLP.

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

**Motion to approve FY18 Airport Rates & Charges as submitted by Staff.**

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

**Motion to authorize Airport Manager to amend FY 18 Budget Request to the City of Rock Springs and submit the same to Sweetwater County.**

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

**Motion to authorize Airport Manager to execute proposals from Carrier Corporation for Phase 3B of the Commercial Terminal HVAC Renovations in an amount not to exceed \$120,000.**

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

**Motion to approve a Construction Contract with A. Pleasant Construction for \$4,805,980.19 for the Construction of the new GA Terminal & Hangar Facility and authorize the Airport Manager to execute Change Orders as necessary not to exceed a total project cost of \$5,480,000 including all Design, Engineering, & Project Management costs.**

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

City Councilor Glennise Wendorf thanked Mr. Devon Brubaker for his presentation at the City Council Meeting.

County Commissioner Don Van Matre thanked Mr. Devon Brubaker for his presentation at the County Commissioners Meeting.

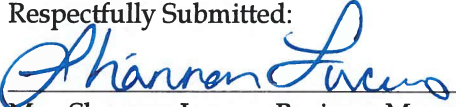
**Adjourn**

At 2:23pm Mr. Bret Pizzato made a motion to adjourn. Seconded by Mr. Steve Perry, the motion carried unanimously.

  
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Chief Jim Wamsley, Chairman

  
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Mr. Dave Hanks, Secretary/Treasurer

Respectfully Submitted:

  
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Mrs. Shannon Lucero, Business Manager