

THE MINUTES OF THE ROCK SPRINGS  
SWEETWATER COUNTY AIRPORT  
BOARD MEETING HELD  
APRIL 13, 2018

**MEMBERS PRESENT**

Chief Jim Wamsley  
Mr. Dave Hanks  
Dr. Pete Jensen  
Mrs. Kelly Sugihara  
City Councilor Glennise Wendorf

**OTHERS PRESENT**

Devon Brubaker, Airport Manager  
Shannon Lucero, Business Manager  
Jonathon Lamb, CPA  
Dusty Spomer, GDA+

**MEMBERS ABSENT**

Mr. Bret Pizzato  
County Commissioner Don Van Matre

**Chief Jim Wamsley called the meeting to order at 10:08am**

**Approval of Minutes**

Moved by Mr. Dave Hanks, seconded by Mrs. Kelly Sugihara to approve the minutes of the March 19, 2018 Airport Board Meeting. Motion carried unanimously.

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

Moved by Chief Jim Wamsley, 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 29960 through 30011 in the total sum of \$372,417.54 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 Chief Jim Wamsley, seconded by Mrs. Kelly Sugihara to accept the March 2018 Financial Statements. Motion carried unanimously.

**Manager Comments and Concerns**

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

- a. Fuel Farm Replacement Reserve
- b. Passenger Statistics
- c. FBO Statistics
- d. Airport FY2019 Budget
- e. GAT Funding
- f. Commemorative Air Force B17 Event, June 11<sup>th</sup> – 22<sup>nd</sup>
- g. Air Service Update
- h. Poll to Reschedule May Airport Board Meeting
- i. AOPA Fly-In, Request for Proposals
- j. Airport Mineral Rights
- k. Utility Grade Solar Farms
- l. Airports Economic Development Conference
- m. Airport Improvement Magazine

OLD BUSINESS:

Projects Updates

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

- i. General Aviation Terminal & Hangar Replacement
- ii. Area Lighting Upgrades
- iii. Terminal Area Plan & Commercial Terminal Design Phase I

NEW BUSINESS:

Motion to approve and execute Airport Improvement Program (AIP) Agreement for Transfer of Entitlement Funds in the sum of \$350,000 to Riverton Regional Airport.

Following discussion, Mr. Dave Hanks moved to approve. Seconded by Mrs. Kelly Sugihara. Motion carried unanimously.

Motion to approve and execute Airport Improvement Program (AIP) Agreement for Transfer of Entitlement Funds in the sum of \$650,000 to Yellowstone Regional Airport.

Following discussion, Mr. Dave Hanks moved to approve. Seconded by Mrs. Kelly Sugihara. Motion carried unanimously.

Motion to approve Resolution #2018-03 to establish uniform procedures, costs and charges for inspecting, copying and producing public records.

Following discussion, Mr. Dave Hanks moved to approve. Seconded by Mrs. Kelly Sugihara. Motion carried unanimously.

Motion to authorize airport staff to begin using printed signatures on checks through QuickBooks and terminate the use of the manual check signer machine.

Following discussion, Mrs. Kelly Sugihara moved to approve. Seconded by Mr. Dave Hanks. Motion carried unanimously.

Discussion of GA Facility Final Project Costs and possible budget amendment request to City of Rock Springs and Sweetwater County.

Following discussion, no action was taken.

Motion to authorize the Airport Director to apply for a State Energy Office Local Government Energy Audit/Retrofit Grant not to exceed \$20,000 for the replacement of doors, windows and HVAC systems in the West Hangar.

Following discussion, Dr. Pete Jensen moved to approve. Seconded by Mrs. Kelly Sugihara. Motion carried unanimously.

Adjourn

At 11:17am the Rock Springs-Sweetwater County Airport Board meeting adjourned.

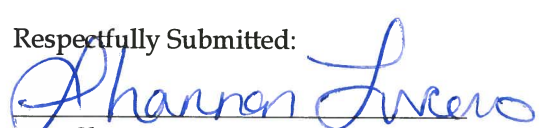


Chief Jim Wamsley, Chairman



Mr. Dave Hanks, Secretary/Treasurer

Respectfully Submitted:



Mrs. Shannon Lucero, Business Manager

