

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
JANUARY 9, 2019

MEMBERS PRESENT

Chief Jim Wamsley
Mr. Bret Pizzato
Dr. Pete Jensen
Mrs. Kelly Sugihara
Mayor Pete Rust
City Councilor Glennise Wendorf

OTHERS PRESENT

Devon Brubaker, Airport Manager
Shannon Lucero, Business Manager
Jonathon Lamb, CPA
Dusty Spomer, T-O Engineers

MEMBERS ABSENT

County Commissioner Don Van Matre

Chief Jim Wamsley called the meeting to order at 1:00pm

Approval of Minutes

Moved by Mr. Bret Pizzato, seconded by Mayor Pete Rust to approve the minutes of the December 12, 2018 Airport Board Meeting. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Mr. Bret Pizzato, seconded by Mrs. Kelly Sugihara, that the vendor payments presented to the Airport Board on January 9, 2019 in the total sum of \$170,837.71 be approved for payment 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 Mayor Pete Rust to accept the December 2018 Financial Statements. Motion carried unanimously.

Board Comments and Concerns - None

Director Comments and Concerns

Director Devon Brubaker updated the Airport Board on the following topics:

- a. Fuel Farm Replacement Reserve
- b. Air Service
- c. Legislative Session
- d. Customer Facility Charges
- e. DEQ - Substitute Water Operator
- f. Board Retreat - March 23rd, 2019
- g. Upcoming Travel
- h. Bureau of Land Management
- i. County Commission Meeting - Liaison to be appointed at next meeting
- j. Strategic Plan (Chief Wamsley moved to New Business between C & D)
- k. Airline Statistics
- l. FBO Statistics

OLD BUSINESS: None

NEW BUSINESS:

Motion to Accept the FY2018 Rock Springs-Sweetwater County Airport Board Audit Report and to authorize the Chairman to execute the Audit Committee Letter.

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

Motion to Approve the 2019 rewrite of the Rock Springs-Sweetwater County Airport Board By-Laws.

Following discussion, Mr. Bret Pizzato moved to approve. Seconded by Mayor Pete Rust. Motion carried unanimously.

Motion to Authorize the Airport Director to issue an RFP for Audit Services.

Following discussion, Dr. Pete Jensen moved to approve. Seconded by Mr. Bret Pizzato. Motion carried unanimously.

Motion to Authorize the Airport Director to move forward with the Airport Strategic Plan not to exceed \$10,000.

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

FY2020 Budget Discussion.

Following the FY2020 Budget Discussion, no action was taken.

Fuel Farm Replacement Funding Discussion.

Following the Fuel Farm Replacement Funding Discussion, no action was taken.

Airport Minimum Standards Discussion.

Following the Airport Minimum Standards Discussion, no action was taken.

Regional Transportation Authority Discussion.

Following the Regional Transportation Authority Discussion, no action was taken.

Adjourn

At 2:40pm the Rock Springs-Sweetwater County Airport Board meeting adjourned.



Chief Jim Wamsley, Chairman



Dr. Pete Jensen, Secretary/Treasurer

Respectfully Submitted:



Mrs. Shannon Lucero, Business Manager