

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
DECEMBER 12, 2018

MEMBERS PRESENT

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

MEMBERS ABSENT

County Commissioner Don Van Matre

OTHERS PRESENT

Devon Brubaker, Airport Manager
Shannon Lucero, Business Manager
Jonathon Lamb, CPA
Dusty Spomer, T-O Engineers
Jeremy Gilb, T-O Engineers
Tim Dacey, Mead & Hunt
Geoff Mooney, Mead & Hunt
Marina Williams, Mead & Hunt

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

Approval of Minutes

Moved by Dr. Pete Jensen, seconded by Mrs. Kelly Sugihara to approve the minutes of the November 14, 2018 Airport Board Meeting. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Mr. Bret Pizzato, seconded by Dr. Pete Jensen, that the vendor payments presented to the Airport Board on December 12th, 2018 in the total sum of \$233,311.99 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 Mrs. Kelly Sugihara to accept the November 2018 Financial Statements. Motion carried unanimously.

Board Comments and Concerns

Chief Jim Wamsley enquired about how the airfield snow removal process has been. Director Devon Brubaker replied, stating that it's been going well and that we have already plowed more this year than we did the entire last winter combined.

Mr. Bret Pizzato enquired about how deicer fluid is used commercially vs private. Director Brubaker replied, stating that we deice all the private traffic whereas the airlines deice all commercial traffic. Director Brubaker stated that SkyWest purchases their own deicer fluid, however they are currently using our deice truck. Director Brubaker stated that he sent a letter to SkyWest last week requesting that we get our truck back and that they bring in their own truck and that in doing this we would essentially have a backup truck in case our truck went down, or the airlines did.

Director Comments and Concerns

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

- a. 2nd Annual Holiday Door Decorating Contest
- b. Employee Christmas Party

- c. New Admin Pickup Truck
- d. Backup Jet Truck
- e. Air Service Council Update
- f. Strategic Business Plan
- g. Board Retreat – March 23rd, 2019
- h. Fuel Farm Reserve Account
- i. Aircraft Cleaning Company (DeTail Aircraft Cleaning)
- j. AAAE Conference Scholarships

OLD BUSINESS:

Projects Updates

Director Devon Brubaker stated that the projects will be discussed during new business.

NEW BUSINESS:

Presentation and Discussion regarding the Commercial Terminal Feasibility Study and Terminal Design Alternatives.

Following discussion, the Airport Board approved moving forward with Option 3B.

Discussion regarding the imposition of a Customer Facility Charge (CFC).

Following discussion, the Airport Board approved moving forward with imposing a CFC.

Discussion regarding proposed amendments to the Airport Board By-Laws.

Following discussion, the Airport Board agreed to review the proposed Airport By-Laws and place them on the agenda for the next Airport Board meeting.

Motion to approve the Compensation and Performance Evaluation Plan.

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

Motion to award an equipment procurement contract in the amount of \$674,800 to Transwest Truck Trailer RV, Inc. for the acquisition of one (1) Multi-Function Snow Removal Equipment and authorize the Airport Director to execute said contract.

Following discussion, Dr. Pete Jensen moved to approve. Seconded by Mayor Pete Rust. Motion carried unanimously.

Motion to approve a \$15,000 contingency on the Transwest Contract for incidentals that occur prior to delivery and authorize the Airport Director to expend said funds as necessary.

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

Motion to authorize the Airport Director to execute Amendment No. 4 to the Generalized Engineering Agreement with T-O Engineers for the FY19 Taxiway Rehabilitation and Relocation Project contingent on the completion of an independent Fee Estimate (IFE) and FAA/WYDOT Concurrence.

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

Motion to remove Dave Hanks and add Pete Jensen as authorized signatories to the Rock Springs-Sweetwater County Airport Board bank accounts at RSNB Bank.

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

Consideration of an Airport Employee Incentive.

Following discussion, Mr. Bret Pizzato moved to approve a 3% bonus for hourly employees, a \$5,000 bonus for the Airport Business Manager and a \$10,000 bonus for the Airport Director. Seconded by Mayor Pete Rust. Motion carried unanimously.

Consideration of 2019 Airport Board Meeting Schedule.

Following discussion, the Airport Board agreed to keep the Airport Board Meeting Schedule as is.

Adjourn

At 3:04pm 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

