

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
AUGUST 15, 2018

MEMBERS PRESENT

Chief Jim Wamsley
Mr. Bret Pizzato
Dr. Pete Jensen
Mrs. Kelly Sugihara

MEMBERS ABSENT

Mr. Dave Hanks
City Councilor Glennise Wendorf
County Commissioner Don Van Matre

OTHERS PRESENT

Devon Brubaker, Airport Manager
Shannon Lucero, Business Manager
Lauren Reese, Accountant
Dusty Spomer, T-O Engineers
Jeremy Gilb, T-O Engineers

Chief Jim Wamsley called the meeting to order at 8:03pm

Approval of Minutes

Moved by Mr. Bret Pizzato, seconded by Dr. Pete Jensen to approve the minutes of the July 11, 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 August 15th, 2018 in the total sum of \$99,976.94 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 July 2018 Financial Statements. Motion carried unanimously.

Board Comments and Concerns

Chief Jim Wamsley commented on his recent flying experience, stating that the flights were full, checkpoint was easy to and through and that it was a great flight.

Dr. Pete Jensen commented on the efficiency of the line crew, stating that he had a hangar door malfunction and that the line crew had it fixed within 24 hours.

Mr. Devon Brubaker stated that he is in the process of obtaining quotes for preventative maintenance on the hangar doors.

Director Comments and Concerns

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

- a. Fuel Farm Reserve Account
- b. Air Service Improvement Council Meeting

- c. WAOA Fall Conference
- d. Passenger Statistics
- e. FBO Statistics

OLD BUSINESS:

Projects Updates

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

- i. Terminal Area Plan

NEW BUSINESS:

Motion to authorize Airport Director to execute an Audit Arrangement Letter with McGee, Hearne & Paiz, LLP for the Airport's FY18 Audit.

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

Motion to approve the FY19 – FY24 RKS Wyoming Capital Improvement Plan and authorize the Airport Director to submit said plan to WYDOT.

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

Discussion Regarding Draft Compensation Plan

Following discussion, no action was taken.

Discussion Regarding BLM SEAT Base Lease Terms

Following discussion, no action was taken.

Discussion Regarding Funding for Design of Commercial Terminal Rehabilitation/Expansion

Following discussion, Mrs. Kelly Sugihara made a motion to support the decision to move forward. Seconded by Dr. Pete Jensen. Motion carried unanimously.

EXECUTIVE SESSION:

At 9:13am Mr. Bret Pizzato made a motion to go into executive session pursuant to W.S. §16-4-405(a)(iii), to consider a matter regarding proposed or pending litigation. Seconded by Dr. Pete Jensen. Motion carried unanimously.

At 9:17am Mrs. Kelly Sugihara made a motion to go back to regular session. Seconded by Mr. Bret Pizzato. Motion carried unanimously.

Following the executive session, no action was taken.

Adjourn

At 9:19am Mrs. Kelly Sugihara made a motion to adjourn. Seconded by Mr. Bret Pizzato. Motion carried unanimously.



Chief Jim Wamsley, Chairman



Mr. Dave Hanks, Secretary/Treasurer

Respectfully Submitted:



Mrs. Shannon Lucero, Business Manager

