

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
FEBRUARY 20, 2019

MEMBERS PRESENT

Chief Jim Wamsley
Dr. Pete Jensen
Mrs. Kelly Sugihara
City Councilor Glennise Wendorf
Commissioner Jeff Smith

OTHERS PRESENT

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

MEMBERS ABSENT

Mr. Bret Pizzato
Mayor Pete Rust

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

Chief Jim Wamsley welcomed Commissioner Jeff Smith serving as liaison to the Airport Board.

Approval of Minutes

Moved by Dr. Pete Jensen, seconded by Mrs. Kelly Sugihara to approve the minutes of the January 9, 2019 Airport Board Meeting. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Dr. Pete Jensen, seconded by Mrs. Kelly Sugihara, that the vendor payments presented to the Airport Board on February 20, 2019 in the total sum of \$228,362.84 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 Dr. Pete Jensen, seconded by Mrs. Kelly Sugihara to accept the January 2019 Financial Statements. Motion carried unanimously.

Board Comments and Concerns

Mrs. Kelly Sugihara stated that she has been receiving positive feedback regarding the Saturday second flights. Mrs. Sugihara stated that she has had a great experience flying out of RKS.

Councilor Glennise Wendorf thanked Director Devon Brubaker for the presentation given to the City Council at last night's City Council Meeting.

Commissioner Jeff Smith stated that he is glad to be here and that he looks forward to working with the Airport Board.

Chief Jim Wamsley enquired about why the airlines always over sell the flights. Director Devon Brubaker stated that it is company policy and that there are usually one to two passenger who either don't show up or are late and miss their flight. Director Brubaker stated that the airline compensates passengers very well for volunteering to rebook their flight if it is overbooked.

Director's Update

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

- a. Commercial Terminal Design
- b. Supplemental Airport Improvement Program (AIP) Funding
- c. Taxiway A Rehabilitation Project
- d. Airport Strategic Plan
- e. Fuel Farm Replacement
- f. Winter Operations
- g. Air Service
- h. SkyWest Conference Call – Possible Seasonal 3rd Flight
- i. Capacity Purchase Agreement – Legislative Update
- j. Customer Facility Charges
- k. Board Retreat – March 23rd
- l. Audit Services – Request for Proposals
- m. Airport Minimum Standards
- n. Passenger Statistics
- o. FBO Statistics
- p. Commemorative Air Force
- q. Rocky Mountain Power – Solar Farm Conference Call – Friday, February 22nd
- r. Tri-Annual Exercise – April 2019
- s. Bureau of Land Management Seat Base

OLD BUSINESS: None

NEW BUSINESS:

FY2020 Budget Workshop Review

Following discussion, no action was taken.

Adjourn

At 2:36pm 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