

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
NOVEMBER 13, 2019

MEMBERS PRESENT

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

OTHERS PRESENT

Devon Brubaker, Airport Director
Shannon Lucero, Ops & Business Manager
Jonathan Lamb, CPA
Wes Werbelow, T-O Engineers

MEMBERS ABSENT

Mr. Bret Pizzato

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

Approval of Minutes

Moved by Mrs. Kelly Sugihara, seconded by Mayor Pete Rust to approve the minutes of the September 18, 2019 Airport Board Meeting. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Mayor Pete Rust, seconded by Mrs. Kelly Sugihara, to ratify the email vote on October 15, 2019 for the vendor payments presented to the Airport Board via email on October 10, 2019 in the total sum of \$576,934.32 be approved for payment Motion carried unanimously.

Moved by Mayor Pete Rust, seconded by Dr. Pete Jensen, that the vendor payments presented to the Airport Board on November 13, 2019 in the total sum of \$788,205.25 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 Mayor Pete Rust, seconded by Mrs. Kelly Sugihara to accept the September 2019 Financial Statements. Motion carried unanimously.

Moved by Mayor Pete Rust, seconded by Mrs. Kelly Sugihara to accept the October 2019 Financial Statements. Motion carried unanimously.

Board Comments and Concerns

Chief Jim Wamsley thanked the Airport Board for the email vote for approval of the bills when we didn't have a quorum.

Mrs. Kelly Sugihara apologized to the Airport Board for her board meeting attendance.

Director's Update

- a. West Hangar Renovations
- b. County Commission Meeting 11/5/2019 - West Hangar Funding
- c. Commercial Terminal Modernization Project
- d. Rehabilitation of TW/A and Lighting Project
- e. Fuel Farm Replacement

- f. BLM Seat Base
- g. Multifunction SRE Acquisition
- h. Supplemental Airfield Paint Equipment
- i. Fuel Farm Replacement Fee
- j. Health Insurance Holiday Premium
- k. Legislative Update
- l. Executive Committee for Airport Director Performance Review
- m. Aircraft Maintenance Facility
- n. Additional Holiday Flights
- o. Minimum Standards
- p. Childs Discovery Center, C Street Library
- q. Possibility of Flight School / AMP Program at WWCC
- r. Passenger Statistics
- s. FBO Statistics

NEW BUSINESS:

Acceptance of Annual Conflict of Interest Disclosures

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

Motion to approve Resolution # 2019-3 Exercising Proprietary Exclusive Rights with Respect to the purchase, storage and sales of aviation fuel.

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

Motion to accept the FY2019 Rock Springs-Sweetwater County Airport Board Audit Report and to authorize the Chairman to execute the Audit Committee Letter.

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

Motion to authorize the Chairman and Treasurer to execute the Local Government Annual Report Summary for fiscal year end June 30, 2019.

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

Motion to ratify email vote approval for a Professional Services Agreement with PlanOne Architects in the amount of \$45,725 for design services related to the West Hangar Renovation project.

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

FY2020 – 2026 Capital Plan Changes Discussion

Following discussion, no action was taken.

T-Hangar End-Unit Garage Door Installation Discussion

Following discussion, no action was taken.

Employee Performance and/or Christmas Incentive

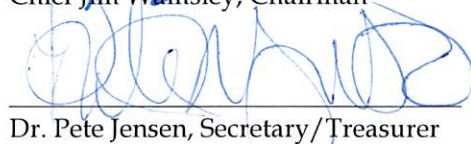
Following discussion, Mayor Pete Rust moved to approve employee incentive holiday bonuses in the amount of \$300.00 for each hourly employee and a total of \$7,000.00 for the performance evaluation bonus pool for the hourly employees.

Chief Jim Wamsley and Mr. Bret Pizzato were appointed to the Executive Committee for the Airport Director Performance Evaluation.

Adjourn

At 2:18pm Mayor Pete Rust made a motion to adjourn. Seconded by Dr. Pete Jensen. Motion carried unanimously.


Chief Jim Wamsley, Chairman


Dr. Pete Jensen, Secretary/Treasurer

Respectfully Submitted:


Mrs. Shannon Lucero, Airport Operations and Business Manager