

THE MINUTES OF THE ROCK SPRINGS  
SWEETWATER COUNTY AIRPORT  
BOARD MEETING HELD  
APRIL 8, 2020

**MEMBERS PRESENT**

Chief Jim Wamsley (teleconference)  
Mr. Bret Pizzato (teleconference)  
Dr. Pete Jensen  
Mrs. Kelly Sugihara (teleconference) (1:08pm)  
Mayor Pete Rust (teleconference)  
City Councilor Glennise Wendorf (teleconference)

**OTHERS PRESENT**

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

**MEMBERS ABSENT**

Commissioner Jeff Smith

Chief Jim Wamsley called the meeting to order at 1:04pm

**Approval of Minutes**

Moved by Mayor Pete Rust, seconded by Dr. Pete Jensen to approve the minutes of the March 18, 2020 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 April 8, 2020 in the total sum of \$65,211.93 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 Dr. Pete Jensen to accept the March 2020 Financial Statements. Motion carried unanimously.

**Board Comments and Concerns**

Chief Jim Wamsley thanked T-O Engineers for setting up the conference line.

**Director's Update**

- a. COVID-19 Airport Impact Update
- b. Fuel Farm Replacement Funding
- c. Rehabilitate Taxiway 9/27 and Airfield Lighting
- d. BLM Seat Base
- e. T-Hangar End Unit Garage Doors

**NEW BUSINESS:**

**Motion to approve Resolution No. 2020-1 granting temporary emergency powers to the Airport Director and Chairman of the Board.**

Following discussion, Mrs. Kelly Sugihara moved to approve. Seconded by Mr. Bret Pizzato. Dr. Pete Jensen abstained. Motion Carried.

**Motion to approve Resolution No. 2020-2 to adopt the National Incident Management System (NIMS).**

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

**Motion to authorize the Airport Director to temporarily suspend employee vacation accrual policies effective March 20, 2020.**

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

**Motion to approve a Notice of Award and a Construction Contract with BH Inc. for the Fuel Farm Replacement Project in an amount of \$1,833,146.31, contingent upon receipt of necessary WYDOT Grant Funding.**

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

**Motion to authorize the Airport Director to apply for a Wyoming Business Council Community Readiness Grant, contingent upon award and acceptance of FAA Airport Improvement Program grants for the Commercial Terminal Modernization Project.**

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

**Motion to authorize the Airport Director to apply for a Rocky Mountain Power Blue Sky Grant for the construction of a solar net-metering and battery storage system for the airfield lighting system.**

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

**Reconsideration of FY2021 Budget.**

Following discussion, no action was taken.

**EXECUTIVE SESSION:**

At 1:35pm Mayor Pete Rust made a motion to go into executive session Pursuant to W.S. §16-4-405(a)(iii) On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party. Dr. Pete Jensen seconded the motion. Motion carried unanimously.

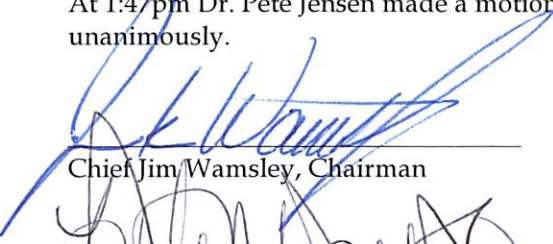
1:45pm Mayor Pete Rust made a motion to return to regular session. Seconded by Dr. Pete Jensen. Motion carried unanimously.

Following the executive session, Chief Jim Wamsley made a motion to allow the Airport Director to respond to the inquiries from the Rental Car Concessionaires as outlined in the executive session. Dr. Pete Jensen seconded the motion. Motion carried unanimously.

Airport Director Devon Brubaker informed the Airport Board that he has advised Airport Staff that if they leave the State of Wyoming they must inform him and that he will make the decision based on what they traveled for and what precautions they took on whether or not he will allow them to come back to work for the next 14 days.

Adjourn

At 1:47pm Dr. Pete Jensen made a motion to adjourn. Seconded by Mayor Pete Rust. Motion carried unanimously.



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Chief Jim Wamsley, Chairman



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Dr. Pete Jensen, Secretary/Treasurer

Respectfully Submitted:



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Mrs. Shannon Lucero, Airport Operations and Business Manager