

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
JULY 12, 2017

MEMBERS PRESENT

Chief Jim Wamsley
Mr. Dave Hanks
Mr. Steve Perry
Dr. Pete Jensen
County Commissioner Don Van Matre
City Councilor Glennise Wendorf

OTHERS PRESENT

Devon Brubaker, Airport Manager
Shannon Lucero, Business Manager
Jonathon Lamb, CPA
Chuck Kellerman, ADG, Inc.
Patrick Marchal, Summer Intern
Dr. Sigsbee Duck, Aeronautics Commission
Boys & Girls Club of Sweetwater County

MEMBERS ABSENT

Mr. Bret Pizzato

Chief Jim Wamsley called the meeting to order at 1:00p.m.

Approval of Minutes

Moved by Mr. Dave Hanks, seconded by Dr. Pete Jensen to approve the minutes of the June 14, 2017 Airport Board Meeting. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Mr. Steve Perry, seconded by Dr. Pete Jensen, that the accounts payable vouchers submitted to the Airport Board at this meeting be approved for payment by checks numbered 29393 through 29456 in the total sum of \$905,551.95 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. Steve Perry, seconded by Mr. Dave Hanks to accept the June 2017 Financial Statements. Motion carried unanimously.

Public Hearings

- a) At 1:20pm A public hearing on an Amendment to the Rock Springs-Sweetwater County Airport Joint Powers Board approved budget for the 2016-2017 Fiscal Year, ending June 30, 2017 (Resolution 2017-1) opened. No comments were received.

At 1:21pm the public hearing was closed.

- b) At 1:21pm A public hearing on the Rock Springs-Sweetwater County Airport proposed budget for the 2017-2018 Fiscal Year, ending June 30, 2018 (Resolution 2017-2) opened. No comments were received.

At 1:22 the public hearing was closed.

Petitions from the Floor

Mr. Devon Brubaker and the Airport Board presented the Boys & Girls Club of Sweetwater County with a check in the amount of \$996.19 for 15% of parking donations received through June 30, 2017.

Mr. Devon Brubaker and the Airport Board presented Dr. Sigsbee Duck with a plaque, architectural drawing and a shirt in honor of his dedication serving on the Airport Board from 2011 to 2017.

Board Comments and Concerns

Mr. Dave Hanks expressed his compliments to all parties involved with the FY2018 budget process, stating that the budget came together very well.

Commissioner Don Van Matre stated that he was very pleased with the performance and outcome of the FY2018 budget.

City Councilor Glennise Wendorf echoed Commissioner Van Matre's comments.

Manager Comments and Concerns

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

- a. Fuel Flowage Fee
- b. Rental Car Counters
- c. Car Wash Facility
- d. Airline Statistics
- e. FBO Statistics
- f. Passenger Statistics
- g. Board Retreat
- h. FAA Inspection
- i. WACIP Update
- j. TSA Lease Agreement

OLD BUSINESS:

Projects Updates

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

- i. General Aviation Terminal & Hangar Replacement
- ii. Seal Coat & Crack Seal
- iii. General Aviation Solar Array
- iv. Commercial Terminal Lighting Upgrades
- v. Commercial Terminal HVAC

NEW BUSINESS:

Election of Board Officers

Following discussion, Mr. Steve Perry made a motion that the current officers stay intact for another year. Seconded by Dr. Pete Jensen. Motion carried unanimously.

Motion to approve Resolution 2017-1, amending the Fiscal Year 2016-2017 Rock Springs-Sweetwater County Airport Joint Powers Board Budget, ending June 30, 2017.

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

Motion to approve Resolution 2017-2, approving the Fiscal Year 2017-2018 Rock Springs-Sweetwater County Airport Joint Powers Board Budget, ending June 30, 2018.

Following Discussion, Mr. Steve Perry moved to approve. Seconded by Dr. Pete Jensen.
Motion carried unanimously.

Motion to approve Addendum No. 3 to the Open General Services Agreement for the Replacement of the General Aviation Terminal Complex with Airport Development Group, Inc. in an amount not to exceed \$17,000 and authorize the Chairman to execute said addendum.

Following Discussion, Mr. Dave Hanks moved to approve. Seconded by Mr. Steve Perry.
Motion carried unanimously.

Motion to accept a Federal Aviation Administration Grant Agreement in the amount of \$2,003,387 for the Construction of the new General Aviation Terminal and authorize the Chairman to execute said agreement.

Following Discussion, Mr. Dave Hanks moved to approve. Seconded by Dr. Pete Jensen.
Motion carried unanimously.

Motion to authorize Chairman to execute FAA Single Audit Certification Form.

Following Discussion, Mr. Steve Perry moved to approve. Seconded by Dr. Pete Jensen.
Motion carried unanimously.

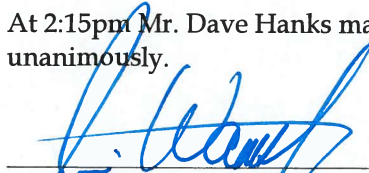
EXECUTIVE SESSION:

At 1:58pm Mr. Dave Hanks made a motion to go into executive session for personnel matters. Mr. Steve Perry seconded the motion. Motion carried unanimously.

At 2:15pm Mr. Dave Hanks made a motion to enter back into regular session. M Steve Perry seconded the motion. Motion carried unanimously.

Adjourn

At 2:15pm Mr. Dave Hanks made a motion to adjourn. Seconded by Mr. Steve Perry. Motion carried unanimously.

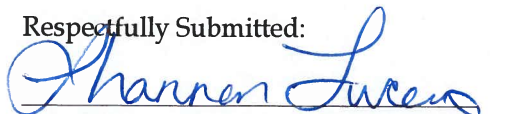


Chief Jim Wamsley, Chairman



Mr. Dave Hanks, Secretary/Treasurer

Respectfully Submitted:



Mrs. Shannon Lucero, Business Manager