

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
OCTOBER 10, 2018

MEMBERS PRESENT

Chief Jim Wamsley
Mr. Dave Hanks
Dr. Pete Jensen
Mrs. Kelly Sugihara
City Councilor Glennise Wendorf

OTHERS PRESENT

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

MEMBERS ABSENT

Mr. Bret Pizzato
County Commissioner Don Van Matre

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

Approval of Minutes

Moved by Mr. Dave Hanks, seconded by Mrs. Kelly Sugihara to approve the minutes of the September 19, 2018 Airport Board Meeting. Motion carried unanimously.

Approval of Bills and Acceptance of Financial Statements

Moved by Mr. Dave Hanks, seconded by Mrs. Kelly Sugihara, that the vendor payments presented to the Airport Board on October 10th, 2018 in the total sum of \$87,824.94 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. Dave Hanks, seconded by Dr. Pete Jensen to accept the September 2018 Financial Statements. Motion carried unanimously.

Board Comments and Concerns

Mrs. Kelly Sugihara commented on the additional flight that was added the week of Thanksgiving and stated that the airfares are awesome.

Mr. Dave Hanks stated that with all fairness to the Airport Board he will be tendering his resignation following this meeting.

Director Comments and Concerns

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

- a. United Airlines Schedule
- b. Fuel Farm Reserve Account
- c. Additional FAA Funding
- d. Minimum Revenue Guarantee
- e. State Energy Office Grant - West Hangar

- f. Aeronautics Loan Program – Legislative Session
- g. Board Retreat
- h. Strategic Business Plan
- i. Passenger Stats
- j. FBO Statistics
- k. Employee Incentives
- l. Airport Facility Improvements

OLD BUSINESS:

Projects Updates

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

- i. Terminal Area Plan
- ii. Feasibility Study

Dr. Pete Jensen moved a motion of approval for the Airport Director to draft a letter stating the new information that we have received as well as a revised plan for the Commercial Terminal Design and to direct it to the County Commission ASAP. Seconded by Mrs. Kelly Sugihara. Motion carried unanimously.

NEW BUSINESS:

Motion to approve a General Settlement Agreement and Release of all Claims with Airport Development Group, Inc.

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

Motion to authorize the Chairman and Treasurer to sign Local Government Annual Report Summary for FYE 2018 for the State of Wyoming Department of Audit.

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

Chief Jim Wamsley thanked Mr. Dave Hanks for his many years of service at the Airport.

Adjourn

At 2:03pm the Rock Springs-Sweetwater County Airport Board Meeting adjourned.



Chief Jim Wamsley, Chairman



Mr. Dave Hanks, Secretary/Treasurer

Respectfully Submitted:



Mrs. Shannon Lucero, Business Manager