

THE MINUTES OF THE ROCK SPRINGS
SWEETWATER COUNTY AIRPORT
BOARD MEETING HELD
FEBRUARY 12, 2020

MEMBERS PRESENT

Chief Jim Wamsley
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
Mayor Pete Rust
Commissioner Jeff Smith

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

Chief Jim Wamsley added a Consulting Agreement Proposal from FBO Partners, LLC. to the agenda.

Approval of Minutes

Moved by Dr. Pete Jensen, seconded by Mrs. Kelly Sugihara to approve the minutes of the January 8, 2020 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 12, 2020 in the total sum of \$335,740.37 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 Mrs. Kelly Sugihara, seconded by Dr. Pete Jensen to accept the January 2020 Financial Statements. Motion carried unanimously.

Board Comments and Concerns

Chief Jim Wamsley presented Director Brubaker with a plaque for the 40 under 40 award he received.

Director's Update

- a. Deice Truck Decommissioned Due to Fire
- b. Commemorative Air Force B17 & B25 Event August 17th - 24th
- c. FBO Statistics
- d. Passenger Statistics
- e. Upcoming Legislative Travel
- f. Legislative Update
- g. West Hangar Renovation Design
- h. Commercial Terminal Renovation & Expansion
- i. Rehabilitation of Taxiway A and Airfield Lighting
- j. Fuel Farm Replacement
- k. BLM Seat Base
- l. T-Hangar End Cap Garage Doors

- m. New SRE Building
- n. Narrator Group - Marketing Video
- o. T-Hangar Master Keying
- p. Access Control to Automatic Gates
- q. T-Hangar Tenant Approaching Eviction

NEW BUSINESS:

Motion to approve a Third Amendment to Aeronautical Radio, Inc.'s Lease Agreement.

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

Motion to approve Amendment No. 10 to the Generalized Engineering Service Agreement with T-O Engineers in the amount of \$562,939 for design services related to the new SRE Building.

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

Motion to approve new Minimum Standards for the Southwest Wyoming Regional Airport.

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

Motion to approve the draft Fiscal Year 2021 Budget and authorize the Airport Director to make necessary adjustments prior to submitting to the City and County.

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

Motion to approve changes to the FY2021 Airport Rates & Charges Schedule.

Following discussion, Mrs. Kelly Sugihara moved to approve. Seconded by Chief Jim Wamsley. Dr. Pete Jensen abstained. Motion carried.

2019 Holiday Incentive Follow-Up.

Following discussion, Chief Jim Wamsley rectified the Holiday Bonus of \$300 to the Operations Personnel to extend to Director Brubaker and Mrs. Shannon Lucero.

Motion to approve a Consultant Agreement Proposal with FBO Partners, LLC in the amount of \$3,375.00.

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

EXECUTIVE SESSION:

Pursuant to WY Stat § 16-4-405(a)(x)

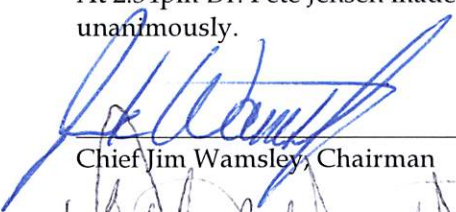
At 2:26pm Dr. Pete Jensen made a motion to go into executive session. Seconded by Mrs. Kelly Sugihara. Motion carried unanimously.

At 2:32pm the Airport Board meeting resumed regular session.

Following discussion, Dr. Pete Jensen made a motion to approve a 6% performance evaluation bonus to Director Brubaker and Mrs. Shannon Lucero.

Adjourn

At 2:34pm Dr. Pete Jensen made a motion to adjourn. Seconded by Mrs. Kelly Sugihara. Motion carried unanimously.



Chief Jim Wamsley, Chairman



Dr. Pete Jensen, Secretary/Treasurer

Respectfully Submitted:



Mrs. Shannon Lucero, Airport Operations and Business Manager