



Laramie Regional Airport Board Meeting Minutes

McMurry Conference Room

Cowboy Aviation

Wednesday, November 16, 2022 – 8:00AM

REGULAR MEETING:

1. Call to Order and Roll Call:

Brown called the meeting to order at 8:02 am. Present: Chairman, Malea Brown; Treasurer, Tracy Fletcher; Member at Large, Dan Johnson; and Vice Chair, Robert Southard. Member at Large, Jackie Gonzales arrived at 8:10 am

2. Approval of Minutes:

Tracy Fletcher requested that her name be corrected on the minutes from July 13, 2022 and October 19, 2022. Fletcher motioned to approve the minutes and Southard seconded the motion. The motion was put to vote. The motion passed.

3. Public Comment:

EG Meyer commented via zoom.

4. 2022 Audit Engagement Letter

Consideration of approval and signature to enter into engagement for the 2022 audit with for Carver, Florek & James, CPAs. Fletcher motioned to approve the letter of engagement and Gonzales seconded the motion. The motion was put to vote. The motion passed.

5. Approval/Denial Deice Equipment and fluid Bids.

Amy Terrell, Director presented the only bid received for deicing equipment and a de-icing truck. The only item that was bid was the de-icing equipment. The cash match on the equipment is \$6,040 and is in the FY23 budget. Fletcher motioned to approve the bid and Johnson seconded the motion. The motion was put to vote. The motion passed.

6. Financial Report:

FY2023 Budget vs Actual, Profit and Loss by Class, Expenses by Vendor Summary, the Accounts Receivable Aging Summary, Statement of Cashflow and October reconciliation were provided. Discussion was held concerning the Accounts Receivable Aging report and FY 2022.

7. Fee Schedule:

Discussion of changes to the fee schedule were tabled so the document could be put on the web site for public comment.

8. Director's Report:

- The airports aircraft de-icing truck and the airport is able to offer this service to the public.
- Concerns presented that Enterprise Rental car not fulfilling their contractual obligations. She is working with the board attorney and Enterprise for resolution.
- Travis Fasnacht has recently passed his DEQ certification . This certification will allow to airport to have a Class A certified inspector on the field .
- The airport is filing a claim for damage to two vehicles due to an employee accident.
- The airport will be bringing all janitorial services in house and cancelling the contract with High Plains Janitorial.
- The airport will have a float in the Christmas parade on December 2, 2022 to increase positive visibility in the community.
- Santa will be flying in on December 10th for community engagement.

9. Adjourn to Executive Session, Wyoming State Statute 16-4-405 (c)(iii)

Gonzales motioned to adjourn to executive session, Fletcher seconded. The motion passed.

Meeting adjourned to executive session.