



Laramie Regional Airport
555 General Brees
Laramie, Wyoming 82070

aterrell@flylaramie.com
O: (307) 742-4161 M: (303) 725-5737

Laramie Regional Airport Board Meeting

City Council Chambers

City Hall

September 20, 2023

Regular Meeting: 8:00 a.m.

1. **Call to order and Roll Call.**

Laramie Regional Airport board meeting was called to order at 8:00 a.m., on September 20, 2023, by Chairperson Brown.

Present: Brown, Fletcher, Gonzales, Southard.

Absent: Johnson

County Liaison - Pete Gosar was present.

City of Laramie Liaison – Andi Summerville was absent.

2. **Amendments to Agenda:**

Motion by Southard seconded by Fletcher to drop the Executive Session and change number 14. Next meeting date to October 25, 2023.

MOTION CARRIED by voice vote.

3. **Minutes Approval:**

Motion by Fletcher seconded by Southard to approve August 2023 board meeting minutes with a couple of clerical error corrections on number 1 and number 10.

MOTION CARRIED by voice vote.

4. **Public Comment:**

No Public Comment.

5. **Finance Report:** by Tamie Wick

- Carver Florek and James will issue the restatement of the FY 2021 Audit.
- Carver Florek and James will issue the FY 2022 Audit.
- Presented the draft for the FY 23, F32 census.
- Notified the Board that all public officials or any person that is a signer of the accounts, must take Public Official Training, unless they have an accounting degree. This training needs to be completed by June 30, 2024.



Laramie Regional Airport
555 General Brees
Laramie, Wyoming 82070

aterrell@flylaramie.com
O: (307) 742-4161 M: (303) 725-5737

6. **Director's Report:** by Amy Terrell

- Laramie Regional Airport will be hosting a public meeting to present our Snow and Ice control plan, on September 20, 2023, at 2:00 p.m.
- The airport is now able to sell 100 LL fuel for non-aviation use.
- Putting together an RFP for concessions for the bistro area.
- We have a popcorn machine in the secured area of the terminal. We will be adding a refrigerator with water and a coffee machine to give our customers free drinks while they wait for their flight.
- The employees will be attending a Human Trafficking Training on October 11, 2023, at the Cowboy Aviation Building.

7. **Presentation of Bonds for Treasurer, Chairman and Director:**

Motion was made by Gonzales, seconded by Fletcher to approve the dishonesty bond for the Treasurer, Chairman, and Director.

MOTION CARRIED by voice vote.

8. **Approval/Denial of Vendor Payment for August 2023:**

Motion was made by Fletcher and seconded by Gonzales to approve August vendor payments.

MOTION CARRIED by voice vote.

9. **Approval/Denial Contract with Oshkosh Airport Products to provide ARFF Truck:**

Motion was made by Southard and seconded by Gonzales to approve the contract with Oshkosh Airport Products to provide the ARFF Truck pending legal approval.

MOTION CARRIED by voice vote.

10. **Approval /Denial Contract with Modern Electric to provide Airfield Lighting and NAVAIDs:**

Motion was made by Fletcher and seconded by Southard to approve the contract with Modern Electric to provide Airfield Lighting and NAVAIDs pending legal approval.

MOTION CARRIED by voice vote.

11. **Approval/Denial Lease Agreement Extension for Jay Lippincott:**



Laramie Regional Airport
555 General Brees
Laramie, Wyoming 82070

aterrell@flylaramie.com

O: (307) 742-4161 M: (303) 725-5737

Motion was made by Gonzales and seconded by Southard to approve the extension of the lease agreement for Jay Lippincott commencing on September 1, 2023, to August 31, 2024.

MOTION CARRIED by voice vote.

12. Approval/Denial Engagement Letter for Carver Florek and James for FY 23 Audit:

Motion was made by Fletcher and seconded by Southard to approve the engagement letter for Carver Florek and James for FY23 audit.

MOTION CARREID by voice vote.

13. Approval/Denial to Revoke Award from Transwest Ford for Di-Ice Truck.

Motion was made by Southard and seconded by Fletcher to revoke the award to Transwest Ford for a Di-Ice truck.

MOTION CARREID by voice vote.

14. Next Meeting: October 25, 2023

15. Adjourn:

Meeting adjourned at 8:26 a.m.