

Airport Advisory Board Workshop
Fremont County Airport
March 18, 2013
7:00am

Members Present: John Marietta, Chairman; Len Mino; Duane Cozadd; Tom Schilf; Jim Woolworth

Members Absent: Greg Tabuteau; Jay Seavy

Purpose: The purpose of this meeting was to conduct an annual review of the document “Operating Procedures, Fremont County Airport/Airport Industrial Park Advisory Board” and recommend any necessary revisions.

The meeting was called to order at 0700 by Chairman John Marietta.

Discussion:

- An updated Index of all Airport documents was distributed. Conversion of Airport documents is 80% complete. “Master” electronic copies of documents will be protected and kept on file in the Airport office and changed only by joint action of the Airport Advisory Board and subsequent approval of the Board of County Commissioners. A “pdf” version of all current master documents will be placed on a shared drive and made available to the public.
- Proposal was made, and accepted, for all reviews to add the origination date to the document, if not already there, and add the revision level and a “record of changes”.
- Board members reviewed the document “Operating Procedures, Fremont County Airport/Airport Industrial Park” and consensed to recommend the following changes to the Commissioners:
 - Add origination date, revision level and record of changes to the document.
 - Delete all references to Board responsibility for issues concerning the development and operation of the Airport Industrial Park (The Board has no knowledge of Industrial Park business/development plans)
 - Change Board membership from a maximum of 11 to 7, add Florence City Management as a non-voting member and restructure “member distribution” requirements from “local area” based to “aviation/background experience” based.
 - Change “Regular Meetings” from “Tuesday of odd numbered month” to Wednesday of the last month of each quarter.
 - Make minor changes to duty descriptions under “Standing Committees”
 - Delete “Operating Procedures Committee” and move related duties to Section 2, Board Duties.
 - Delete Section 9, Amendments and replace with “Record of Changes” and “Approvals”.
- Remaining document “annual reviews” to be completed:
 - “Fremont County Foreign Object Damage Prevention Program” - will be typed and sent out for review.
 - “Airport Security Plan” - review will be deferred until Security assessment complete.
 - “Airport Emergency Plan” - review will be deferred until Security assessment complete.
 - “Rules and Regulations” – review deferred to a later date.
 - “Minimum Standards and Requirements” – review deferred to a later date.
- Document “annual review” status and any recommended document revisions requiring approval will be covered with the County Commissioners at the next quarterly meeting (June 5).

There being no further items for discussion, Chairman Marietta adjourned the meeting at 8:00am.

Minutes submitted by: Jim Woolworth