



Mark Gordon
Governor
William T. Panos
Director

WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION MEETING MINUTES



Bill DeVore
Chairman
Telephone No.:
(307) 777-4015

I. CALL TO ORDER

A meeting of the Aeronautics Commission was held via teleconference on Thursday, December 13, 2018. Chairman DeVore presided, calling the meeting to order at 3:00 P.M.

II. ROLL CALL

The following Commissioners were present, constituting a quorum:

Bill DeVore, Chairman, District 3	John Newton, Vice Chairman, District at Large
Chuck Brown III, Commissioner, District 1	Bruce McCormack, Commissioner, District 4
Sigsbee Duck, Commissioner, District at Large	Pete Schoonmaker, Commissioner, District 5
Bill Panos, Ex Officio, WYDOT Director	

III. INTRODUCTIONS

The following Staff Members were present:

Brian Olsen, Administrator	Katie Pfister, Commission Secretary
Christy Yaffa, Planning & Programming Mgr.	Shawn Burke, Air Service Development Analyst
Sheri Taylor, Fed. Aviation Policy & UAS Program Mgr.	Phillip Hearn, Engineering & Construction Mgr.
Melissa Palka, Engineer	Greg Hampshire, Engineering Analyst
Adam Schutzman, Senior Planner	

The following Guests were present:

Bob Hooper, Cody Airport	Devon Brubaker, Rock Springs Airport
Jerry Blan, JH Air	Glenn Januska, Casper Airport
Rick Patton, TO Engineers	

IV. ADJUSTMENTS TO AGENDA

No adjustments were made to the agenda.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated September 14, 2018

Motions: It was moved by Commissioner Duck and seconded by Commissioner Newton to approve the Draft Meeting Minutes dated September 14, 2018.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated September 14, 2018. *Motion Carried.*

VI. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair DeVore did not have a General Matters Update.

B. Director's Update

1. General Matters

Director Panos' update included expressing his appreciation to the Commission and Division Staff for a great year. He then provided legislative updates, noting that a reconstruction bill is still in the works on the federal



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VI. UPDATES/DISCUSSIONS (CONTINUED)

B. Director's Update *(Continued)*

1. General Matters (Continued)

(Continued) side, with a continuing resolution in place until December 21, 2018. He also noted that there are changes which may occur during the State's impending session, including that all Aeronautics related matters move from the Joint Minerals Committee into the Transportation Committee, and that the Governor's supplemental request includes the \$15M appropriation for the Capacity Purchase Agreement, as well as a line item request for possible employee raises.

Director Panos also provided an efficiencies update, noting that all agencies are working toward further streamlining their processes. His final item was in regard to recruitments and retention efforts, noting that for the first time in our history we are losing employees to local government agencies. This concluded the Director's Update.

C. Administrator's Update

1. General Matters

Administrator Olsen's update included informing the Commission that all Division reporting circulations shall run through the Department's Public Affairs Office to ensure more consistent branding moving forward. He also mentioned that work continues on finding a more efficient means of relaying crash reporting, noting that he and Colonel Haller have been working with the Sheriff and Chief of Police Associations on contacting WYDOT's Dispatch center whenever there is a crash. Administrator Olsen's final item was welcoming back Mr. Phillip Hearn to the Division as the new Engineering and Construction Program Manager. This concluded the Administrator's Update.

C. Air Service Development Program Update

1. General Matters

Mr. Burke's update included information relating to Denver Air Connection, noting that an Interline Agreement was signed with United in October, which means that there is no longer a need to go outside of the sterile area to reclaim baggage. He also provided an update on Cheyenne, explaining that new service with SkyWest to Dallas commenced November 4, 2018, highlighting that bookings are slightly above expectations.

Mr. Burke's final update was regarding the Commercial Air Service Council, noting that their last meeting was held in November, and included discussions on Community Memorandums of Understanding, as well as Audit and Accounting Practices. He explained that staff continues to work on the Request for Proposal Selection Committee, with proposals due back to the Department by December 20, 2018. Administrator Olsen noted that bi-weekly updates shall be provided to both the Council and Commission moving forward. This concluded the Air Service Development Program General Matter's Update.

2. Standard Monthly Reports

a. Budget Forecast Report

Mr. Burke explained that no changes were made to the Budget Forecast Report.

b. Percent of Grant Projects by City Report

Mr. Burke explained that no changes were made to the Percent of Grant Projects by City Report.

D. Engineering & Construction Program Update

1. General Matters

Mr. Hearn's update included a staffing update, noting that work continues on filling the Project Engineer



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VI. UPDATES/DISCUSSIONS (CONTINUED)

D. Engineering & Construction Program Update (*Continued*)

1. General Matters (Continued)

vacancy. He stressed that extra advertising efforts are now underway, including reaching out to engineering organizations to in an effort to also post the vacancy to additional job forums. This concluded the Engineering & Construction Program General Matter's Update.

2. Standard Monthly Report

a. Change Orders Report

Mr. Hearn reviewed the Change Orders Report, which included three (3) additional change orders added to the report, including:

- Casper, Repair South Terminal Roof, Two (2) Change Orders: One (1) – Increased contract time by 41 days due to roofing membrane delivery date. New substantial completion date of Aug 10, 2018; Two (2) – Unforeseen conditions in canopy substrate, which required materials to be secured with adhesive in lieu of fasteners.
- Laramie, Acquire Equipment Mower, One (1) Change Order: Contractor submitted to mower bids and engineer originally awarded mower that did not meet specs. This change will correct that and acquire mower that does meet specs.

b. Statewide Line Items Report

Mr. Hearn reviewed the Statewide Line Items Report, which reflected nine (9) new projects being added to the WACIP for FY2018, leaving the following remaining balances:

- Aviation Encouragement – \$45,000
- Marketing – \$240,000
- NAVAID – \$23,176

E. Federal Aviation Policy & UAS Program Update

1. General Matters

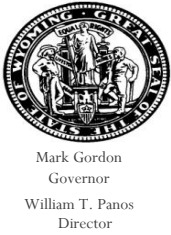
Taylor's update included an update on Federal Airport Improvement Appropriations, noting that once passed airports should file applications immediately, and that the Division is available for any technical assistance. She also noted that a letter was sent to the federal government from Wyoming and North Dakota regarding Essential Air Service (EAS) funding, and its importance to rural states.

Ms. Taylor also highlighted the creation of a Memorandum of Understanding between Wyoming and North Dakota, which allows for implementation of a drone hub, and would allow Wyoming to utilize their vast expertise in this area. The concluded the Federal Aviation Policy & UAS Program General Matters Update.

F. Planning & Programming Program Update

1. General Matters

Ms. Yaffa's update included a Black Cat Data Management System Update, noting that database customization is in progress, that rollout testing had taken place recently by a small group, and that a soft go live is anticipated for January. She also provided an update regarding the completion of the Rates and Charges Guide, noting that spreadsheets had been distributed to Wyoming's airports, and that this information would soon be shared with surrounding states, as well as published onto WYDOT's website. Her final item was regarding the Economic Impact Study, noting that consultant selection is underway, with interviews for three (3) firms slated for January. The concluded the Planning & Programming Program General Matters Update.



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VI. UPDATES/DISCUSSIONS (CONTINUED)

F. Planning & Programming Program Update (*Continued*)

2. Standard Monthly Report

a. Administrative Approvals Report

Ms. Yaffa explained that no changes were made to the Administrative Approvals Report.

G. Commission Secretary Update

1. General Matters

Secretary Pfister reviewed the Tentative Business Meeting Schedule for 2019, which includes the following locations and dates:

- Cheyenne – January 29, 2019
- Cheyenne – February 14, 2019 (*WAOA's Legislative Reception Only*)
- Cheyenne – March 12, 2019
- Cheyenne – April 30, 2019
- Cheyenne – July 16, 2019
- Casper – September 11-13, 2019
- Cheyenne – December 16-17, 2019

This concluded Secretary Pfister's General Matter's Update.

VII. OLD BUSINESS

A. No old business matters were discussed.

VIII. REGULAR BUSINESS

Ms. Yaffa reviewed the FY19 WACIP Budget Modifications, as well as the Proposed FY20 WACIP Budget, and the Proposed FY21-24 WACIP Plan.¹

A. FY19 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY19 WACIP Budget Modifications consist of a large number of changes, resulting in an increase of \$143,295 in state funds allocated to projects.

The total remaining balance for FY19 is \$374,657.

Recommendation: Ms. Yaffa recommended approval of the FY19 WACIP Budget Modifications as presented.

Motions: It was moved by Commissioner Schoonmaker, and seconded by Commissioner McCormack to approve the FY19 WACIP Budget Modifications as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the FY19 WACIP Budget Modifications as presented. Motion Carried.

B. FY20 Proposed WACIP Budget

The following is taken from the Explanation of Agenda:

The FY20 Proposed WACIP Budget represents numerous changes, resulting from incorporation of the

¹ The FY17 WACIP, as reviewed in its entirety by Division Staff and the Commission, may be obtained at:
http://www.dot.state.wy.us/home/aeronautics/planning--programming-program/capital_improvement_plan2.html



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VIII. REGULAR BUSINESS (CONTINUED)

B. FY20 Proposed WACIP Budget (Continued)

(Continued) requested changes from the airport sponsors through the Annual WACIP Update. FY20 is presented as a "Proposed Budget", and will remain in "proposed" status until Commission final approval at the April 2019 Business Meeting.

Recommendation: Ms. Yaffa recommended approval of the FY20 Proposed WACIP Budget as presented.

Motions: It was moved by Commissioner Brown, and seconded by Commissioner Schoonmaker to approve the FY20 Proposed WACIP Budget as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the FY20 Proposed WACIP Budget as presented. Motion Carried.

C. FY21-24 Proposed WACIP Plan

The following is taken from the Explanation of Agenda:

The remaining years of the WACIP have been revised to incorporate the highest priority requested projects.

Recommendation: Ms. Yaffa recommended approval of the FY21-24 Proposed WACIP Plan as presented.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Duck to approve the FY21-24 Proposed WACIP Plan as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the FY21-24 Proposed WACIP Plan as presented. Motion Carried.

IX. NEW BUSINESS

Mr. Burke reviewed one (1) Air Service Enhancement Program (ASEP) Application, and Mr. Schutzman reviewed Casper/Natrona County International Airports' Loan Application to the State Lands & Investments Board (SLIB).

A. Consideration of JH Air's ASEP Application

The following is taken from the Explanation of Agenda:

Jackson Hole Air Improvement Resources (JH AIR) is requesting an amendment to their previously authorized grant to change the service provider from United Airlines to American Airlines and the destination from Newark (EWR) to Dallas/Ft. Worth (DFW). JH AIR was previously awarded \$250,000 at a 40% match; this amendment would cap the maximum exposure to \$180,000 at a 40% match.

Recommendation: Mr. Burke recommended approval of JH AIR's grant for service on American Airlines to Dallas/Ft. Worth (DFW) for a 40% match, not to exceed \$180,000.

Motions: It was moved by Commissioner Duck, and seconded by Commissioner Brown to approve Jackson's ASEP Application as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of Jackson's ASEP Application as presented. Motion Carried.

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B. Consideration of Casper/Natrona County International Airport's Loan Application to the SLIB

The following is taken from the Explanation of Agenda:

Casper/Natrona County International Airport has applied for a \$2,550,000 Aeronautics Loan to expand and enhance their existing commercial service terminal. This project will include renovation of the passenger holding area and the construction of a 2,000 sq. ft. expansion including additional seating and a new passenger loading bridge.



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IX. NEW BUSINESS (CONTINUED)

B. Consideration of Casper/Natrona County International Airport's Loan Application to the SLIB (Continued)

As directed in the official Aeronautics Loan Program Rules, the Division staff has evaluated the application and made the following findings:

- The project will expand and rehabilitate the existing commercial service terminal building. The terminal building generates revenue in the form of rent and user fees charged to tenants and PFCs assessed on airline passenger tickets. The Aeronautics Division believes this project will enhance the airport sponsor's ability to collect revenues and is a prudent use of state funds.
- The Aeronautics Division has found the project to be eligible for the Aeronautics Commission Loan Program pursuant to Section 4. Loan Eligibility of the Loan Rules.
- The Aeronautics Division has determined that the project is in compliance with Casper/Natrona County International Airport's current accepted Airport Layout Plan on file with the Aeronautics Division.
- The airport sponsor has no current or past repayment obligations to the Aeronautics Commission and is current with their payments on their previous Aeronautics Loan.
- The Aeronautics Division evaluated the project using the 2018 Wyoming Priority Rating Model for Project Evaluation (PRM) scoring it as a 52. The PRM evaluates projects using seven different categories relative to the project and airport. The project was awarded the highest points available in the Systems Impact category as it helps maintain the State and local goal of providing accessible, cost effective, and reliable transportation options as defined in the Wyoming Statewide Aviation System Plan. In addition, the project supports the Aeronautics Commission's priority by enabling and enhancing economic impact through infrastructure. This project will enhance the airport's ability to provide a flyer-friendly facility that serves as a front door to the community welcoming businesses and visitors alike.
- Due to the nature of this project and the Aeronautics Division's familiarity with the project site and sponsor, additional interagency consultation was not found to be necessary.
- This loan will be secured by Passenger Facility Charges (PFCs) collected over the next 20 years. Airports use these fees to fund Federal Aviation Administration (FAA) eligible projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition. This type of project is eligible for reimbursement under the PFC program and, in the opinion of the Division, is an appropriate expenditure of this funding type.

Recommendation: Mr. Schutzman recommended approval of Casper/Natrona County International Airport's Wyoming Aeronautics Loan application to expand and renovate the airport's commercial terminal in the amount of \$2,550,000 with a term of 20 years at 5 percent annual percentage rate to the Wyoming State Lands and Investments Board for their consideration.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Newton to approve Casper/Natrona County International Airports SLIB Application as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of Casper/Natrona County International Airports SLIB Application as presented. Motion Carried.

X. ANNOUNCEMENTS/REMINDERS

The following announcement was provided:

- A. Our next regularly scheduled business meeting shall be held January 29, 2019 in Cheyenne.

XI. EXECUTIVE SESSION

There was no need for an Executive Session.



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XII. ADJOURNMENT

Motion: It was moved by Commissioner Schoonmaker, and seconded by Commissioner Duck to adjourn the December 13, 2018 business meeting at 4:36 P.M. *Motion Carried.*