



Matthew H. Mead  
Governor

# WYOMING DEPARTMENT OF TRANSPORTATION'S AERONAUTICS COMMISSION | POLICY GUIDELINES |



Pete Schoonmaker  
Chairman

WHEREAS, the Wyoming Aeronautics Commission is charged as the sole authority to determine disbursement of funds to the state's airports; and

WHEREAS, the Wyoming Aeronautics Commission wishes to insure consistency in the application of policies.

THEREFORE, based on the above and foregoing, the Wyoming Aeronautics Commission formally adopts the following policies, except and unless they conflict with federal and/or Wyoming law, in which case the federal or state law controls.

## DEFINITIONS

COMMISSION, hereinafter refers to the Wyoming Aeronautics Commission.

AERONAUTICS DIVISION, hereinafter refers to the Wyoming Department of Transportation Aeronautics Division.

## POLICIES

### 1. Commission Officers, Terms Of Office, & Meetings

The officers of the Wyoming Aeronautics Commission shall consist of a Chairman and Vice-Chairman, whose terms of office shall be two (2) calendar years. These officers shall be elected by the Commission at the February business meeting of each even year. The election shall be the last item under new business. The chairman elect shall assume his/her duties after the election, and immediately following the official passing of the gavel.

The Commission shall meet quarterly per statutory mandate, with quarterly meetings generally scheduled as in-face meetings within the months of February, May, September, and November. Additionally, the Commission shall conduct monthly teleconferences when no in-face meeting is anticipated. Additional meetings may be scheduled as determined necessary by the Chairman.

### 2. Qualifying Projects For Airport Grants-In-Aid

The following are project types which qualify for funding by the Commission. Projects considered eligible shall be aviation related, for public use, and conform to the approved Airport Layout Plan as applicable.

The Commission reserves the right to allow or reject any project proposed for funding. Facilities shall be proactively maintained in order to be eligible for funding. Projects identified as Safety, Security,

Maintenance, Airport Enhancement, or Planning, are defined in the Wyoming Priority Rating Model for Project Evaluation (PRM). The following project types are eligible for Commission funding:

- Safety
- Security
- Maintenance
- Airport Enhancement
- Planning
- Marketing and Promotion of Commercial Service Airports
- Aviation Encouragement



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Federal Projects: The Commission will partially match federal projects whenever possible, provided that the project conforms to the Commission's policies and goals. The Commission will also consider funding revenue producing aeronautical support facilities, including fuel farms and hangars, which are programmed for federal funding.

Revenue Generating Facilities: Except as noted above, the Commission will not approve grants-in-aid for the construction of hangars; fuel farms, fuel trucks, or other fuel delivery equipment; or any other airport structure or improvement that, in the judgment of the Commission, is appropriately the responsibility of private enterprise. The Commission encourages development of revenue generating facilities at airfields and, as supported by statute, may provide loans to airports for the construction of these facilities. While terminals are eligible, areas, furnishings, and equipment related to revenue generation are not eligible for Commission grant funds. Pavement facilities are eligible for funding without regard to fees assessed by the sponsor

Exclusive Use: Pavement considered exclusive use is not eligible for funding. Exclusive use includes 15 feet in front of private-use hangars, aprons leased for exclusive use, etc.

Through-The-Fence (TTF): Development of any kind for the purpose of through-the-fence operations is not eligible for funding.

Buildings: Furnishings and equipment not relevant to the operation of the building itself are not eligible for funding.

Hazardous Material Removal: The Commission will not provide grant or loan funding for projects involving removal of hazardous material, including but not limited to, the removal or disposal of asbestos, fuel storage devices, equipment, and vehicles.

### 3. Eligible Expenditures

Expenditures on grant projects are only eligible if the Commission has approved the project for funding as indicated in the WACIP. In addition, expenditures are only eligible if the sponsor or their representative has followed the procedures for grant or loan projects, as identified in the Procedural Assistance and Information Manual.

Project approval is not a guarantee of funding. Expenditures prior to actual grant issuance are at the risk of the sponsor. In the case of emergency or extraordinary urgency, the initial request may be made by verbal request to the Aeronautics Division project manager. The project pre-application shall also be submitted to the Division within five (5) working days.

Change orders, amendments, or modifications to a project work scope must be approved prior to the commencement of work for the expenditure of monies associated with said changes. Change orders are approved by the Aeronautics Division staff, and do not constitute a commitment of funds.

The Aeronautics Division Administrator is authorized by the Commission to approve project scope changes, amendments, or new grant applications in an amount not to exceed \$100,000. Administratively approved new projects, project scope changes, and budget amendments shall be presented to the Commission for concurrence at the next possible business meeting through the Wyoming Aviation Capital Improvement Program (WACIP).



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## 4. Vehicular & Portable Equipment

Vehicular and portable equipment purchased in whole or in part with funds disbursed by the Commission shall be clearly and permanently marked with the name of the airport receiving those funds, and shall be reserved exclusively for use by the airport for airport business.

As a condition to receiving funding from the Commission, the airport sponsor shall provide information regarding vehicular and portable equipment purchased with state and/or federal funds. An updated inventory shall be provided at the time of each equipment grant request, upon request by the Aeronautics Division.

The sponsor will be required to provide written justification for equipment which is different than the recommended type for the size of airport as described in the Advisory Circular 150/5220-11.

## 5. Professional Services

The Commission requires that each consultant providing professional services for Wyoming airports for projects funded by the Commission be in good standing with the Aeronautics Division, as indicated by the Consultant Performance Review procedure established by WYDOT.

## 6. Procedures

Airport improvements at public owned/public use airports in the state of Wyoming shall be performed in accordance with procedures implemented by the Aeronautics Division. Plans, specifications, and related documents shall be compiled in compliance with applicable FAA Advisory Circulars, and the current Aeronautics Division procedures manual.

## 7. In-Kind Grant Match

Qualifying in-kind match on projects must be approved in advance in writing by the Aeronautics Division project manager. Appropriate documentation providing the value of the in-kind work or product is required.

Qualifying in-kind product or work accomplished by the Sponsor shall only be credited toward the Sponsor's share of the match and will not be reimbursed with grant monies. Examples of qualifying in-kind match are labor, materials, equipment hours, etc. Airport administrative staff hours do not qualify as in-kind work.

In-kind grant match is not applicable to marketing grants.

## 8. State Funded Projects Involving Federal Funds

In occasional instances where a state matching grant is awarded to a project prior to the federal grant being awarded, the state grant is still contingent upon receiving federal funds and is subject to being withdrawn if the federal funding is not provided.

## 9. Aircraft Rescue & Firefighting (ARFF) Training Facility & Supplies

The Commission recognizes that the entire state benefits from ARFF training. Therefore, the Commission will consider reimbursement to the Natrona County ARFF Training Facility for up to 90 percent of ARFF training



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supplies and related expenses to offset reduced in-state airport firefighter tuition and fees at the facility.

The following are eligible expenditures for ARFF training facility grants:

- Fuel for live burns
- Fire extinguishing agents
- Fire extinguishers, air packs, hoses, nozzles, etc., including maintenance of these items
- Utilities for ARFF training facility
- Parts and labor for major repairs and winterizing of large equipment, burn pit, fuel system, and water system

The Sponsor will be allowed a set 10 percent in-kind match of training operations labor (setup, instructor hours, etc.) and incidentals.

## 10. Airport Grants-In-Aid For Marketing

The Commission may grant up to 5% of the available grant-in-aid funding to any Part 139 certified airport for the direct advertisement and promotion of an existing commercial air service provider or a commercial air service provider intending to provide services at that airport. Any amount granted under this policy shall be equally matched by the airport sponsor. Promotion of the usage of the airport, its services and the fly local concept will also be eligible under this program. The creation and analysis of reports, studies and surveys used to enhance advertising efforts will be considered an acceptable part of a promotional campaign.

Fees and expenses incurred by airports for the hiring of marketing or other consulting firms which aid or execute a marketing campaign will be considered eligible under this program.

The Request for State Aid may be submitted at any time during the WYDOT fiscal year and shall include a detailed description of the marketing plan. Deviation from the original marketing plan will require a written request and approval prior to proceeding. A final report outlining the marketing activities undertaken will be required at closeout of the grant. No more than 95% of the total grant amount may be reimbursed prior to receiving this final report. A marketing grant may remain active for a maximum of eighteen (18) months.

The commission prohibits airports using grant monies to directly advertise negatively toward other Wyoming airports. No employee's wages or incentives given to the public for participation in activities will be considered for reimbursement. State funds cannot be used for the purchase of alcohol.

## 11. Percentage Of Funding For The Programming Of Projects

The Aeronautics Division will use the following percentages as a guideline in the programming of projects. Funding percentages are based on Purpose of Project categories, as defined in the Wyoming Aeronautics Priority Rating Model (PRM), where noted. The Commission reserves the right to deviate from this guideline.

Federal Projects: Sponsor portion will be matched at 60% State/ 40% Local

90 % Federal / 6 % State / 4 % Local or 93.75% Federal/ 3.75% State/ 2.5% Local

- All Federal Projects



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## 100% State/0% Local

- Aviation encouragement (\$5,000 limit per project)
- NAVAID Maintenance service contract

## 90% State/10% Local

- Safety (PRM)
- Pavement maintenance when part of a state group maintenance project, price agreement, or other similar significant cost saving measure.
- Projects with engineering and/or inspection provided by the Division will be 80% state/20% local for construction portion, and 100% state for engineering and inspection portion.

## 80 % State / 20 % Local

- Security (PRM)
- Maintenance (PRM)

## 60 % State / 40 % Local

- Planning (PRM)
- Airport Enhancement (PRM)

## 50 % State / 50 % Local

- Marketing/Promotional
- Operations vehicles

A project that meets more than one category will be placed in the category determined most appropriate by the Aeronautics Division staff.

Airport sponsors may request a deviation from the standard funding matches outlined above by submitting a written letter of justification for the request for Commission consideration. The letter shall include an explanation of why the additional state funding is needed, including but not limited to: why local funds are not adequate, what solutions the sponsor has pursued to alleviate the situation and the ramifications if the funding is not granted.

## **12. Prompt Project Completion & Grant Closeout**

Grants are provided by the Aeronautics Commission with the understanding that the airport sponsor has financial and professional resources in place to complete the project in the timeframe necessary for effective and efficient grant administration.

Projects not finalized and closed within 18 months from the date of Sponsor signature on the Certificate of State Grant-In-Aid, unless exhibiting measurable progress are subject to be closed and any unused state funds returned



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to the Commission. Written notice will be provided to the airport sponsor of one of the following actions:

- Close grant with no further reimbursement.
- Extend the grant for a defined period of time.

## 13. Review Appraisals

Review appraisals for land related projects funded by the Commission will be performed by the Wyoming Department of Transportation Right-of-Way Program.

## 14. Retainage

The Aeronautics Division may retain up to 10 percent (10%) of the total grant amount until the work, as defined in the scope of the project, is substantially complete. After substantial completion, payment of the remaining grant amount may resume in accordance with the work accomplished. Up to 2.5 percent (2.5%) of the total grant amount may be retained until all approved, final documentation (financial, technical and administrative) has been provided to the Division and the project has been finished to the Division's satisfaction.

## 15. Operations & Administration Vehicles

Vans, sedans, station wagons, SUVs, pickups, and similar vehicles will be considered by the Commission to be operations/administration vehicles for the purpose of this policy. The maximum total vehicle purchase cost eligible for funding by the Commission is equal to the equivalent WYDOT standard vehicle most recently bid, as determined by the Aeronautics Division.

Purchases under this policy will be eligible in the second half of the second year of the budget biennium, as funds permit.

Attachments for these vehicles, if approved and eligible, will be funded at the same percentage as the vehicle, regardless of the category of the attachment. Attachments eligible for funding are: light bars, sirens, aircraft communication and emergency radios, public address systems and speakers, snow removal attachments, friction testing equipment, and airport logo decals.

At the discretion of the Commission, vehicles used primarily for snow removal, friction testing, and other safety related requirements may be exempt from this policy.

## 16. Annual and Recurrent Projects

Grants for projects of an annual or recurrent nature will require expenditures be completed within the October 1 through September 30 fiscal year or as specified by the project manager. Examples of these projects include ARFF training facility and supplies, and NAVAID maintenance.

## 17. State Aviation System and Funding

The Commission utilizes multiple resources for development of the Wyoming Aviation Capital Improvement



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Program (WACIP) for improvements to the State Aviation System. These sources include but are not limited to:

- Wyoming State Aviation System Plan (WySASP) and supporting inventories, studies, and evaluations
- Priority Rating Model for Project Evaluation
- Aeronautics Division staff assessment and recommendations

The WACIP has been adopted by the Commission as the programming and budgeting tool for funding Wyoming airport improvements with state funds. All projects funded with state grant funds must be included in the WACIP.

Project requests will be made to the Commission in accordance with the current Aeronautics Division procedures. Projects will be presented to the Commission through the WACIP for approval.

## 18. Aviation Encouragement

The Wyoming Aeronautics Commission, in an effort to promote aviation throughout the state of Wyoming and increase the public's awareness of aviation, will give airport aid in an amount not to exceed \$5,000.00 for events which promote interest in community airports, encourage private flying, or aid in the expansion of commercial air service in the community.

The commission encourages the airport to seek local sponsorships and donations, but will require no local matching funds for events which promote the airport or aviation and meet one or more of the following criteria:

- Promotes interest and enthusiasm for aviation
- Provides opportunity for aviation education events or programs
- Provides information of the local facility and surrounding area to the public
- Enables opportunity for the public to further explore and understand the economic and social benefits of the local facility.
- Promotes aviation and airport safety to aviators and the general public
- Encourages further use and/or development of the airport
- Encourages current or new commercial air service providers to expand service levels at the airport

Expenses not approved as part of the scope of work at time of request for state aid will not be approved for reimbursement. No employee's wages or incentives given to the public for participation in activities will be considered for reimbursement. State funds cannot be used for the purchase of alcohol.

Application for state aid may be made at any time during the WYDOT fiscal year up to two (2) months prior to activity date. All grants issued under this policy shall be closed prior to the end of the WYDOT fiscal year in which the funds were requested unless otherwise approved by the Division.