



Matthew H. Mead
Governor
William T. Panos
Director

WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION MEETING MINUTES



Peter G. Schoonmaker
Chairman
Telephone No.:
(307) 777-4015

I. CALL TO ORDER

The WACIP Workshop was held at the Hilton Garden Inn in Casper on Wednesday, December 6, 2017. Chair Schoonmaker presided, calling the meeting to order at 2:30 P.M.

II. ROLL CALL

The following Commissioners were present, constituting a quorum:

Pete Schoonmaker, Chair, District 5

Chuck Brown III, Commissioner, District 1

John Newton, Commissioner, District at Large

Bill Panos, Ex Officio, WYDOT Director

Bill DeVore, Vice Chair, District 3

Doyle Vaughan, Commissioner, District 2

Sigsbee Duck, Commissioner, District at Large

III. INTRODUCTIONS

The following Staff Members were present:

Amy Surdam, Division Administrator

Christy Yaffa, Planning & Programming Mgr.

Sheri Taylor, Fed. Aviation Policy & UAS Program Mgr.

Cheryl Porter, Grants & Programming Specialist

Katie Pfister, Commission Secretary

Brian Olsen, Engineering & Construction Mgr.

Adam Schutzman, Senior Planner

Greg Hampshire, Engineering Analyst

The following Guests were present:

Tim Barth, Cheyenne Regional Airport

Glenn Januska, Natrona County International Airport

Kyle Butterfield, Riverton Regional Airport

Melissa DeFratis, Legislative Liaison

Devon Brubaker, Sweetwater County Airport

Cheryl Bean, GDA

John Stopka, Sheridan County Airport

IV. ADJUSTMENTS TO AGENDA

One (1) adjustment was made to the agenda, allowing the chair to give an update.

V. PRESENTATIONS

The division's WACIP Workshop Presentation included a review of fiscal year 2017, an overview of the WACIP process, a review of fiscal year 2018 updates, and a fiscal year 2019 overview. Sponsor presentations included Air Service Enhancement Program Presentations from Cheyenne Airport, Riverton Airport, Rock Springs Airport, and Sheridan Airport.

VI. ADJOURNMENT

Workshop presentations concluded at 5:30 P.M.



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I. CALL TO ORDER

The Aeronautics Commission's business meeting was held at the Hilton Garden Inn in Casper on Thursday, December 7, 2017. Chair Schoonmaker presided, calling the meeting to order at 8:30 A.M.

II. ROLL CALL

The following Commissioners were present, constituting a quorum:

Pete Schoonmaker, Chair, District 5

Chuck Brown III, Commissioner, District 1

John Newton, Commissioner, District at Large

Bill Panos, Ex Officio, WYDOT Director

Bill DeVore, Vice Chair, District 3

Doyle Vaughan, Commissioner, District 2

Sigsbee Duck, Commissioner, District at Large

III. INTRODUCTIONS

The following Staff Members were present:

Amy Surdam, Division Administrator

Christy Yaffa, Planning & Programming Mgr.

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Brian Olsen, Engineering & Construction Mgr.

Adam Schutzman, Senior Planner

Greg Hampshire, Engineering Analyst

The following Guests were present:

Tim Barth, Cheyenne Regional Airport

Glenn Januska, Natrona County International Airport

Kyle Butterfield, Riverton Regional Airport

Melissa DeFratis, Legislative Liaison

Chris Mickey, Governor's Office

Devon Brubaker, Sweetwater County Airport

Cheryl Bean, GDA

John Stopka, Sheridan County Airport

Mike Kahler, AG's Office

Shannon Lucerro, Sweetwater County Airport

IV. ADJUSTMENTS TO AGENDA

One (1) adjustment was made to the agenda, allowing the Chair to give an update.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated September 22, 2017

Motions: It was moved by Commissioner DeVore and seconded by Commissioner Newton to approve the Draft Meeting Minutes dated September 22, 2017.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated September 22, 2017. *Motion Carried.*

VI. 2018 BUSINESS MEETING SCHEDULE

A. Approval of the Proposed 2018 Business Meeting Schedule

Motions: It was moved by Commissioner Newton and seconded by Commissioner DeVore to approve the Proposed 2018 Business Meeting Schedule.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Proposed 2018 Business Meeting Schedule. *Motion Carried.*



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VII. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair Schoonmaker's update included acknowledging the need for protecting aviation in Wyoming, including infrastructure and air service, and emphasizing that now is the time to be actively engaged with airport managers, community elected officials, and the legislature. This concluded the Chairman's Update.

B. Administrator's Update

1. General Matters

Administrator Surdam's update included a legislative update, informing the Commission that Senator Von Flatern is in the process of re-working proposed legislation for the task force which would provide a capacity purchase agreement for obtaining commercial air service within the state. She noted that legislation was defeated at the minerals committee a few months ago, so it is being re-worked with no dollar amount associated to the proposed task force; however, that ENDOW came in with their final recommendations, which included a recommendation for air service in the amount of \$15M for 10 years. Ms. Surdam also mentioned that everyone would continue working diligently toward promoting a better understanding of this legislative effort before session commences in February. This concluded the Administrator's Update.

C. Air Service Development Program Update

1. General Matters

Ms. Surdam's update included informing the Commission that the deadline for the Air Service Enhancement Programs grants is December 15, 2017, that these requests would be heard at the January 2018 business meeting, and would include requests from Cheyenne, Riverton, Rock Springs, and Sheridan. This concluded Ms. Surdam's General Matter's Update.

2. Standard Monthly Reports

a. Budget Forecast Report

Mr. Burke reviewed the Budget Forecast Report, which reflected the following project recoveries:

- Cody – \$27,864.00
- Jackson FY15 – \$129,199.19
- Jackson FY16 – \$118,509.30
- Gillette – \$561,569.14
- Rock Springs FY15 – \$447,483.79
- Rock Springs FY16 – \$783,011.67
- Added projected recoveries of \$593,246 to FY2019 adjustment
- Reduced RKS Forecast in FY2019 and FY2020 to \$716,290 from \$949,151, after a reduced bid by SkyWest

b. Percent of Grant Projects by City Report

Mr. Burke reviewed the Percent of Grant Projects by City Report, which reflected the following adjustments:

- Adjusted RKS amounts in FY2019 and FY2020



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VII. UPDATES/DISCUSSIONS (CONTINUED)

D. Engineering & Construction Program Update

1. General Matters

Mr. Olsen's update included a re-cap of where we are in terms of the Douglas Crosswind Runway rehabilitation. He explained that the engineer had to demobilize the milling machine as it was deflecting the pavement, and that they have been working with the contractor to negotiate pricing for a change order. This concluded Mr. Olsen's General Matter's Update.

2. Standard Monthly Report

a. Change Orders Report

Mr. Olsen reviewed the Change Orders Report, which reflected the following adjustments:

- Buffalo: Replace Wildlife Fencing, one (1) change – Replace 4' gate with 6' gate
- Casper: Construct Customs Office, two (2) changes – Include floor drains in restrooms, and upgrade electrical and additional framing.
- Casper: Construct SRE Building, Ph. II, six (6) changes – Remove precast concrete screen wall, add security cameras, plywood backing in shops, liner panels in vehicle storage bays, vestibule window pass thru, door hardware and access control changes, parapet insulation, mezzanine railing upgrade; upgrade office wall furring, grading at public entrance, roof flashing; earthwork on west side of building, existing sewer and storm drain work, additional site concrete, fire sprinkler flushing valve connections, fuel transfer area concrete, perimeter fence modifications, additional framing in admin office and shop area; additional paving; sanitary sewer adjustments, fuel tank adjustments, window shades, backsplash, and final quantity adjustments.
- Jackson: Reconstruct Commercial Apron, Ph. IV and Expand GA Apron, two (2) changes – Unanticipated asbestos mitigation, and remove PCC pavement, add tie downs, and drain cleanout.
- Lander: Reconstruct R/W, Rehabilitate R/W Lighting, Install T/W Lighting, Ph. II, two (2) changes – Additional marking removal, temporary markings, and additional offsite haul, apron repair, removal of electrical handhole item.
- Laramie: Rehabilitate Commercial Apron, Ph. II, one (1) change – Replace concrete panels with reinforced concrete panels, upgrade joints accordingly.

E. Federal Aviation Policy & UAS Program Update

1. General Matters

Ms. Taylor's update included notifying the Commission of her new area of responsibility, which is Unmanned Aerial Systems (UAS), otherwise known as drones. She highlighted that she recently attended a two (2) day conference about drone integration into the national air space. She explained that as of right now there isn't enough regulation to allow drones in the national airspace, but that the goals of her program would include the following:

- To achieve beyond site operations;
- To promote innovation;
- To address security and privacy concerns, and
- To balance national interest.

Ms. Surdam also pointed out that the commission has the authority to create rules for unmanned aerial systems, and that the Division would keep them regularly informed on this fast growing industry.



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VII. UPDATES/DISCUSSIONS (CONTINUED)

F. Planning & Programming Program Update

1. General Matters

Ms. Yaffa's update included a Priority Rating Model Taskforce update, noting that the first meeting would take place in January. She explained that all task force members would soon be receiving a copy of the existing model for their review, and then would be tasked with identifying areas of concern to be addressed during the update. Next she provided an update on the upcoming Statewide Economic Impact Study, noting that while the division was able to secure additional funding from the FAA in 2019 through the system planning program, that regrettably this funding would not cover the rates and charges update analysis or the appraisal of the state aviation system, and that a solution to fund both is underway. Ms. Yaffa then provided an update on the Database, noting that the name of the system is the Wyoming Aviation Information and Grants System (WINGS), and that a contract had been signed with the consultant. Her final item was informing the Commission that the WYSASP is concluding, and would be complete by the end of the year. The concluded Ms. Yaffa's General Matters Update

2. Standard Monthly Report

a. Recovered State Funds Report

Ms. Yaffa Reviewed the Recovered State Funds Report, which reflected the following changes:

- Final close-out of the FY17 funding year resulted in an additional 15 project recoveries, for a total of \$82,191 of state funds returned to the grant fund for distribution to new grants. These funds have been added to the available grant balance in the WACIP presented for approval this month.

G. Commission Secretary Update

1. General Matters

Secretary Pfister's update included informing the Commission that the editing portion of WYDOT's website has been fixed, and that site updates would commence soon.

VIII. OLD BUSINESS

A. No old business matters were discussed.

IX. REGULAR BUSINESS

Ms. Yaffa reviewed the WACIP Modifications.¹

A. FY18 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY18 WACIP Budget Modifications consist of a large number of changes, resulting in an increase of \$955,915 in state funds allocated to projects.

The total remaining balance for FY18 is \$421,745.

Recommendation: Ms. Yaffa recommended approval of the FY18 WACIP Budget Modifications as presented.

Motions: It was moved by Commissioner Brown, and seconded by Commissioner Newton to approve the FY18 WACIP Budget Modifications as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the FY18 WACIP Budget Modifications as presented. *Motion Carried.*

¹ The 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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IX. REGULAR BUSINESS (CONTINUED)

B. FY19 Proposed WACIP Budget

The following is taken from the Explanation of Agenda:

The FY19 Proposed WACIP Budget represents numerous changes, resulting from incorporation of the requested changes from the airport sponsors through the Annual WACIP Update. FY19 is presented as a "Proposed Budget", and will remain in "proposed" status until Commission final approval at the April 2018 Business Meeting.

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

Motions: It was moved by Commissioner Newton, and seconded by Commissioner DeVore to approve the FY19 Proposed WACIP Budget as presented.

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

C. FY20-23 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 FY20-23 Proposed WACIP Plan as presented.

Motions: It was moved by Commissioner Newton, and seconded by Commissioner DeVore to approve the FY20-23 Proposed WACIP Plan as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the FY20-23 Proposed WACIP Plan as presented. Motion Carried.

D. WACIP Process & Procedures Modification No. 1 – Reduced Grant Amounts

The following is taken from the Explanation of Agenda:

Current practice is to bring all modifications to previously approved grant amounts (increases and decreases) back to the Commission for approval prior to proceeding to grant or amendment issuance. This practice has become problematic now that WAC business meetings are less frequent. In some cases, this practice has led to project delays. In order to alleviate this problem, the staff proposes to only bring grant *increases* back for approval. Staff also proposes to add the following footnote to the WACIP: "All previously approved amounts represent the maximum available funds for the grant. Additional Commission approval is required for all grant increases."

Recommendation: Ms. Yaffa recommended adding the following footnote to the WACIP Report "All previously approved amounts represent the maximum available funds for the grant. Additional Commission approval is required for all grant increases."

Motions: It was moved by Commissioner Newton, and seconded by Commissioner DeVore to approve Ms. Yaffa's recommendation with the following addition, "that if there were changes to the scope that the Commission be notified of those changes".

Discussions: As there were no additional changes, and there were no major questions or comments, the Commission then voted on adding a footnote to the WACIP Report that "All previously approved amounts represent the maximum available funds for the grant. Additional Commission approval is required for all grant increases, and that changes to scope of work will be reported to the Commission". Motion Carried.



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IX. REGULAR BUSINESS (CONTINUED)

E. WACIP Process & Procedures Modification No. 2 – Statewide Programs Line-Items

The following is taken from the Explanation of Agenda:

Statewide Programs Line-Items – The Commission has implemented a number of statewide programs funded through the Airport Improvement Program. For example, Marketing and Promotions line item is \$175,000 per year. When an airport sponsor requests funds through one of these programs, the line item is reduced and the individual project is added to the WACIP as a stand-alone project. So, when Cody requests \$25,000 through this program, the Marketing and Promotions line item is reduced by \$25,000 and an individual project for Cody is inserted into the WACIP General Projects section. The individual project is then approved by the Commission at the next meeting. In reviewing this practice, it was determined that the second approval is redundant and may delay grant issuance. Staff recommends managing the line-item budgets outside the WACIP and reporting the individual projects in a separate report. This practice will eliminate the approval of the individual projects.

Recommendation: Ms. Yaffa recommended approval of Division staff management of statewide programs line-items funds outside the WACIP. The WACIP will only contain the approved line-item budget. Individual projects will be reported by staff in a separate report.

Motions: It was moved by Commissioner DeVore, and seconded by Commissioner Duck to approve Division staff management of statewide programs line-items funds outside the WACIP. The WACIP will only contain the approved line-item budget. Individual projects will be reported by staff in a separate report as presented.

Discussions: As there were no major questions or comments, the Commission then voted on to approve Division staff management of statewide programs line-items funds outside the WACIP. The WACIP will only contain the approved line-item budget. Individual projects will be reported by staff in a separate report as presented. *Motion Carried.*

IX. NEW BUSINESS

A. Request Development of Joint Resolution on CPA

Motions: It was moved by Commissioner Duck, and seconded by Commissioner Newton that the Division develop language for a Joint Resolution with the Transportation Commission, in support of the air service legislative efforts underway for the Capacity Purchase Agreement, for Commission consideration and approval at the January 2018 business meeting.

Discussions: As there were no major questions or comments, the Commission then voted on creation of a Joint Resolution for consideration at the January 2018 business meeting. *Motion Carried.*

IX. ANNOUNCEMENTS/REMINDERS

A. There were no new announcements/reminders.

XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. ADJOURNMENT

Motion: It was moved by Commissioner DeVore, and seconded by Commissioner Newton to adjourn the December 7, 2017 business meeting.

Discussion: As there were no major questions or comments, the Commission then voted on adjournment of the December 7, 2017 business meeting at 11:35 A.M. *Motion Carried.*