



Matthew H. Mead
Governor
William T. Panos
Director

WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION



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

MEETING MINUTES

I. CALL TO ORDER

A meeting of the Aeronautics Commission was held in Cheyenne on Wednesday, February 15, 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	Charlie Ksir, Commissioner, District 1
Chuck Wilke, Commissioner, District 4	Jerry Dilts, Commissioner, District at Large
John Newton, Commissioner, District at Large	

III. INTRODUCTIONS

The following Staff Members were present:

Christy Yaffa, Interim Aeronautics Administrator	Katie Pfister, Commission Secretary
Dennis Byrne, Chief Financial Officer	Gregg Frederick, Chief Engineer
Pat Lewis, Chief Financial Officer	Shawn Burke, Air Service Development Analyst
Brian Olsen, Engineering & Construction Manager	Phillip Hearn, Project Engineer
Tim Dolan, Engineer	Greg Hampshire, Engineering Analyst
A.J. Schutzman, Senior Planner	Cheryl Porter, Grants & Programming Specialist

The following Guests were present:

Jesse Lyman, Federal Aviation Administration	RaJean Fossen, City of Lander
Chuck Guschewsky, Fremont Motor Company	Gary Loose, Lander Airport
Jim Carpenter, High Country Construction	Richard Rodgers, Lander Airport Board
John Sweeney, Federal Aviation Administration	Cheryl Bean, GDA Engineers
Rebecca Wersal, Federal Aviation Administration	Lindsey Hansenberry, Federal Aviation Administration
Shannon Lucero, Sweetwater County Airport	Devon Brubaker, Sweetwater County Airport
Jim Elwood, Jackson Hole Airport	Jay Lundell, Campbell County Airport
Todd Chatfield, Campbell County Airport	John Stopka, Sheridan County Airport
Jim Fluhr, Aviation	Dusty Spomer, GDA Engineers
Karen Rodgers, Lander Airport	Glenn Januska, Casper Airport

IV. ADJUSTMENTS TO AGENDA

The Director's Update was replaced by the Chief Financial Officer's Update.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated January 10, 2017

Motions: It was moved by Commissioner Ksir and seconded by Commissioner Wilke to approve the Draft Meeting Minutes dated January 10, 2017.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated January 17, 2017. *Motion Carried.*



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VI. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair Schoonmaker's General Matters Update included conveying appreciation to the departing Commissioners, which included Charlie Ksir, Chuck Wilke, and Jerry Dilts. He also encouraged airport managers to continue speaking to their local delegations about the importance of air service and airport improvement to our small rural state. This concluded the Chairman's Update.

B. Chief Financial Officer's Update

1. General Matters

Chief Financial Officer Byrne's update included information relating to the agencies budgetary cuts, noting that the Wyoming Department of Transportation would no longer receive any general fund dollars, which impacts Surface Transportation, Airport Improvement, Air Service Enhancement, and WyoLink. He explained that during a normal biennium the department receives approximately \$49M in general funds; however, to offset some of that \$49M loss, that the house appropriations committee recently proposed two bills, HB00218 and HB00219, which would equate to the following:

- HB000218 – Would increase Motor Vehicle Registration revenues by approximately \$18M per year, and \$36M per biennium
- HB000219 – Would increase Drivers License Fee revenues by approximately \$2.6M per year, \$5.2M per biennium

Chief Financial Officer Byrne explained that while the above fees are highway specific and must be used as such, that the intent would be to offset federal mineral royalties, allowing monies to be moved back to aviation. This concluded the Chief Financial Officers Update.

C. Administrator's Update

1. General Matters

Interim Administrator Yaffa's General Matters Update included a legislative update, noting that the Division would be closely monitoring SF0017, a bill relating to unmanned aircraft, as it would give the Commission authority for promulgating rules on unmanned aerial vehicles weighing over 55 pounds. Ms. Yaffa also mentioned the recent quarterly meeting between the division and the Wyoming Airport Operator Association's Board, highlighting how beneficial these meetings have been to date. This concluded the Administrator's Update.

D. Air Service Development Program Update

1. General Matters

Mr. Burke's General Matters Update included a Small Community Air Service Working Group Update. He explained that a total of four (4) meetings would take place prior to April 1, 2017, at which time a report will be submitted to the secretary of transportation, and the senate transportation committee on the following:

- Recommendations for maintaining and improving service that congress may be able to act upon
- Recommendations on different funding mechanisms in addition to changes to the essential air service program and the small community air service development program
- Monitoring of the pilot shortage situation, and any training solutions that might become available
- Any other strategies that have already been established, including public private partnerships



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VI. UPDATES/DISCUSSIONS (CONTINUED)

D. Air Service Development Program Update

1. General Matters (Continued)

Mr. Burke also noted Ms. Taylor's recent participation and meeting with the Regional Air Service Alliance, highlighting that the organization is tasked with creating a unified message for small community air service across the nation.

2. Standard Monthly Reports

a. Budget Forecast Report

Mr. Burke reviewed the Budget Forecast Report, which included the following updates:

- Adjusted Sheridan and Riverton in FY 2018 to granted amount and adjusted forecast in FY 2019 and 2020
- Adjusted Cody forecast upward in FY 2018, 2019 and 2020
- Adjusted data purchases downward in FY 2018, 2019 and 2020
- Adjusted Gillette forecast upwards in FY 2018, 2019 and 2020
- Adjusted appropriation in FY 2019 and 2020 to reflect 8% cut

b. Percent of Grant Projects by City Report

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

- Extension to show FY2018 grants to date

E. Engineering & Construction Program Update

1. General Matters

Mr. Olsen's General Matter's Update included an update on the Volkswagen Emission Settlement, highlighting the following:

- On October 25, 2016 courts entered into a settlement with Volkswagen for \$15B, and of that settlement \$2.7B is allocated to states for remediation of emissions released into the air.
- Of that \$2.7B, Wyoming is slated to receive \$7.5M for the replacement of diesel powered or high emissions equipment, part of which is usable for aviation as it relates to like ground support equipment.
- If equipment is government owned, it is replaceable at 100% of the cost.
- If equipment is airline or private enterprise owned, they are able to use 75% to replace equipment.

2. Standard Monthly Report

a. Change Orders Report

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

- Casper – Construct SRE Building, Ph II: Removal of Contaminated Soils
- Casper – Construct SRE Building, Ph II: Addition of Floor Drains & Door
- Riverton – Expand ARFF Building: Addition of Data Outlets

This concluded the Engineering & Construction Program's Update.



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VI. UPDATES/DISCUSSIONS (CONTINUED)

F. Planning & Programming Program Update

1. General Matters

Ms. Porter's General Matters Update included information relating to sponsor training, noting that the division will try to implement annual training relating to WACIP funding versus the current biennial schedule. She also highlighted that the internal review program, at the sponsor's request, would also be providing sponsor training moving forward. This concluded the Planning & Programming Program's Update.

G. Commission Secretary Update

1. General Matters

Secretary Pfister did not have a General Matters Update.

VII. OLD BUSINESS

A. No old business matters were discussed.

VIII. REGULAR BUSINESS

Ms. Porter reviewed FY17's Budget Modifications¹, as this was the only fiscal year requiring Commission consideration, and also reviewed the WACIP Sponsor Comments².

A. FY17 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

FY17's WACIP Budget Modifications consist of a number of changes, including programming of an Aviation Encouragement project, and modifications resulting from FY17's WACIP Sponsor Comments (See Page 1 of Index Tab 8). This resulted in a decrease of \$62,950 in state funds allocated to projects, and leaving a remaining balance of \$298,263 for FY17. This balance is less than what was shown last month, due to the net effect of cancellation of a project, and the budget transfer from FY17 to FY18.

Ms. Porter then provided the Division's recommendation:

Recommendation: Ms. Porter recommended approval of the FY17 WACIP Budget Modifications as presented.

Motions: It was moved by Commissioner Ksir, and seconded by Commissioner Dilts to approve the FY17 WACIP Budget Modifications as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the FY17 WACIP Budget Modifications as presented. Motion Carried.

IX. NEW BUSINESS

A. No new business matters were discussed.

X. LANDER PRESENTATION

A presentation was provided by Mr. Olsen regarding Lander's Runway Length, and included commentary from the Lander Airport Board.³

¹ The FY16 & FY17 WACIP's, as reviewed in their entirety by Staff and the Commission, may be obtained at: <http://www.dot.state.wy.us/files/live/sites/wydot/files/shared/Aeronautics/WAC%20Report.pdf>

² WACIP Sponsor Comments, as reviewed in their entirety by Staff and the Commission, may be obtained at: <http://www.dot.state.wy.us/files/live/sites/wydot/files/shared/Aeronautics/Index%20Tab%208%20-%20WACIP%20Sponsor%20Comments.pdf>

³ The Lander Airport Presentation, as reviewed in their entirety by Staff and the Commission, may be obtained at: <http://www.dot.state.wy.us/files/live/sites/wydot/files/shared/Aeronautics/Commission/Lander%20presentation.pdf>



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X. LANDER PRESENTATION (CONTINUED)

The following is taken from the Explanation of Agenda:

A project to reconstruct the runway at the Lander/Hunt Field Airport is currently planned for the FY17 construction season. The runway design complies with current FAA standards, and the reconstructed runway will be 75 ft. wide of paved surface, as indicated by the airport's master plan, which was completed last year. Additionally, WYDOT agreed to install 12.5 ft. of compacted pulverized asphalt, with a seal coat on each side of the runway, resulting in a 100 ft. wide hardened surface.

As the design was progressing through the 50% design stage, some members of the local pilot community began expressing their concerns to the Commission and Division Staff, noting that they would prefer the runways width remain 100 ft. wide as it exists today. WYDOT personnel attended Lander's Airport Board meeting on January 4, 2017, to discuss the runway width issue with the Board and other members of the community. At the meeting WYDOT agreed to look at the implications of redesigning the runway to include a 75 ft. wide runway, with 10 ft. of paved shoulders on each side, and to report back to the board with their findings within 60 days. Subsequently, Division Staff looked into the implications of a redesign, and reported those findings back to the Lander Airport Board at their February 1, 2017 meeting. At the meeting, the airport board indicated that they would like to seek additional funds from the Aeronautics Commission in order to construct paved shoulders, thereby having at least a 95 ft. wide paved and usable surface.

A supplemental Teleconference was scheduled to formally consider this request on February 27, 2017.

XI. ANNOUNCEMENTS/REMINDERS

The following announcements were provided:

- A. A supplemental Teleconference shall be held on Monday, February 27, 2017, at 1:30 P.M.
- B. Our next regularly scheduled business meeting shall be held via Teleconference on Tuesday, March 21, 2017, at 1:30 P.M.

XII. EXECUTIVE SESSION

There was no need for an Executive Session.

XIII. ADJOURNMENT

Motion: It was moved by Commissioner Ksir, and seconded by Commissioner Wilke to adjourn the February 15, 2017 business meeting.

Discussion: As there were no questions or comments, the Commission then voted on the adjournment of the February 15, 2017 business meeting at 10:58 A.M. *Motion Carried.*



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I. CALL TO ORDER

A meeting of the Aeronautics Commission was held via teleconference on Monday, February 27, 2017. Chair Schoonmaker presided, calling the meeting to order at 1:30 P.M.

II. ROLL CALL

The following Commissioners were present, constituting a quorum:

Pete Schoonmaker, Chair, District 5	Bill DeVore, Vice Chair, District 3
Doyle Vaughan, Commissioner, District 2	Chuck Wilke, Commissioner, District 4
Jerry Dilts, Commissioner, District at Large	John Newton, Commissioner, District at Large
Bill Panos, Ex Officio, Director	

III. INTRODUCTIONS

The following Staff Members were present:

Christy Yaffa, Interim Aeronautics Administrator	Katie Pfister, Commission Secretary
Dennis Byrne, Chief Financial Officer	Greg Frederick, Chief Engineer
Shawn Burke, Air Service Development Analyst	Phillip Hearn, Project Engineer
Tim Dolan, Engineer	Shawn Burke, Air Service Development Analyst
Cheryl Porter, Grants & Programming Specialist	Adam Schutzman, Senior Planner

The following Guests were present:

Jay Lundell, Campbell County Airport	Cheryl Bean, GDA Engineers
Robert Chitwood, Saratoga Airport Board	RaJean Fossen, City of Lander
Glenn Januska, Casper Airport	Sam Voyles, Attorney General's Office
Kyle Butterfield, City of Riverton	Paul Griffin, City of Riverton
Dick Rogers, Lander Airport Board	Steve Lee, Lander Airport Board
Del McOmie, Mayor of Lander	Dave Shultz, Sage Civil Engineering
Gary Loose, Lander Airport	John Sweeney, Federal Aviation Administration
Jesse Lyman, Federal Aviation Administration	John Stopka, Sheridan Airport
Todd Chatfield, Campbell County Airport	Bob Hooper, Yellowstone Regional Airport
Chris Knox, Armstrong Consultants	Eric Rink, Armstrong Consultants
Devon Brubaker, Sweetwater County Airport	Sigsbee Duck, Impending Commissioner, Rock Springs
Jim Parker, Ralph Wenz Field	

IV. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda. A public comment period was added.

V. NEW BUSINESS

A. Lander's Funding Request

Mr. Olsen reviewed scenario's pertaining to Lander's funding request.¹

¹ Lander's Funding Request, as reviewed in their entirety by Division Staff and the Commission, may be obtained at: http://www.dot.state.wy.us/home/administration/acro_commission/business-meeting-information.html



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V. NEW BUSINESS (Continued)

A. Lander's Funding Request (Continued)

The following is taken from the Explanation of Agenda:

Division staff provided three (3) options for consideration by the Commission. In addition, Options 1 & 2 were further refined into four (4) sup-options each, for consideration.

Option 1 inserts the Lander runway widening project into the WACIP, and removes funding from other airport projects based on the Priority Rating Model number only; while Option 2 inserts the Lander project and removes funding by following the Priority Rating Model number, and skipping federally funded projects, as well as pavement maintenance projects that are part of the statewide program.

Option 3 provides concurrence to add the paved shoulders to the existing scope of work; however, it does not make provision for any additional state funding. Thus, the paved shoulders would be constructed if bid prices were low enough to fund all of the currently planned work, and there was enough money remaining in the current programmed funding.

Mr. Olsen then provided the Division's recommendation:

Recommendation: Mr. Olsen recommended approval of Option 3 to add paved shoulders as a separate bid alternative to the bid documents, and if bid prices are favorable, fund their construction with currently programmed state and local funds. If bid prices are not favorable, return to the Commission for its consideration.

Motions: It was moved by Commissioner DeVore, and seconded by Commissioner Dilts to approve Option 3 to add paved shoulders as a separate bid alternative to the bid documents, and if bid prices are favorable, fund their construction with currently programmed state and local funds. If bid prices are not favorable, return to the Commission for its consideration.

Discussions: A Public Comment Period was provided, and among the other airports that joined the call, it was a consensus that each had concerns about the Commission choosing anything other than Option 3, as Options 1 & 2 would cause delays to other airport projects within the state. It was conveyed from those representing Lander, that other airports likely would not be pleased with giving up a crosswind runway, and moving down to a width of 75 feet. Following the Public Comment Period, the Commission then voted on the approval of Option 3 to add paved shoulders as a separate bid alternative to the bid documents, and if bid prices are favorable, fund their construction with currently programmed state and local funds. If bid prices are not favorable, return to the Commission for its consideration. Motion Carried.

B. Statewide Airport Crack Sealing Project

Mr. Olsen reviewed scenario's pertaining to Lander's funding request.²

The following is taken from the Explanation of Agenda:

Bids for the Crack Seal Project were opened on February 9, 2017. There were five (5) bids received. Participating airports include: Afton, Big Piney, Evanston, Fort Bridger, Greybull, Jackson, Kemmerer, Pinedale, and Rock Springs.

Mr. Olsen then provided the Division's recommendation:

Recommendation: Mr. Olsen recommended approval for awarding the Statewide Airport Crack Sealing project to National Sealant & Concrete, LLC, of Abrams, WI.

² The Statewide Airport Crack Sealing Project, as reviewed in their entirety by Division Staff and the Commission, may be obtained at: http://www.dot.state.wy.us/home/administration/acro_commission/business-meeting-information.html



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V. NEW BUSINESS (Continued)

B. Statewide Airport Crack Sealing Project (Continued)

Motions: It was moved by Commissioner Dilts and seconded by Commissioner Wilke to award the Statewide Airport Crack Sealing project to National Sealant & Concrete, LLC.

Discussions: As there were no major questions or comments, the Commission then voted on awarding the Statewide Airport Crack Sealing project to National Sealant & Concrete, LLC as presented. Motion Carried.

VI. EXECUTIVE SESSION

There was no need for an Executive Session.

VII. ADJOURNMENT

Motion: It was moved by Commissioner Dilts, and seconded by Commissioner Vaughan to adjourn the February 27, 2017 business meeting.

Discussion: As there were no questions or comments, the Commission then voted on the adjournment of the February 27, 2017 business meeting at 2:39 P.M. Motion Carried.