



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 monthly meeting of the Aeronautics Commission was held on Tuesday, January 10, 2017, via Teleconference. Chair Schoonmaker presided, calling the meeting to order at 1:30 P.M.

II. ROLL CALL

The following Commissioners were present, constituting a quorum:

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| Pete Schoonmaker, Chair, District 5 | Bill DeVore, Vice Chair, District 3 |
| Charlie Ksir, Commissioner, District 1 | Chuck Wilke, Commissioner, District 3 |
| Jerry Dilts, Commissioner, District at Large | John Newton, Commissioner, District at Large |
| Bill Panos, Ex Officio, WYDOT Director | |

III. INTRODUCTIONS

The following Division Staff Members were present:

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

The following Guests were present:

| | |
|---|---|
| John Stopka, Sheridan Airport | Kyle Butterfield, City of Riverton |
| Mike Kahler, Attorney General's Office | RaJean Fossen, City of Lander |
| John Larson, Lander Airport Board | Eric Rink, Armstrong Consulting |
| Justin Pietz, Armstrong Consulting | Pete Illoway, Illoway Consulting |
| John Sweeney, Federal Aviation Administration | Jeremiah Woodard, Federal Aviation Administration |
| Jesse Lyman, Federal Aviation Administration | Missy White, Fremont Air Service team |
| Joe Kenney, Pilot | Paul Guschewsky, Lander Economic Development Assoc. |
| Devon Brubaker, Sweetwater County Airport | Jay Lundell, Campbell County Airport |
| Cheryl Bean, GDA Engineering | Sam Voyles, Attorney General's Office |

IV. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated December 1-2, 2016.

Motions: It was moved by Commissioner Dilts, and seconded by Commissioner Wilke to approve the Draft Meeting Minutes dated December 1-2, 2016.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated December 1-2, 2016. *Motion Carried.*



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MEETING MINUTES

VI. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair Schoonmaker's General Matters Update included acknowledging Commission awareness of recent discussions pertaining to Lander's Runway, and he conveyed that the Commission's intent would be to try addressing those concerns to best of their ability given the economic climate at this time. He also conveyed appreciation for the combined efforts of Division Staff and the local communities of Sheridan and Riverton toward reinstating services to Sheridan, and broadening the services to Riverton. Chair Schoonmaker emphasized that the ultimate goal for this Commission is rural air service sustainment without the need for Air Service Enhancement Program funding, but appealed to the continued needs to date of this program, pointing out the most recent economic downturns for communities such as Rock Springs and Gillette. Chair Schoonmaker closed by applauding the efforts of all of the communities currently participating in the Air Service Enhancement Program, noting that many successes have resulted from the program to date. Additionally, he expressed his gratitude to our state elects for their continued support in providing funding to this program. This concluded the Chairman's General Matters Update.

B. Director's Update

1. General Matters

Director Panos' General Matters Update included conveying his appreciation to the Commission, Division, and local communities for their combined and continual efforts toward resolving issues related to Aeronautics within the State of Wyoming. He also thanked the communities of Riverton and Sheridan for their assistance, support, and patience in getting their service to where it stands to date.

Director Panos next provided an overview of his attendance to recent meetings in Washington DC. He highlighted the great deal of support WYDOT continues to receive from our congressional delegation in terms of transportation, including that of air service enhancement and airport improvement. Additionally, he announced that the task force on rural air service had now been formed, and that Ms. Sheri Taylor will be representing the State of Wyoming for this group. He also apprised the Commission on recent attendance at Lander's meeting regarding runway length, expressing his sincere appreciation for the community's feedback.

Director Panos next update was regarding agency vacancies, including three (3) impending Aeronautics Commissioner vacancies, and the current Aeronautics Administrator vacancy. He highlighted that the agency has received a lot of interest for both, that efforts are underway to have the Administrator position filled hopefully within the next few weeks, and that the agency will continue working with the Governor's office on getting Commission vacancies filled in March.

Director Panos final item was to relay that he would be providing testimony before the Joint Appropriations Committee on Friday, January 13, 2017, regarding transportation issues. He relayed that while the agency would have a variety of transportation topics to discuss, that a main focus would be regarding sustainable funding for both the Air Service Enhancement and Airport Improvement Programs.

This concluded the Director's Update.

C. Administrator's Update

1. General Matters

Interim Administrator Yaffa's General Matters Update included an general overview of the recent



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MEETING MINUTES

VI. UPDATES/DISCUSSIONS (CONTINUED)

C. Administrator's Update (*Continued*)

1. General Matters

(*Continued*) quarterly meeting between the Division and the Wyoming Airport Operator's Association Board Members, which occurred December 9, 2017. She conveyed that topics of the meeting included funding issues, vacancies, coordination efforts, and the impending legislative session. Ms. Yaffa highlighted the value of getting together quarterly, stating that the coordination obtained from the meetings, and the communication that they spawn have been very helpful to the Division

This concluded the Administrator's Update.

D. Air Service Development Program Update

1. General Matters

Ms. Taylor's General Matters Update included information regarding two (2) upcoming air service working group meetings. She announced that 25 members had been named to the working group on small community air service, including herself, and that the first meeting would take place in Washington D.C. on January 25, 2017. Additionally, she announced that she would be in attendance of the Regional Air Service Alliance meeting, held in Minneapolis on January 26, 2017.

Ms. Taylor's final update included Air Service Enhancement Program Highlights for both Riverton and Sheridan, conveying the following:

- Bookings were up 131% from the previous week, equating to the best overall week since combined service inception
- Volume for both Riverton and Sheridan were up, and equated to the best week since combined service inception
- 100% load factor on a seven-day rolling average for this route, equating to the best overall week since combined service inception, and meaning that both communities sold more seats each day than what was currently available.

2. Standard Monthly Reports

a. Budget Forecast Report

Ms. Taylor conveyed that no changes had been made to the Budget Forecast Report.

b. Percent of Grant Projects by City Report

Ms. Taylor conveyed that no changes had been made to the Percent of Grant Projects by City Report.

This concluded the Air Service Development Program's Update.

E. Engineering & Construction Program Update

1. General Matters

Mr. Olsen's General Matters Update included conveying that many of the projects for the impending construction season have been started, and are progressing well. He explained that they have had several pre-design meetings, anticipate plan reviews and submittals to begin flowing into the Division any day now.



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MEETING MINUTES

VI. UPDATES/DISCUSSIONS (CONTINUED)

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

2. Standard Monthly Report

a. Change Orders Report

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

- Evanston – Reconstruct GA Apron, Ph. II: Quantity Adjustment for Cement Treated Base.

This concluded the Engineering & Construction Program’s Update.

F. Planning & Programming Program Update

1. General Matters

Ms. Porter’s General Matters Update included conveying that the Division is still working through the proposed Wyoming Aviation Capital Improvement Project updates for Fiscal Year’s 2017-2022. She noted that sponsors received their individual reports in December, commentary would be submitted within the week, and that comments would be presented to the Commission during February’s business meeting.

Ms. Porter’s final item was regarding the Digital Signatures Project currently underway, highlighting Division Staff have now moved beyond testing of the Request for Reimbursements functionality, and have also added in some internal report features.

2. Correspondence Review

Mr. Schutzman provided a presentation which outlined all of the background information for Lander’s Runway.¹

3. Standard Monthly Report

a. Recovered State Funds Report

Ms. Porter conveyed that the Recovered State Funds Report is suspended until further notice, as Division Staff do not anticipate any recoveries within the next several months.

This concluded the Planning & Programming Program’s Update.

G. Commission Secretary Update

1. General Matters

Secretary Pfister General Matters Update included information regarding NASAO’s Annual Aviation Art Contest. This concluded the Commission Secretary’s General Matters Update.

VII. OLD BUSINESS

A. No old business matters were discussed.

VIII. REGULAR BUSINESS

Ms. Porter reviewed the FY17 WACIP, the only fiscal year reflecting changes that require Commission action.²

¹ Mr. Schutzman’s Presentation, as reviewed in its entirety by Division Staff and the Commission, may be obtained at: http://www.dot.state.wy.us/home/aeronautics/aero_commission/business-meeting-information.html

² The FY17 WACIP, as reviewed in its entirety by Division Staff and the Commission, as well as the remaining years given for information purposes only, 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)

A. FY17 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY17 WACIP Budget Modifications consist of a number of changes, including programming several NAVAID projects, resulting in an increase of \$2,431,304 in state funds allocated to projects. The total remaining balance for FY17 is \$322,960.

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

Motions: It was moved by Commissioner Dilts, and seconded by Commissioner Newton 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

Ms. Taylor reviewed Air Service Enhancement Program (ASEP) Grant Applications for both Riverton & Sheridan.³

A. Sheridan's ASEP Grant Application

The following is taken from the Explanation of Agenda:

The Critical Air Service Team for Sheridan and Johnson counties (CAST) is requesting state support for continued service on Key Lime Air, DBA Denver Air Connection to Denver International Airport, in conjunction with the Fremont County Air Service Team (FAST). The service period requested would run from July 1, 2017 to June 30, 2018, and consists of 13 weekly roundtrip flights to Denver, tagged with Riverton Regional Airport, on 30-seat Dornier 328JET aircraft. CAST is requesting a state match of 60%, and a state share not to exceed \$1,134,441.

Recommendation: Ms. Taylor recommended approval of CAST's grant request for continued service with Key Lime Air, DBA Denver Air Connection, in conjunction with FAST, at a state match of 60%, at a maximum state share not to exceed \$1,134,441, and contingent upon approval of FAST's grant request.

Motions: It was moved by Commissioner Dilts, and seconded by Commissioner Newton to approve CAST's grant request for continued service with Key Lime Air, DBA Denver Air Connection, in conjunction with FAST, at a state match of 60%, at a maximum state share not to exceed \$1,134,441, and contingent upon approval of FAST's grant request.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of CAST's grant request for continued service with Key Lime Air, DBA Denver Air Connection, in conjunction with FAST, at a state match of 60%, at a maximum state share not to exceed \$1,134,441, and contingent upon approval of FAST's grant request. Motion Carried.

B. Riverton's ASEP Grant Application

The following is taken from the Explanation of Agenda:

The Fremont Air Service Team (FAST) is requesting state support for continued service on Key Lime Air, DBA Denver Air Connection, to Denver International Airport, in conjunction with the Critical Air Service

³ The Air Service Enhancement Program Grant Applications, as reviewed in their entirety by Division Staff and the Commission, may be obtained at:
http://www.dot.state.wy.us/home/aeronautics/air_service/air_service.html



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MEETING MINUTES

IX. NEW BUSINESS (CONTINUED)

C. Riverton's ASEP Grant Application

(Continued) Team for Sheridan and Johnson Counties (CAST). The service period requested would run from July 1, 2017 to June 30, 2018, and consists of 13 weekly roundtrip flights to Denver, tagged with Sheridan County Airport, on a 30 seat Dornier 328JET aircraft. FAST is requesting a state match of 60%, and a state share not to exceed \$1,134,441.

The Fremont Air Service Team (FAST) is requesting state support for continued service on Key Lime Air, DBA Denver Air Connection, to Denver International Airport, in conjunction with the Critical Air Service Team for Sheridan and Johnson Counties (CAST). The service period requested would run from July 1, 2017 to June 30, 2018, and consists of 13 weekly roundtrip flights to Denver, tagged with Sheridan County Airport, on 30seat Dornier 328JET aircraft. FAST is requesting a state match of 60%, and a state share not to exceed \$1,134,441.

Once Federal assistance through the Essential Air Service Program (EAS) was terminated for Worland Municipal Airport at the end of September 2016, indications were that Great Lakes Airlines would terminate service to Riverton Regional Airport as well. Great Lakes Airlines has since remained in the market at risk, and has increased flights and capacity to Riverton in a scattered fashion. However, the service remains relatively inconsistent when compared to industry standards. For the year through October 2016, Great lakes averaged 60% on-time performance for Riverton, compared to the industry average of 86% for that same period. When adjusted for pre-canceled flights, reliability for Great Lakes at RIW averaged 68%, compared to the industry average of 99% for the year through October 2016. Both on-time performance and reliability have improved at Great Lakes in recent months given fewer pre-cancels; however, the fall months are usually the best operationally for all airlines. Additionally, December and January flights to Riverton have already seen some level of pre-canceled flights by Great Lakes, indicating some difficulty in meeting current schedule obligations. Given Great Lakes Airlines inconsistent schedule, and uncertain operational reliability, the Division feels the service currently offered by Great Lakes Airlines does not meet the definition of Primary Air Service, as defined in the Air Service Priority Rating Model, and service with Key Lime Air, DBA Denver Air Connection does.

Recommendation: Ms. Taylor recommended approval of FAST's grant request for continued service with Key Lime Air, DBA Denver Air Connection, in conjunction with CAST, at a state match of 60%, at a maximum state share not to exceed \$1,134,441.

Motions: It was moved by Commissioner DeVore, and seconded by Commissioner Dilts to approve FAST's grant request for continued service with Key Lime Air, DBA Denver Air Connection, in conjunction with CAST, at a state match of 60%, at a maximum state share not to exceed \$1,134,441.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of FAST's grant request for continued service with Key Lime Air, DBA Denver Air Connection, in conjunction with CAST, at a state match of 60%, at a maximum state share not to exceed \$1,134,441.

Motion Carried.

X. ANNOUNCEMENTS/REMINDERS

The following announcement was provided:

- A. Our next meeting shall be held Wednesday, February 15, 2017, at 8:30 A.M., following Commission attendance of the Wyoming Airport Operator Associations Legislative Reception, on Tuesday, February 14, 2017.



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XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. ADJOURNMENT

Motion: It was moved by Commissioner Wilke, and seconded by Commissioner Newton to adjourn the January 10, 2017 business meeting.

Discussion: As there were no questions or comments, the Commission then voted on the adjournment of the January 10, 2017 business meeting at 3:18 P.M. *Motion Carried.*