



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

A meeting of the Aeronautics Commission was held in Cheyenne on, July 18, 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 (*via telephone*)
Doyle Vaughan, Commissioner, District 2
Sigsbee Duck, Commissioner, District at Large

Chuck Brown III, Commissioner, District 1
Bruce McCormack, Commissioner, District 4
John Newton, Commissioner, District at Large

III. INTRODUCTIONS

The following Staff Members were present:

Gregg Fredrick, Chief Engineer
Amy Surdam, Division Administrator
Sheri Taylor, Air Service Development Analyst
Christy Yaffa, Planning & Programming Manager
Tim Dolan, Engineer
Shawn Burke, Air Service Development Analyst
Cheryl Porter, Grants & Programming Specialist

Pat Lewis, Chief Technology Officer
Katie Pfister, Commission Secretary
Brian Olsen, Engineering & Construction Manager
Phillip Hearn, Project Engineer
Greg Hampshire, Analyst
Adam Schutzman, Senior Planner

The following Guests were present:

Kim Woody, Countertrade
Scott Broadstone, System Technologies
Pete Illoway, Illoway Consulting
Candy Wright, City of Wheatland
John Sweeney, Federal Aviation Administration

Tom Dennin, System Technologies
Cheryl Bean, GDA Engineering
Devin Brubaker, Rock Springs Airport
Joe Fabian, City of Wheatland
Jesse Lyman, Federal Aviation Administration

IV. ADJUSTMENTS TO AGENDA

One (1) adjustment was made to the agenda. The Director's Update was removed from the agenda, as Director Panos was unable to attend the business meeting.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated May 2, 2017

Motions: It was moved by Commissioner Vaughan and seconded by Commissioner Newton to approve the Draft Meeting Minutes dated May 2, 2017.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated May 2, 2017. *Motion Carried.*

B. Approval of the Draft Meeting Minutes dated June 6-7, 2017

Motions: It was moved by Commissioner McCormack and seconded by Commissioner Brown to approve the Draft Meeting Minutes dated June 6-7, 2017.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated June 6-7, 2017. *Motion Carried.*



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VI. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair Schoonmaker did not have a general matters update.

B. Administrator's Update

1. General Matters

Administrator Surdam's General Matters Update included an eclipse preparations update, informing the Commission that staff had been working closely with 17 of Wyoming's airports, including those directly within its path, and those just outside of it. She also gave an update on the Federal Aviation Administration's Reauthorization Bill, noting that Passenger Facility Charges would likely remain capped at \$4.50, and that the Airport Improvement and Essential Air Service Programs funding would most likely remain at current funding levels for Fiscal Year 2018.

Administrator Surdam's final items were in relation to outreach efforts currently underway. She conveyed that she had now been to 28 of the state's airports, and highlighted the successes of the Aviation Newsletter and Twitter and Facebook feeds. She also highlighted the work being accomplished through the Air Service Brainstorming Session meetings that she and Ms. Taylor have been conducting in Casper with various air service stakeholders from around the state.

This concluded the Administrator's Update.

C. Air Service Development Program Update

1. General Matters

Ms. Taylor's General Matters Update included an update on the recent Air Service Brainstorming Session meetings being held in Casper, noting that the Division has been working with Mr. Nick Wangler of Forecast, Inc. on the idea of creating a public private partnership for Air Service Enhancement Program funding within the state. She noted that this would be accomplished through a Capacity Purchase Agreement scenario, which means instead of each airport entering into separate contracts with various airlines, the group would be under one umbrella, and working with one airline partner instead. She also mentioned a recent meeting at SkyWest, and that they conveyed potential interest in such a partnership.

Ms. Taylor's final item was on the Small Community Air Service Working Group's final report, noting that this was submitted to congress earlier in the month, and highlighting that the key recommendations within that report focused on Essential Air Service Funding and the Pilot Shortage.

2. Standard Monthly Reports

a. Budget Forecast Report

Ms. Taylor reviewed the Budget Forecast Report, which reflected the following changes:

- Adjusted RKS to actual granted amount in FY 2018
- Adjusted RKS forecasted amount in FY's 2019 and 2020

b. Percent of Grant Projects by City Report

Ms. Taylor reviewed the Percent of Grant Projects by City Report, which reflected the following changes:

- Adjusted RKS to actual granted amount in FY 2018

This concluded the Air Service Development Program's Update.



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VI. UPDATES/DISCUSSIONS (CONTINUED)

D. Engineering & Construction Program Update

1. General Matters

Mr. Olsen's General Matters Update included an update on the Pavement Management Plan, noting that the pavement indexing data previously collected in the southwest quadrant would soon be made public, and that the next quadrant due for indexing would be within the southeast quadrant of the state. Mr. Olsen also provided an update on the Aviation Conference scheduled for November 14-16, 2017 in Cheyenne, which shall include a state of aviation discussion, and a seminar on the national air space system and navigational aids.

2. Standard Monthly Report

a. Change Orders Report

Mr. Olsen conveyed that no adjustment had been made to the Change Orders Report.

This concluded the Engineering & Construction Program's Update.

E. Planning & Programming Program Update

1. General Matters

Ms. Yaffa's General Matters Update included a WACIP Annual Update, noting that the updates were sent out to the airport sponsors on June 23rd, and would be due back to the division by August 11th. She also provided a brief update on reconvening the Airport Improvement Program's Priority Rating Model Taskforce. She explained that the taskforce will consist of 11 members, to include three (3) commercial airport members, three (3) general aviation airport members, one (1) consultant, two (2) commissioners, and two (2) division staff members, an item which will be up for Commission consideration at the next regularly scheduled meeting.

Ms. Yaffa's final item was a presentation regarding a new Aeronautics Information Database that the division is looking into in order to better handle information moving forward.

This concluded the Planning & Programming Program's Update.

F. 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. Yaffa reviewed the FY17 & FY18 WACIP Modifications, the only fiscal years reflecting changes requiring Commission action.¹

A. FY17 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY17 WACIP Budget Modification this month contains quite a few changes, mostly resulting from project bids being received and the resulting project adjustments.

¹ The FY17 & FY18 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)

A. FY17 WACIP Budget Modifications (Continued)

These modifications result in a reduction of \$80,353 in state funds allocated to grants.

The remaining balance of \$195,923 is considered by staff to be sufficient for this point in the construction season.

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

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Brown 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.

B. FY18 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY18 WACIP Budget Modification this month results from the removal of one (1) project (Rock Springs Construct GA Terminal, PH III), releasing \$40,000 back into the account to be allocated to other grants. This adjustment results in a remaining balance of \$110,000 in state funds.

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

Motions: It was moved by Commissioner Newton, and seconded by Commissioner Duck 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.

IX. NEW BUSINESS

No new business matters were discussed.

X. PRESENTATIONS

Ms. Bean from GDA Engineering provided a presentation for the Town of Wheatland on their current and upcoming runway reconstruction project.

XI. ANNOUNCEMENTS/REMINDERS

The following announcement was provided:

A. Our next regularly scheduled business meeting shall be held in Afton September 19-22, 2017.

XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. ADJOURNMENT

Motion: It was moved by Commissioner Vaughan, and seconded by Commissioner Newton to adjourn the July 18, 2017 business meeting.

Discussion: As there were no questions or comments, the Commission then voted on the adjournment of the July 18, 2017 business meeting at 3:22 P.M. Motion Carried.