



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 via Teleconference on Tuesday, March 21, 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
Chuck Brown III, Commissioner, District 1	Doyle Vaughan, Commissioner, District 2
Bruce McCormack, Commissioner, District 4	Sigsbee Duck, Commissioner, District at Large
John Newton, Commissioner, District at Large	Bill Panos, Ex Officio, Director

III. INTRODUCTIONS

The following Staff Members were present:

Gregg Frederick, Chief Engineer	Amy Surdam, Division Administrator
Katie Pfister, Commission Secretary	Sheri Taylor, Air Service Development Manager
Brian Olsen, Engineering & Construction Manager	Christy Yaffa, Planning & Programming Manager
Adam Schutzman, Senior Planner	Cheryl Porter, Grants & Programming Specialist
Phillip Hearn, Project Engineer	Tim Dolan, Engineer
Greg Hampshire, Analyst	

The following Guests were present:

Mike Kahler, Attorney General's Office	Sam Voyles, Attorney General's Office
Glenn Januska, Casper Airport	

IV. ADJUSTMENTS TO AGENDA

One (1) adjustment was made to the agenda. Mr. Matthew White, Senior Policy & Planning Analyst was added as the presenter of the Repeal to Aeronautics Rules & Regulations, Chapter 1, removing Ms. Surdam and Mr. Olsen.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated February 15, 2017

Motions: It was moved by Commissioner Newton and seconded by Commissioner Vaughan to approve the Draft Meeting Minutes dated February 15, 2017.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated February 15, 2017. *Motion Carried.*

VI. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair Schoonmaker's General Matters Update included welcoming the Commission's three (3) new members:

- Mr. Chuck Brown III of Wheatland, WY, representing Aeronautics Commission District 1;



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VI. UPDATES/DISCUSSIONS (CONTINUED)

A. Chairman's Update *(Continued)*

2. General Matters *(Continued)*

- Mr. Bruce McCormack of Cody, WY, representing Aeronautics Commission District No. 4, and
- Mr. Sigsbee Duck of Wheatland, WY, representing the Aeronautics Commission's District at Large.

This concluded the Chairman's Update.

B. Director's Update

1. General Matters

Director Panos update included welcoming the three (3) new Commission members, as well as newly appointed Division Administrator Amy Surdam. Additionally, he reviewed three (3) handouts, which included information on fatal crashes, the states vehicle policy, and WYDOT revenue stabilization. This concluded the Director's Update¹.

C. Administrator's Update

1. General Matters

Administrator Surdam did not have a General Matters Update.

D. Air Service Development Program Update

1. General Matters

Ms. Taylor's General Matters Update included updates on recent meetings with the Wyoming Business Council, the Small Community Air Service Working Group, and the NASAO Annual Conference. She also conveyed that Air Service Enhancement Program Applications would be presented at May's business meeting.

1. 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.

E. Engineering & Construction Program Update

1. General Matters

Mr. Olsen's General Matter's Update included information relating to the Volkswagen settlement issue, relaying that the Division is waiting for the court to select a trustee before distribution of the state's approximate \$7.5M can take place.

2. Standard Monthly Report

a. Change Orders Report

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

This concluded the Engineering & Construction Program's Update.

¹ The three (3) reports, 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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VI. UPDATES/DISCUSSIONS (CONTINUED)

F. Planning & Programming Program Update

1. General Matters

Ms. Yaffa's General Matters Update included conveying that the annual WACIP update is completed, and thanked the airports and consultants for all of their efforts. She also relayed that new instrument approaches on runway's five (5) and 23 are now published for Hot Springs County Airport, and that Dixon Airport has new approach development underway, with publication scheduled for October 2017.

G. Commission Secretary Update

1. General Matters

Secretary Pfister conveyed that the next business meeting would need to be held in Cheyenne to incorporate the swearing in of the Commission's newest members, and also that new Commissioner Orientation would be combined with the Transportation Commission and the Public Safety Communication Commission. This concluded the Commission Secretary's Update.

VII. OLD BUSINESS

A. No old business matters were discussed.

VIII. REGULAR BUSINESS

Ms. Yaffa reviewed all of the fiscal years within the WACIP².

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 two Aviation Encouragement projects, re-phasing of a project, and changes due to bids received. This resulted in an increase of \$50,238 in state funds allocated to projects, leaving a remaining balance of \$286,435 for FY17.

Ms. Yaffa then provided the Division's recommendation:

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

Motions: It was moved by Commissioner Vaughan, and seconded by Commissioner DeVore 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 Proposed WACIP Budget

The following is taken from the Explanation of Agenda:

The final FY18 WACIP budget contains the Division's recommended modifications resulting from airport sponsor comments.

The remaining balance of \$236,832 is below the normally desired reserve of \$300,000. However, the Division is satisfied that the budget as constructed funds the highest and most urgent projects while still allowing for some investment in airport infrastructure for the future.

Ms. Yaffa then provided the Division's recommendation:

² The WACIP, as reviewed in their 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)

B. FY18 Proposed WACIP Budget (Continued)

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

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

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

C. FY19-22 Revised WACIP Budget

The following is taken from the Explanation of Agenda:

The remaining years of the WACIP have been revised as necessary to reflect sponsor comments and Division recommendations.

Ms. Yaffa then provided the Division's recommendation:

Recommendation: Ms. Yaffa recommended approval of the FY19-22 Revised WACIP Budget as presented.

Motions: It was moved by Commissioner DeVore and seconded by Commissioner Newton to approve the FY19-22 Revised WACIP Budget as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the FY19-22 Revised WACIP Budget as presented. Motion Carried.

IX. NEW BUSINESS

Mr. White reviewed the rule repeal³.

A. Repeal Aeronautics Rules & Regulations, Chapter 1

The following is taken from the Explanation of Agenda:

Chapter 1, Information Practices, is a rule and regulation of the Wyoming Department of Transportation. This rule derives from an Executive Order, dated March 7, 1975, which was repealed by Executive Order 1994-9. Both of these executive orders were rescinded by Executive Order 2011-1.

This proposed repeal follows Governor Mead's agency directive to remove those rules not required by statute, needed to conduct agency business, or referenced elsewhere.

Note: *This rule was nearly repealed in 2013, but Governor Mead required the agency to maintain the rule until the Department of A & I set uniform requirements for agency fees related to records requests. A & I rules went into effect in September 2016, and WYDOT is currently adopting them. So – Aeronautics Section, Chapter 1 will be repealed by the Aeronautics Commission and the new General Section, Chapter 31 will be adopted by the Transportation Commission on March 23, 2017, to include Aeronautics and Highway Patrol. Both rules will then proceed in the rulemaking process for further review by the AG, LSO, and Governor.*

Mr. White then provided the Division's recommendation:

Recommendation: Mr. White recommended repealing Aeronautics Rules & Regulations, Chapter 1, as presented.

Motions: It was moved by Commissioner Vaughan and seconded by Commissioner Newton to repeal Aeronautics Rules & Regulations, Chapter 1, as presented.

Discussions: As there were no major questions or comments, the Commission then voted on repealing Aeronautics Rules & Regulations, Chapter 1, as presented. Motion Carried.

³ The rule repeal, as reviewed in their 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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X. ANNOUNCEMENTS/REMINDERS

The following announcements were provided:

A. Our next business meeting shall be held via Teleconference on Tuesday, April 18, 2017, at 1:30 P.M.

XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. 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.*