



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

Day One (1) – Aeronautics Commission Education Session

I. CALL TO ORDER

An Education Session was held for the Aeronautics Commission on May 2, 2017, in Cheyenne, commencing at 2:30 P.M.

II. INTRODUCTIONS

The following Commissioners were present, constituting a quorum:

Bill DeVore, Vice Chairman, District 3
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

The following Staff Members were present:

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

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

III. TRAINING PRESENTATIONS

The Commission's Education Session included a brief overview of Aeronautics Commission packets (standard meeting materials), including background information from each of the programs on the reports generally included within each months meeting materials, including the following:

- Budget Forecast Report – Reflects the Standard Budget Appropriation for each fiscal year since the Air Service Enhancement Programs inception, and also reflects future anticipated expenditures for grant support and data purchases through fiscal year 2020.
- Percent of Grant Projects by City Report – Reflects the expended amount of funds from the Air Service Enhancement Programs account for each of the towns currently participating in the program, what each towns share of the total granted amount is, and also any project recoveries that occur.
- Change Orders Report – Reflects change orders on construction projects programmed within the Wyoming Aviation Capital Improvement Program.
- Recovered State Funds Report – Reflects project recoveries on items programmed within the Wyoming Aviation Capital Improvement Program.
- Wyoming Aviation Capital Improvement Program (WACIP) – Reflects the capital improvement plans from all of the airports, which are prioritized through utilization of the Airport Improvement Program's Priority Rating Model (PRM), and then constrained based upon fiscal year financing. The WACIP is a 20 year plan, but is constrained and programmed for the first five (5) years based upon the budget and ranking within the PRM.

The Commission was also provided background information on the Airport Improvement and Air Service Enhancement Program's PRM's.

IV. ADJOURNMENT

The Aeronautics Commission's Education Session adjourned at 4:52 P.M.



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Day Two (2) – Aeronautics Commission Business Meeting

I. CALL TO ORDER

A meeting of the Aeronautics Commission was held in Cheyenne on, May 3, 2017, following the official swearing in of the Commission's three (3) newest members by the honorable Judge Campbell. Vice Chairman DeVore presided, calling the meeting to order at 10:30 A.M.

II. ROLL CALL

The following Commissioners were present, constituting a quorum:

Pete Schoonmaker, Chair, District 5 (via telephone)
Chuck Brown III, Commissioner, District 1
Bruce McCormack, Commissioner, District 4
John Newton, Commissioner, District at Large

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
Shawn Burke, Air Service Development Analyst
Christy Yaffa, Planning & Programming Manager
Cheryl Porter, Grants & Programming Specialist
Tim Dolan, Engineer

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

The following Guests were present:

Devon Brubaker, Sweetwater County Airport
Kent Nelson, Wyoming Aviation Hall of Fame
Bob Hooper, Yellowstone Regional Airport

Shannon Lucerro, Sweetwater County Airport
Cheryl Bean, GDA Engineering
Kari Cooper, JH Air

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 February 27, 2017

Motions: It was moved by Commissioner Newton and seconded by Commissioner Vaughan to approve the Draft Meeting Minutes dated February 27, 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.

B. Approval of the Draft Meeting Minutes dated March 21, 2017

Motions: It was moved by Commissioner Newton and seconded by Commissioner Vaughan to approve the Draft Meeting Minutes dated March 21, 2017.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated March 21, 2017. Motion Carried.



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VI. UPDATES/DISCUSSIONS

A. Chairman’s Update

1. General Matters

Vice Chair DeVore did not have a general matters update.

B. Administrator’s Update

1. General Matters

Administrator Surdam’s General Matters Update included announcing that one of her current goals is visiting all 40 of Wyoming’s airports by summer’s end, noting that 18 airports had already been visited to date. She highlighted that visits to date had proven invaluable in terms relationship building, gaining familiarity with current and future construction projects within the Wyoming Aviation Capital Improvement Program, as well as grasping the dynamics of air service in each of these communities.

She also stressed the importance of expanding the Division’s outreach efforts moving forward to ensure that Wyoming’s citizens fully grasp the critical role that aviation plays in our rural state in terms of emergency response efforts and economic diversification, particularly given future funding challenges which lie ahead. Ms. Surdam then briefly outlined outreach efforts currently underway, which included the following:

- Newsletter Efforts – A monthly “Fly Wyoming” newsletter for E-Mail distribution to all of the states airports, elected officials, and anyone else interested in the topic.
- Social Media Efforts – A Facebook and Twitter account were created in order to share information more readily and in real-time.
- Multimedia Efforts – A PowerPoint and YouTube Video are planned for this summer, as well as implementation of a YouTube Channel.
- Webpage Rebranding Efforts – Links were added for the Flying Wyoming Newsletter, and for Division’s social media accounts. The goal is to make the Division’s website a more interactive type platform for sharing information. Coming soon is an events calendar, a pavement management system, real-time images, and links for all multimedia efforts currently planned.
- In-Person Outreach Efforts – Outreach efforts are planned throughout the state, to include reaching out to civic groups, schools, rotary clubs, chambers of commerce, and our elected officials.

Ms. Surdam’s final item was to apprise the Commission of an impending meeting regarding future funding challenges for the Air Service Enhancement Program. She noted that the group would consist of members of the Wyoming Business Council, the Wyoming Business Alliance, and the Select Air Committee, and that the purpose of the meeting is to ensure that all stakeholders are on the same page in terms of what the situation is, and to allow the identification of solutions as a cohesive group moving forward.

This concluded the Administrator’s Update.

C. Air Service Development Program Update

1. General Matters

Ms. Taylor’s General Matters Update included apprising the Commission of a recent travels to Chicago in order to meet with United Airlines regarding increasing Cody’s summer and winter services. She noted that the meetings purpose was to determine the feasibility and costs associated with keeping a United Airlines presence during the winter season due to their Essential Air Service contract no longer being split between United and SkyWest, meaning winter months now only included travel into and out of Salt Lake City.



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VI. UPDATES/DISCUSSIONS (CONTINUED)

C. Air Service Development Program Update (*Continued*)

1. General Matters (Continued)

She further explained that United is putting figures together on the idea, and she would update the Commission as more information becomes available.

Ms. Taylor’s second item was in regard to the potential loss of the Essential Air Service (EAS) funding per the president’s proposed budget. She noted that Senator Enzi recently made a trip to the state, stopping in both Laramie and Cody to discuss the potential for EAS funding losses, highlighting his supportiveness of that program and air service in general throughout the State of Wyoming. She also highlighted that upon review of the recent reauthorization bill that the EAS program remains intact, with minimal cuts to date.

Ms. Taylor’s final item was regarding the Small Community Air Service working group, noting that a final report has been compiled, that the task force was given five (5) days for rebuttals and the would be ratified within the week.

2. Standard Monthly Reports

a. Budget Forecast Report

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

- Adjusted to actual appropriation in FY 2019 and 2020
- Removed GCC-SLC from forecast in FY 2018-2020

b. Percent of Grant Projects by City Report

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

- Removal of GCC-SLC in FY 2018

This concluded the Air Service Development Program’s Update.

D. Engineering & Construction Program Update

1. General Matters

Mr. Olsen’s General Matters Update included apprising the Commission on construction lettings this season, noting that several bids had been opened, and highlighting that the division had received competitive bid pricing to date.

2. Standard Monthly Report

a. Change Orders Report

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

- Jackson – Reconstruct Commercial Apron, Ph. III: Change in construction limits to provide better ARFF accessibility during Sch. II & III work.

This concluded the Engineering & Construction Program’s Update.

E. Planning & Programming Program Update

1. General Matters

Ms. Yaffa’s General Matters Update included an Airport Improvement Program Priority Rating Model (PRM) update, noting that a PRM Task Force would be put together in the fall, and she would be seeking two (2)



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VI. UPDATES/DISCUSSIONS (CONTINUED)

E. Planning & Programming Program Update (*Continued*)

1. General Matters (Continued)

nominees from the Commission in the next couple of months for the new PRM Task Force.

Ms. Yaffa also provided an update regarding the status of this year's Annual WACIP Updates, stating that update requests would be sent out by mid-July, and due back to the Division by mid-August. She also noted that WebEx Sessions would be offered to airports and sponsors again this year as well to allow for feedback and guidance from the Federal Aviation Administration and Division.

The final item was provided by Mr. Schutzman regarding the solar eclipse that will pass through Wyoming on August 21, 2017. He explained that WYDOT established a Task Force to evaluate and plan for impacts that this influx of travelers could potentially have on statewide travel resources, noting that approximately 500,000 people are anticipated to enter into the state for viewing, with NASA deeming Casper as a prime viewing point.

2. History of Digital Software Procurement

Ms. Porter provided a presentation on the procurement of digital software.

The following is taken from the Explanation of Agenda:

In September of 2015, a task force was created to research the possibility of using digital signatures in the Division's processes. Aeronautics staff led the task force consisting of individuals from five (5) different programs within WYDOT. It was nearly a year later when the purchase was coordinated.

Since that time, the Division has added digital signatures to several internal forms. We are currently working with the Attorney General's Office to coordinate contract and grant approval using digital signatures. On April 18, the new state Digital Request for Reimbursement (eRFR) was rolled out to airport sponsors for use on state and local only grants.

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 a few changes, most resulting from projects funded through statewide programs being added to the WACIP. As the Commission is aware, these projects are funded through the annual set-aside for these programs, and therefore do not result in additional state funds allocated.

¹ The FY17 & FY19 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)

There are also two (2) small project amendments which have been added to FY17 as well as an increase to the Aviation Encouragement program. These modifications result in an additional \$6,963 in state funds allocated to grants.

The remaining balance of \$113,069 is below the desired reserve of \$300,000, but Division staff anticipates several project recoveries in the next month which will increase the remaining balance of state funds.

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

Motions: It was moved by Commissioner Brown, 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.

B. FY18 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY18 WACIP Budget Modification this month results from an increase to the statewide Marketing & Promotions program.

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

Motions: It was moved by Commissioner McCormack, 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

Ms. Taylor reviewed Air Service Enhancement Program (ASEP) Grant Applications for Cody, Jackson, and Rock Springs.²

A. Cody's ASEP Grant Application

The following is taken from the Explanation of Agenda:

Cody-Yellowstone Air Improvement Resources (CYAIR) is requesting state support for United Airlines to Chicago O'Hare and San Francisco International during the peak summer month from June 2018 through August 2018. CYAIR is requesting a state match of 40% not to exceed \$134,000.

Recommendation: Ms. Taylor recommended approval of CYAIR's grant request for summer seasonal service with United Airlines at a state match of 40%, not to exceed \$134,400.

Motions: It was moved by Commissioner Newton, and seconded by Commissioner Vaughan to approve CYAIR's grant request for summer seasonal service with United Airlines at a state match of 40%, not to exceed \$134,400.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of CYAIR's grant request for summer seasonal service with United Airlines at a state match of 40%, not to exceed \$134,400. Motion Carried.

² 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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IX. NEW BUSINESS (CONTINUED)

B. Jackson's ASEP Grant Application

The following is taken from the Explanation of Agenda:

Jackson Hole Air Improvement Resources (JH AIR) is requesting state support for service on United Airlines in support of their winter seasonal Minimum Revenue Guarantee (MRG) for the 2017/2018 season running from December through April. JH AIR is requesting a state match of 40% not to exceed \$230,000.

Recommendation: Ms. Taylor recommended approval of JHAIR's grant request for summer seasonal service with United Airlines at a state match of 40% not to exceed \$230,000.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Newton to approve JHAIR's grant request for summer seasonal service with United Airlines at a state match of 40% not to exceed \$230,000.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of JHAIR's grant request for summer seasonal service with United Airlines at a state match of 40% not to exceed \$230,000. *Motion Carried.*

C. Rock Springs ASEP Grant Application

The following is taken from the Explanation of Agenda:

The Sweetwater County Commission is requesting state support for service on SkyWest Airlines, marketed as United Express, for continued year-round service to Denver International Airport. The contract period will consist of 13 roundtrips per week from July 1, 2017 through June 30, 2018. The Sweetwater County Commission is requesting a deviation from the maximum state match of 60% so as to not encumber any additional financial liability to the community when compared to the previous two (2) contract periods for the same service. The 62.52% deviation request would mean an additional \$39,842 in grant support from the state. A onetime deviation was approved by the Commission for the current contracted service in Rock Springs in an effort to ease the financial obligation to the community when state matches for Primary Air Service projects went from 72% to 60% for FY17 grant applications. All Primary Air Service projects approved for FY18 have not exceeded the maximum state match of 60%.

Recommendation: Ms. Taylor recommended approval of Sweetwater County's grant request for service with SkyWest Airlines at a state match of 60% not to exceed \$949,151.

Motions: It was moved by Commissioner Vaughan, and seconded by Commissioner Brown to approve Sweetwater County's grant request for service with SkyWest Airlines at a state match of 60% not to exceed \$949,151.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of Sweetwater County's grant request for service with SkyWest Airlines at a state match of 60% not to exceed \$949,151. *Motion Carried.*

D. Selection of the 2017 Wyoming Aviation Hall of Fame Inductee

Mr. Nelson of the Wyoming Aviation Hall of Fame reviewed the nominees for induction into the Wyoming Aviation Hall of Fame.

Recommendation: Mr. Nelson recommended Mr. Richard Sugden from Jackson as 2017's inductee into the Wyoming Aviation Hall of Fame.



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IX. NEW BUSINESS (CONTINUED)

D. Selection of the 2017 Wyoming Aviation Hall of Fame Inductee (Continued)

Motions: It was moved by Commissioner Newton, and seconded by Commissioner Vaughan to induct Mr. Richard Sugden from Jackson into the Wyoming Aviation Hall of Fame for 2017.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of inducting Mr. Richard Sugden from Jackson into the Wyoming Aviation Hall of Fame for 2017. Motion Carried.

X. ANNOUNCEMENTS/REMINDERS

The following announcement was provided:

- A. An Education Session has been scheduled for June 6th – 7th, 2017, in Cheyenne. Session activities include new member orientation for all three (3) of WYDOT's Commissions, which includes the Aeronautics Commission, the Transportation Commission, and the Public Safety Communications Commission. This session shall be led by Ms. Julie Daniels of the UW Extension Office. A break-away session shall also occur, and includes Aeronautics specific training and review.
- B. Our next regularly scheduled business meeting shall be held in Cheyenne on July 18, 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 May 3, 2017 business meeting.

Discussion: As there were no questions or comments, the Commission then voted on the adjournment of the May 3, 2017 business meeting at 12:30 P.M. Motion Carried.