



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 Afton on Friday, September 22, 2017. Vice Chair DeVore presided, calling the meeting to order at 9:00 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 (*chaired meeting*)  
Doyle Vaughan, Commissioner, District 2  
Sigsbee Duck, Commissioner, District at Large  
Bill Panos, Ex Officio, WYDOT Director

## III. INTRODUCTIONS

*The following Staff Members were present:*

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

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:*

Glenn Januska, Casper Airport  
Tracy Hodgins, GDA Engineering  
Cheryl Bean, GDA Engineering  
Warren Hendrickson, AOPA  
Jim Parker, Pinedale Airport  
Jim Elwood, Jackson Hole Airport

Debbie Weckler, Powell Airport  
Dusty Spomer, GDA Engineering  
Mike Kahler, GDA Engineering  
John Davis, Afton Town Council  
Devon Brubaker, Rock Springs Airport  
Vince Tommassi, Past Commissioner

## IV. ADJUSTMENTS TO AGENDA

There were no adjustments to the agenda.

## V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated July 18, 2017

*Motions:* It was moved by Commissioner Vaughan and seconded by Commissioner Newton to approve the Draft Meeting Minutes dated July 18, 2017.

*Discussions:* As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated July 18, 2017. Motion Carried.



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## VI. UPDATES/DISCUSSIONS

### A. Chairman's Update

#### 1. General Matters

Vice Chair DeVore's update included conveying the benefits gained by the Commission through their attendance at events such as the Wyoming Airport Operator's Annual Conference, noting that it's a great way to network with each of the airport operator's and manager's throughout the state. He also expressed his appreciation for the knowledge gained during the Jackson Hole Airline Rendezvous and Select Air Committee meeting, which was recently attended by both he and Chair Schoonmaker, as well as by other members of the staff. He noted that one of the big takeaways from the event, in addition to hearing from United and SkyWest, was the fact that small communities such as Wyoming were thrown quite the lifeline. He conveyed that Bombardier and SkyWest had developed an inexpensive and cost effective way to extend their aircraft another 10,000 cycles, thus keeping those 50 passenger RJ's in small markets such as Wyoming. Chair DeVore also conveyed that division staff had done well in introducing the idea of a capacity purchase agreement for air service enhancement in Wyoming. His final item was in regard to general aviation, stressing that it too plays a huge roll in economic development for Wyoming. This concluded the Chairman's Update.

### B. Director's Update

#### 1. General Matters

The director's first update included expressing appreciations for associations such as WAOA who bring everyone together to share thoughts and ideas, and have further conversations surrounding their disciplines. His next item was regarding WYDOT's 100 year anniversary, explaining that WYDOT is now 100 years old, and is celebrating in the following ways:

- Rebuilding and rebranding WYDOT's website, utilizing the WYDOT symbol from 1917, and increasing its scalability for future site upgrades such as paying bills online.
- All hands employee meetings and lunches throughout WYDOT's five (5) districts and headquarters. Lunches included retirees as well, and everyone left with a replica license plate circa 1917.
- A Transportation Summit scheduled for December in Casper, which allows the department to bring all of its transportation groups together in order to discuss the future of transportation in rural states.

Director Panos also highlighted the successful execution of the eclipse event, expressing his appreciation to everyone involved in the year and a half long process of planning and ensuring the events success.

His final item was regarding the proposed legislation on a Capacity Purchase Agreement for Air Service Enhancement, explaining that the plan is to contract with an airline partner in order to provide and operate aircraft, in return for long-term commitments by the state partner, in order to purchase the agreed upon amount of flying necessary to support the use of that aircraft. This concluded the Director's Update.

### C. Administrator's Update

#### 1. General Matters

Administrator Surdam's first item was to mention that the Air Service Working Group's next meeting would be held October 10, 2017, noting that draft language would be worked on at that time for the Air Service Enhancement Programs draft Capacity Purchase Agreement legislation. Commissioner Duck agreed to join the Task Force at that time in order to provide representation for the Commission. She noted that a teleconference option would be provided as well. Ms. Surdam also mentioned that she finished 35 of the 40 airports along her statewide tour, and highlighted the success of the divisions marketing and outreach efforts over the past few months. This concluded the Administrator's Update.



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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### C. Air Service Development Program Update

#### 1. General Matters

Ms. Taylor's update included conveying that during the FAA reauthorization, Senator Coon tried to introduce some language which would allow the FAA to use its authority to give other avenues for pilots to gain credit toward the 1500 hours needed to obtain an air transport pilot license. She also noted that she recently has participated in, or will participate in, various small community air service working group panels throughout the nation; including panel participation at the National Association of State Aviation Officials Annual Conference, and intent to serve on a panel for the Regional Airline Association Conference. This concluded Ms. Taylor's General Matter's Update.

#### 2. Standard Monthly Reports

##### a. Budget Forecast Report

Ms. Taylor conveyed that the report reflected no changes.

##### b. Percent of Grant Projects by City Report

Ms. Taylor conveyed that the report reflected no changes.

### D. Engineering & Construction Program Update

#### 1. General Matters

Mr. Olsen's update included explaining that the division had been working with a consulting firm to make pavement conditions throughout the state available for quick look-up on the division's website, and that this was now active. He also conveyed that the Douglas Crosswind Runway project was delayed, as the sub grade couldn't withstand the milling weight on a third of this runway. He noted that the division is working with both the sponsor and consulting firm toward a solution. This concluded Mr. Olsen's General Matter's Update.

#### 2. Standard Monthly Report

##### a. Change Orders Report

Mr. Olsen conveyed that the report reflected no changes.

### E. Planning & Programming Program Update

#### 1. General Matters

Ms. Yaffa's update included an update by Mr. Schutzman regarding the success of the solar eclipse event, as well an annual WACIP update, highlighting that airports had done a great job in getting timely information to the division for this year's annual update. She noted that the process was now under staff review. She also mentioned that changes to the grant process would come before them at the next business meeting for their consideration. The concluded Ms. Yaffa's General Matters 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.



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## VIII. REGULAR BUSINESS

Ms. Yaffa reviewed the FY17 & FY18 WACIP Modifications, the only fiscal years reflecting changes requiring Commission action.<sup>1</sup>

### 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.

These modifications result in a reduction of \$65,377 in state funds allocated to grants. The addition of grant recoveries of \$532,807 results in the remaining balance of \$814,105 which is considered by staff to be more than sufficient for this point in the construction season.

Unallocated state funds will be transferred to FY18 at the end of the fiscal year.

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

Motions: It was moved by Commissioner Duck, and seconded by Commissioner Vaughan 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 includes the programming of six group NAVAID projects. These projects are funded through a statewide line item, so this adjustment results in no change to the remaining state funds balance.

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

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

### A. 2017 Wyoming PRM Taskforce Members

Resume's were presented to the Commission from those that applied to be a part of the 2017 Wyoming Priority Rating Model (PRM) Taskforce. Commissioner's Brown and DeVore also volunteered to be a part of the Task Force for 2017.

Recommendation: Approve appointment of Devon Brubaker, Jim Elwood, Glenn Januska, Lori Olson, Jim Parker, RaJean Strube Fossen, Cheryl Bean, and Commissioner's Brown and DeVore to the 2017 Wyoming Priority Rating Model Task Force.

Motions: It was moved by Commissioner Vaughan, and seconded by Commissioner Newton to approve the 2017 Wyoming PRM Taskforce as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the 2017 Wyoming PRM Taskforce as presented. Motion Carried.

<sup>1</sup> The FY17 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](http://www.dot.state.wy.us/home/aeronautics/planning--programming-program/capital_improvement_plan2.html)



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## IX. NEW BUSINESS (CONTINUED)

### B. Wyoming Aviation Data Management System

Ms. Yaffa reviewed the BlackCat Aviation Data Management System the division wished to acquire.

Recommendation: Approve funding for acquisition of a three year subscription to Panther International's BlackCat Aviation Data Management System at an annual cost not to exceed \$101,695.

Motions: It was moved by Commissioner Newton, and seconded by Commissioner Vaughan to approve the purchase of the Wyoming Aviation Data Management System.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the purchase of the Wyoming Aviation Data Management System. Motion Carried.

## X. PRESENTATIONS

Mr. Glenn Januska from the Casper Airport gave a presentation on their Snow Removal Equipment Building currently underway. He also provided a presentation regarding the eclipse event in Casper.

## XI. ANNOUNCEMENTS/REMINDERS

*The following announcement was provided:*

A. Our next regularly scheduled business meeting shall be held in Casper, December 6-8, 2017.

## XI. EXECUTIVE SESSION

There was no need for an Executive Session.

## XII. ADJOURNMENT

Motion: It was moved by Commissioner Newton, and seconded by Commissioner Vaughan to adjourn the September 22, 2017 business meeting.

Discussion: Commissioner Newton expressed the Commission's appreciation to staff for all of their efforts, and the Commission then voted on the adjournment of the September 22, 2017 business meeting at 12:01 P.M. Motion Carried.