



Matthew H. Mead  
Governor  
William T. Panos  
Director

# WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION MEETING MINUTES



Bill DeVore  
Chairman  
Telephone No.:  
(307) 777-4015

## I. CALL TO ORDER

A meeting of the Aeronautics Commission was held in Casper on Monday, April 9, 2018. Chair DeVore presided, calling the meeting to order at 1:00 P.M.<sup>1</sup>

## II. ROLL CALL

*The following Commissioners were present, constituting a quorum:*

Bill DeVore, Chair, District 3	John Newton, Vice Chair, District at Large
Chuck Brown III, Commissioner, District 1	Doyle Vaughan, Commissioner, District 2
Bruce McCormack, Commissioner, District 4	Pete Schoonmaker, Commissioner, District 5 ( <i>via telephone</i> )
Sigsbee Duck, Commissioner, District at Large	

## III. INTRODUCTIONS

*Staff Present:*

Amy Surdam, Division Administrator	Katie Pfister, Commission Secretary
Sheri Taylor, Fed. Aviation Policy & UAS Manager	Brian Olsen, Engineering & Construction Manager
Christy Yaffa, Planning & Programming Manager	Phillip Hearn, Project Engineer
Melissa Palka, Engineer	Greg Hampshire, Analyst
Shawn Burke, Air Service Development Analyst	Adam Schutzman, Senior Planner
Cheryl Porter, Grants & Programming Specialist	Melissa DeFratis, WYDOT's Legislative Liaison

*Guests Present:*

Cheryl Bean, GDA Engineering	Mike Kahler, GDA Engineering
Glenn Januska, Casper Airport	Devon Brubaker, Rock Springs Airport
Bucky Hall, CYAir	Pat Sweeny, Representative

## IV. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

## V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated February 22, 2018

*Motions:* It was moved by Commissioner Newton and seconded by Commissioner Brown to approve the Draft Meeting Minutes dated February 22, 2018.

*Discussions:* As there were no adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated February 22, 2018. Motion Carried.

<sup>1</sup> Administrator Surdam provided a short presentation prior to the business meeting at 11:00 A.M. in order to educate the Commission on the statutes relating to the newly created Commercial Air Service Improvement Council. This presentation was also open to the public.



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## VI. UPDATES/DISCUSSIONS

### A. Chairman's Update

#### 1. General Matters

Chair DeVore's update included expressing his appreciation for everyone's travel to Casper for the meeting, conveying that the meeting was moved to a centralized location, as the Airport Improvement Priority Rating Model Task Force would be meeting to complete their update over the next two (2) days. He also conveyed his support to staff and future appointees of the Air Service Improvement Council due to the recent passage of Senate Enrolled Act 40. This concluded the Chairman's General Matters Update.

### B. Administrator's Update

#### 1. General Matters

Administrator Surdam's update included information relating to the passage of Senate Enrolled Act 40, explaining that the governor would soon make his appointment recommendations for the Air Service Improvement Council, and a timeline had been strategized to meet all statutorily mandated requirements. She also explained that given the expedited timeline of the Council, that the Summit for aviation education would be postponed. Next she provided an update on Cheyenne air service, conveying that weekly meetings are ongoing in efforts of supporting the community in securing a new airline partner. Administrator Surdam's final item was to highlight the hard work and dedication of staff, conveying that four (4) staff members had recently received the departments Extra Mile Award, including AJ Schutzman, Shawn Burke, Cheryl Porter, and Melissa DeFratis. This concluded the Administrator's Update.

### C. Air Service Development Program Update

#### 1. General Matters

Administrator Surdam did not have any additional updates regarding air service.

#### 2. Standard Monthly Reports

##### a. Budget Forecast Report

The Budget Forecast Report reflected no changes.

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

The Percent of Grant Projects by City Report reflected no changes.

### D. Engineering & Construction Program Update

#### 1. General Matters

Mr. Olsen's update included welcoming Ms. Melissa Palka, the division's newly hired engineer. He also updated the Commission on the Crack Seal and Seal Coat and Mark projects, noting that crack sealing would occur in the southeast corner of the state within the next two (2) weeks, and that the competitive bidding process was underway for the Seal Coat and Mark project. This concluded the Engineering & Construction Program General Matter's Update.

### D. Engineering & Construction Program Update

#### 2. Standard Monthly Report

##### a. Change Orders Report

Mr. Olsen reviewed the Change Orders Report, which reflected five (5) updates:

- Gillette: Upgrade Electrical Vault, Rehab Airside Pavement, and Replace Auto gates, one (1) change



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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### E. Engineering & Construction Program Update (*Continued*)

#### 2. Standard Monthly Report (Continued)

##### a. Change Orders Report (Continued)

- Gillette (*Continued*): Upsize ATCT feed, add light indicator to sump pump, add PAPI disconnects, add underground J-boxes for PAPI, Add MALSR control on ALCMS, add siren sensor to Gate 7, Add card reader/key pad lights to gate controller.
- Rock Springs: Construct GA Terminal, Phase II, three (3) changes – Septic System Construction and Sewer system upgrades; reduction in concrete panel replacement, and various sewer upgrades.
- Saratoga: Rehabilitate Runway 5/23, one (1) change – Because the runway designation change was not approved by the FAA, the guidance signs need not be changed.

##### b. Statewide Line Items Update Report

Mr. Olsen reviewed the Statewide Line Items Report, which reflected four (4) new projects being added to the WACIP for FY2018, leaving the following remaining balances:

- Aviation Encouragement – \$29,526
- Marketing – \$85,429
- NAVAID – \$12,389

### E. Federal Aviation Policy & UAS Program Update

#### 1. General Matters

Ms. Taylor's General Matter's Update included highlighting recent travel to various educational conferences and workshops. She also provided updates on the recent passage of the Omnibus Aviation Bill, which included an extension for federal aviation programs through September 30, 2018, as well as the following appropriations:

- \$18B Appropriated to Federal Aviation Programs
- \$10M Appropriated to Small Community Air Service Development Program
- \$3.35B to the Airport Improvement Program (also \$1B in General Funds)
- \$155M to the Essential Air Service Program
- \$165M to the Contract Tower Program
- \$0 Increase on Passenger Facility Charges

Her final item was to apprise the Commission that the Aeronautics website would soon contain educational information related to unmanned aircraft, and that an educational outreach workshop may be on the horizon as well. She concluded the Federal Aviation Policy & UAS Program General Matters Update.

### F. Planning & Programming Program Update

#### 1. General Matters

Ms. Yaffa's update included informing the Commission that the Priority Rating Model Task Force would likely complete their analysis at their next meeting, and that a final report of findings would likely be presented to the Commission at June's business meeting. She also highlighted AJ Schutzman's recent certification and membership to the American Association of Airport Executives.



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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### F. Planning & Programming Program Update (*Continued*)

#### 1. General Matters (Continued)

Mr. Schutzman then provided an update on recent travel to the Ellsworth Air Force Base regarding the Powder River Training Complex and issues relating to radar and communications coverage, followed by Ms. Porter giving a brief demonstration on the WING's Database System. The concluded the Planning & Programming Program General Matters Update.

#### 2. Standard Monthly Report

##### a. Recovered State Funds Report

Ms. Yaffa reviewed the Recovered State Funds Report, which reflected state funds recovered from 36 existing projects or statewide line items, for a total of \$276,169.01.

### G. 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 WACIP Modifications.<sup>2</sup>

### A. FY18 WACIP Budget Modifications

*The following is taken from the Explanation of Agenda:*

FY18's WACIP Budget Modifications consist of a number of changes, including recovered funds being added to two (2) statewide line items, adjustments to the federal match on two (2) projects, and changes in total project cost on a few projects. This resulted in an increase of \$152,167 in state funds allocated to projects, leaving a remaining balance of \$659,059 for FY18.

As the Commission is aware, staff recommends a reserve of approximately \$400,000 in state funds as the construction season begins, for use on emergency projects, or higher than anticipated bid pricing. The current remaining balance of almost \$660,000 clearly exceeds staff recommendation, and staff is currently working to identify likely projects that could make use of these additional funds.

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

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

<sup>2</sup> The 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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## VIII. REGULAR BUSINESS (CONTINUED)

### B. FY19 Proposed WACIP Budget

*The following is taken from the Explanation of Agenda:*

The final FY19 Proposed WACIP budget contains the Division's recommended modifications, resulting from airport sponsor comments.

The remaining balance of \$304,712 is below the normally desired reserve of \$400,000. However, the Division is satisfied that the budget as it is constructed funds the highest and most urgent projects, while still allowing for some investment in airport infrastructure for the future.

Recommendation: Ms. Yaffa recommended approval of the FY19 Proposed WACIP Budget as presented.

Motions: It was moved by Commissioner Duck, and seconded by Commissioner Newton to approve the FY19 Proposed WACIP Budget as presented.

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

### C. FY20-23 Proposed WACIP Plan

*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.

Recommendation: Ms. Yaffa recommended approval of the FY20-23 Proposed WACIP Plan as presented.

Motions: It was moved by Commissioner Duck, and seconded by Commissioner Schoonmaker, to approve the FY20-23 Proposed WACIP Plan as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the FY20-23 Proposed WACIP Plan as presented. Motion Carried.

## IX. NEW BUSINESS

Ms. Yaffa and Mr. Olsen reviewed Commission Policy Amendments.

### A. Consideration of Commission Policy Amendment for Administrative Approval

*The following is taken from the Explanation of Agenda:*

Remove requirement that administratively approved grants and amendments be presented to the Commission for concurrence.

Recommendation: Approve Commission policy modifications to remove the requirement that remove the requirement that administratively approved grants be presented to the Commission for concurrence administratively approved grants be presented to the Commission for concurrence.

Discussions: Discussion amongst the Commission ensued relating to what constitutes an emergency, which includes items impacting the operation of an airport. Additionally, concerns were raised that as the Commission is fiscally responsible for the distribution of those state appropriated funds, that either the chair or vice chair should be notified of all administrative approvals exceeding \$25,000.

Motions: It was moved by Commissioner Duck, and seconded by Commissioner Brown to approve Commission policy modifications to remove the requirement that administratively approved grants be presented to the Commission for Concurrence at the next scheduled business meeting, and add to the Commission policy that the administrator will notify the chair or vice chair in writing or by electronic means when the administrative approval dollar amount exceeds \$25,000.00. The Commission then voted on the approval of approving Commission Policy changes as amended. Motion Carried.



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## IX. NEW BUSINESS (CONTINUED)

### B. Consideration of Commission Policy Amendment for Hazardous Waste Material

*The following is taken from the Explanation of Agenda:*

Current WAC policy prohibits use of state grant funds for removal of hazardous material. Staff supports removing this limitation. It was clarified during the meeting that the requested change only allows that future requests for hazardous waste removal be eligible to receive state funding through the application process.

Recommendation: Approve Commission policy modifications to remove the prohibition against using state grant funds to remove hazardous materials associated with an airport project.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Vaughan to approve Commission policy modifications to remove the prohibition against using state grant funds to remove hazardous materials associated with an airport project.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of Commission Policy changes as presented. Motion Carried.

Mr. Burke reviewed the ASEP Grant Applications.

### C. Consideration of Cody's ASEP Grant Application

*The following is taken from the Explanation of Agenda:*

Cody-Yellowstone Air Improvement Resources (CY-AIR) is requesting a state match of 40%, not to exceed \$134,400 in state support for summer seasonal service to Chicago O'Hare International Airport, and San Francisco International Airport. Schedules are still pending, but would follow similar patterns of previous years; service would be 1-2 times weekly, beginning in June and ending in August.

Recommendation: Mr. Burke recommended approval of Cody's Grant Application as presented.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Duck to approve the Cody's ASEP Grant Application as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the Cody's ASEP Grant Application as presented. Motion Carried.

### D. Consideration of Jackson's ASEP Grant Application

*The following is taken from the Explanation of Agenda:*

Jackson Hole Air Improvement Resources (JH AIR) is requesting a state match of 40%, not to exceed \$250,000 in state support for winter seasonal service to Newark Liberty International Airport on United Airlines. This request represents a \$20,000 increase from previous years awarded grants, and Commission practice has typically been to cap grants for additional or growth service at previous awarded dollar levels. However, JH AIR did request a lesser amount for the 2016/2017 season, and has seen more than 50% of awarded funds returned to the program on strong visitor spend and sales tax returned to the state. Staff also believes reasonable grant increases are expected, as associated operational and opportunity costs for airline service continue to increase.

Recommendation: Mr. Burke recommended approval of Jackson's Grant Application as presented.

Motions: It was moved by Commissioner Newton, and seconded by Commissioner Schoonmaker to approve the Jackson's ASEP Grant Application as presented.

Discussions: As there were no major questions or comments, the Commission then voted on the approval of the Jackson's ASEP Grant Application as presented. Motion Carried.





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## XI. ANNOUNCEMENTS/REMINDERS

*The following announcement was provided:*

A. Our next regularly scheduled business meeting shall be held June 18-19, 2018.

## XII. EXECUTIVE SESSION

There was no need for an Executive Session.

## XIII. ADJOURNMENT

*Motion:* It was moved by Commissioner Newton, and seconded by Commissioner McCormack to adjourn the April 9, 2018 business meeting. The Commission then voted on the adjournment of the April 9, 2018 business meeting at 3:24 P.M. *Motion Carried.*