



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 Cheyenne on Tuesday, June 19, 2018. Chair DeVore presided, calling the meeting to order at 1:00 P.M.

## II. ROLL CALL

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

Bill DeVore, Chairman, District 3	John Newton, Vice Chairman, District at Large
Chuck Brown III, Commissioner, District 1	Doyle Vaughan, Commissioner, District 2
Bruce McCormack, Commissioner, District 4	Pete Schoonmaker, Commissioner, District 5
Sigsbee Duck, Commissioner, District at Large	Sigsbee Duck, Commissioner, District at Large

## III. INTRODUCTIONS

*The following Staff Members were present:*

Brian Olsen, Interim Administrator	Katie Pfister, Commission Secretary
Christy Yaffa, Planning & Programming Mgr.	Shawn Burke, Air Service Development Analyst
Phillip Hearn, Project Engineer	Sheri Taylor, Fed. Aviation Policy & UAS Program Mgr.
Greg Hampshire, Analyst	AJ Schutzman, Senior Planner
Nick Humphreys, Planning Intern	Cheryl Porter, Grants & Programming Specialist
Melissa DeFratis, Legislative Liaison	

*The following Guests were present:*

Sam Voyles, AG's Office	Mike Kahler, AG's Office
Wendy Volk, CRAFT	Tim Barth, Cheyenne Regional Airport
Cheryl Bean, GDA Engineering	John Waggoner, Wyoming Aviation Hall of Fame

## IV. ADJUSTMENTS TO AGENDA

No adjustments were made to the agenda.

## V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated April 9, 2018

*Motions:* It was moved by Commissioner Duck and seconded by Commissioner Newton to approve the Draft Meeting Minutes dated April 9, 2018. *Motion Carried.*

B. Approval of the Draft Meeting Minutes dated April 24, 2018

*Motions:* It was moved by Commissioner McCormack and seconded by Commissioner Brown to approve the Draft Meeting Minutes dated April 24, 2018. *Motion Carried.*

## VI. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair DeVore' update included expressing his appreciation for being a part of the Priority Rating Model Task Force, as it provides for community and expert participation in updating the model utilized for determining state funding distributions for the Airport Improvement Program. This concluded the Chairman's General Matters Update.



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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### B. Director's Update

#### 1. General Matters

Director Panos' update included announcing the departments recent hiring of Ms. Wendy Brusco, and highlighting that the program's goal is to develop into a world class safety program for the department. His next update was regarding aircraft accident reporting, noting that Division Staff is working closely with WYDOT's emergency response and dispatch personnel to provide more timely notification processing moving forward. Director Panos' final item was regarding the Commercial Air Service Improvement Council. He explained that the Council had their first meeting in May, and that the statutorily mandated Commercial Air Service Improvement Plan is currently under development for Council consideration and review at their July business meeting. He further explained that following Council approval, the plan shall be presented to the Commission for their consideration, followed by Governor Mead for his consideration and approval by August 1, 2018. This concluded the Director's General Matters Update.

### C. Administrator's Update

#### 2. General Matters

Interim Administrator Olsen's update included announcing the recent signing of a proclamation by Governor Mead, proclaiming June as General Aviation month for the State of Wyoming. He emphasized the importance of General Aviation, noting that it contributes \$73M annually to the state's economy. He also provided an update regarding the Omnibus Spending Bill, noting that the FAA received approximately \$1B for the Airport Improvement Program for FY2018, and that the Division has created a team focused on the pursuit of those funds. This concluded the Administrator's General Matters Update.

### C. Air Service Development Program Update

#### 1. General Matters

Mr. Burke did not have a General Matters Update.

#### 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 a staffing update, noting that Mr. Phillip Hearn resigned from his position as Project Engineer, and that recruitment efforts are currently underway. He also noted that roughly 40 airport construction projects will begin in 2018, and that half of those grants have been issued to date. This concluded the Engineering & Construction Program General Matter's Update.

#### 2. Standard Monthly Report

##### a. Change Orders Report

Mr. Olsen reviewed the Change Orders Report, which reflected three (3) updates:

- Evanston, Reconstruct GA Apron, Two (2) Changes – Taxiway A3 was bid as being 6" thick. Existing pavement is 12" thick; milling/mobilization/mix design cost changed.
- Jackson, Reconstruct Commercial Apron, One (1) Change – Unsuitable subgrade soil discovered, remediation required to continue project.



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## VII. UPDATES/DISCUSSIONS (CONTINUED)

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

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

##### a. Statewide Line Items Update Report

Mr. Olsen reviewed the Statewide Line Items Report, which reflected nine (9) new projects being added to the WACIP for FY2018, leaving the following remaining balances:

- Aviation Encouragement – \$12,725
- Marketing – \$65,623
- NAVAID – \$12,397

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

#### 1. General Matters

Ms. Taylor's General Matter's Update included an update on Federal Airport Improvement Program funding for fiscal year 2018. She explained that a total of \$677M was awarded, including funding to the following airports within the state:

- Natrona County Airport: \$2.7M to Rehabilitate Taxiway C
- Yellowstone Regional Airport: \$1.3M to Expand Commercial Apron
- Laramie Regional Airport: \$4.5 to Rehabilitate Runway 321 Pavement & Signage

She also apprised the Commission of her recent attendance to the Jumpstart Conference in Cleveland, Ohio, noting that staff had the opportunity to meet with several commercial carriers and received favorable feedback regarding the proposed Capacity Purchase Agreement. Her final update was regarding the UAS Pilot Program, noting that language could potentially be introduced allowing for other states to join the program. This concluded the Federal Aviation Policy & UAS Program General Matters Update.

### F. Planning & Programming Program Update

#### 1. General Matters

Ms. Yaffa's update included introducing the Divisions new intern, Nick Humphrey's. She then apprised the Commission on the annual WACIP update, noting that an update request had been sent out to all airport sponsors, with an anticipated return by August 17, 2017, and that the Division is working on setting up video calls to review proposals with sponsors following submission. Ms. Yaffa's next item was regarding the Rates and Charges Update Project, which is a compilation of the fees charged by airports within the state, as well as fees from some of the surrounding states, which helps our airports ensure that their fees are at the proper market rates. Her final item was regarding impending joint planning conferences, noting that the Commission was sent had been sent invitations via E-Mail. This concluded the Planning & Programming Program General Matters Update.

#### 2. Standard Monthly Report

##### a. Administrative Approvals Report

Ms. Yaffa reviewed the Administrative Approvals Report, which reflected one (1) grant having been administratively approved for this period.

##### b. Recovered State Funds Report

Ms. Yaffa reviewed the Recovered State Funds Report, which reflected state funds recovered from 17 grants and three (3) statewide programs, for a total of \$95,329.84.



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## VII. UPDATES/DISCUSSIONS (CONTINUED)

### G. Commission Secretary Update

#### 1. General Matters

Secretary Pfister’s update included conveying that a supplemental teleconference would be necessary in July for Commission consideration and review of the Commercial Air Service Improvement Plan.

## VII. OLD BUSINESS

Ms. Yaffa reviewed the 2018 AIP Priority Rating Model Updates.

### A. 2018 AIP Priority Rating Model Updates

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

To assure that the Airport Improvement Program Priority Rating Model (AIP PRM) continues to best meet the needs of the state aviation system, the Aeronautics Commission and Division determined that the model should be reevaluated and updated during the 2018 fiscal year. A taskforce was established to assist in the reevaluation and make recommendations to improve model performance. The 2018 Priority Rating Model (PRM) Task Force members were:

- Wyoming Aeronautics Commission: Bill Devore, Chuck Brown III
- Airport Representatives: Glenn Januska, Casper/Natrona County International Airport, James Parker, Ralph Wenz Field – Pinedale, Devon Brubaker, Southwest Wyoming Regional Airport - Rock Springs, Lori Olson, Upton Municipal Airport, RaJean Strube Fossen, Hunt Field – Lander
- Consultant Representative: Cheryl Bean, GDA Engineers
- Wyoming Aeronautics Division: Christy Yaffa, Brian Olsen

A.J. Schutzman and Cheryl Porter from the Aeronautics Division provided professional services to assist the Task Force. Galen Hesterberg provided consultant services to the Aeronautics Division and assistance to the Task Force. The PRM Task Force completed its review of the model in early May, 2018. The review process focused on identification of issues concerning use of the 2014 PRM, and subsequent recommendations for updating and restructuring that model to better support the stated purpose of the priority rating model as a tool to assist in the evaluation of all airport projects proposed for state or federal funding. The revised model was posted on the WYDOT website for two (2) weeks to solicit public comment. Having received no comments, the Division is now recommending approval of the revised 2018 AIP Priority Rating Model. If approved, the revised model will be utilized in the 2018 WACIP Update.

Recommendation: Ms. Yaffa recommended approval of the 2018 AIP Priority Rating Model Updates as presented.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Newton to approve the 2018 Priority Rating Model Updates as presented. Motion Carried.

## VIII. REGULAR BUSINESS

Ms. Yaffa reviewed the WACIP Modifications for FY2018, the only fiscal year reflecting changes.<sup>1</sup>

### A. FY18 WACIP Budget Modifications

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

The WACIP update contains modifications to seven (7) grants and three (3) statewide programs resulting in an increase of \$172,368 in state funds allocated to projects. The remaining state funds available are significant

<sup>1</sup> The FY18 WACIP Budget Modifications, 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

### A. FY18 WACIP Budget Modifications (Continued)

(\$1,001,999) but staff has identified a number of projects that can make use of these funds. Coordination with the FAA and airport sponsors is underway and we anticipate having a plan to allocate the remaining funds at the next Commission business meeting.

Recommendation: Ms. Yaffa recommended approval of the FY18 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. Motion Carried.

## IX. NEW BUSINESS

Mr. Waggener of the Wyoming Aviation Hall of Fame reviewed their 2018 recommendation for the Wyoming Aviation Hall of Fame.

### A. 2018 Wyoming Aviation Hall of Fame

Recommendation: Mr. Waggener requested Commission concurrence on inducting Jack Duggleby into the Wyoming Aviation Hall of Fame for 2018.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Duck to induct Jack Duggleby into the Wyoming Aviation Hall of Fame. Motion Carried.

### B. Consideration of Cheyenne's Air Service Enhancement Program (ASEP) Application

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

The Cheyenne Regional Air-service Focus Team (CRAFT) is requesting \$580,000 in state support, at a state match of 26.4% for primary service to a hub airport dubbed "Project Echo".

Recommendation: Mr. Burke recommended approval of CRAFT's request at a state match of 26.4%, not to exceed \$580,000, for primary service under Project Echo.

Motions: It was moved by Commissioner Newton, and seconded by Commissioner Brown to approve CRAFT's grant application request. Motion Carried.

## XI. ANNOUNCEMENTS/REMINDERS

There were no Announcements/Reminders.

## XII. EXECUTIVE SESSION

A brief 15 minute Executive Session was held at the start of the business meeting regarding Project Echo.

## XIII. ADJOURNMENT

Motion: It was moved by Commissioner Newton, and seconded by Commissioner McCormack to adjourn the June 19, 2018 business meeting at 3:20 P.M. Motion Carried.