



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 at the Holiday Inn hotel in Rock Springs on Friday, September 14, 2018. Chair DeVore presided, calling the meeting to order at 9:00 A.M.

II. ROLL CALL

The following Commissioners were present, constituting a quorum:

Bill DeVore, Chair, District 3

Bruce McCormack, Commissioner, District 4

Pete Schoonmaker, Commissioner, District 5

Doyle Vaughan, Commissioner, District 2

Sigsbee Duck, Commissioner, District at Large

III. INTRODUCTIONS

The following Staff Members were present:

Brian Olsen, Division Administrator

Sheri Taylor, Fed. Aviation Policy & UAS Program Manager

Adam Schutzman, Senior Planner

Nick Humphreys, Planning Intern

Melissa Palka, Engineer

Katie Pfister, Commission Secretary

Christy Yaffa, Planning & Programming Manager

Cheryl Porter, Grants & Programming Specialist

Greg Hampshire, Analyst

IV. ADJUSTMENTS TO AGENDA

One (1) adjustment was made to the Agenda, removing a voting requirement from the FY20-23 WACIP Plan.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated June 19, 2018

Motions: It was moved by Commissioner McCormack and seconded by Commissioner Vaughan to approve the Draft Meeting Minutes dated June 19, 2018.

Discussions: As there were no adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated June 19, 2018. *Motion Carried.*

B. Approval of the Draft Executive Session Meeting Minutes dated June 19, 2018

Motions: It was moved by Commissioner Duck and seconded by Commissioner Vaughan to approve the Draft Executive Session Meeting Minutes dated June 19, 2018.

Discussions: As there were no adjustments, the Commission voted on the approval of the Draft Executive Session Meeting Minutes dated June 19, 2018. *Motion Carried.*

C. Approval of the Draft Meeting Minutes dated July 26, 2018

Motions: It was moved by Commissioner McCormack and seconded by Commissioner Vaughan to approve the Draft Meeting Minutes dated July 26, 2018.

Discussions: As there were no adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated July 26, 2018. *Motion Carried.*



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VI. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair DeVore's update included congratulating Mr. Olsen on his appointment as the new Aeronautics Administrator. He also expressed his appreciation to the Wyoming Airport Operator's for putting together such a great event in Rock Springs. This concluded the Chairman's Update.

B. Administrator's Update

1. General Matters

Administrator Olsen's update included expressing his gratitude on his recent appointment as administrator. He also conveyed that the Commercial Air Service Improvement Council had just completed their third meeting in Rock Springs earlier in the week, highlighting that the meeting included a final review of the Capacity Purchase Agreement Request for Proposals. Administrator Olsen also noted that the Division is working closely with the Wyoming Highway Patrol on developing a more timely system in regard to aviation crash reporting. This concluded the Administrator's Update.

C. Air Service Development Program Update

1. General Matters

Mr. Burke's update included highlighting the progress of the Commercial Air Service Improvement Council, noting that the council's plan had been submitted to the governor's office, and that the Request for Proposal would soon be circulated. He explained that the framework for a Memorandum of Understanding (MOU) had just begun, explaining that the MOU will be the glue that binds the responsibilities of the Department and participating communities. This concluded the Air Service Development Program General Matter's Update.

2. Standard Monthly Reports

a. Budget Forecast Report

Mr. Burke reviewed the Budget Forecast Report, which included the following update:

- An audit of the Air Service Enhancement Program (ASEP) against the cash balance was initiated in May. Ultimately, a discrepancy of \$251,746.39 was discovered, dating back to a 2010 audit of the ASEP, and was from 2004 when the program moved from the Wyoming Business Council (WBC) to the Wyoming Department of Transportation (WYDOT). This included \$217,705 that was transferred to the ASEP overhead, and \$34,041 kept by the WBC for consulting fees.

Additionally, the Budget Forecast Report reflected the following posted project recoveries for FY2018:

- \$114,274.82 for both SHR and RIW
- \$504,447.48 from RKS
- \$3,222.60 from JAC

b. Percent of Grant Projects by City Report

Mr. Burke reviewed the Percent of Grant Projects by City Report, which included the following updates:

- Recoveries in FY18
- Added Cheyenne for FY19 & FY20



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VI. UPDATES/DISCUSSIONS (CONTINUED)

D. Engineering & Construction Program Update

1. General Matters

Mr. Olsen's update included a staffing update, noting that work continues on filling the Project Engineer position, and that he recently received approval to advertise the Engineering Program Manager position. 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 included 22 additional change orders being added to the report.

b. Statewide Line Items Report

Mr. Olsen reviewed the Statewide Line Items Report, which included seven (7) new projects being added to the report.

E. Federal Aviation Policy & UAS Program Update

1. General Matters

Ms. Taylor's update included information on the reauthorization, noting that a bill must go through by September 30, 2018. She also provided an update on the UAS IPP Application process, explaining that even though Wyoming wasn't selected at this time, that outreach efforts continue toward bringing new drone business into our State. The concluded the Federal Aviation Policy & UAS Program General Matters Update.

F. Planning & Programming Program Update

1. General Matters

Ms. Yaffa's update included a rates and charges update, given by Mr. Humphreys, Planning Intern. He explained that a survey had been developed and distributed, with 80 submissions received to date. Mr. Humphreys also provided an update regarding Joint Planning Conferences held in Dixon, Green River, Saratoga, and Rawlins. The final update was a presentation given by Mr. Tim Basonic of Panther International regarding the WING's database. The concluded the Planning & Programming Program General Matters Update.

2. Standard Monthly Report

a. Administrative Approvals Report

Ms. Yaffa reviewed the Administrative Approvals Report, which included seven (7) grants that were administratively approved.

b. Recovered State Funds Report

Ms. Yaffa reviewed the Recovered State Funds Report, which included state funds recovered from five (5) existing statewide projects/programs, for a total of \$406,928.18. She explained that all of the projects/programs are being reduced in order to return remaining funds to the grants program for allocation to other projects.

G. Commission Secretary Update

1. General Matters

Secretary Pfister did not have a General Matters Update.



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VII. OLD BUSINESS

- A. No old business matters were discussed.

VIII. REGULAR BUSINESS

Ms. Yaffa reviewed the WACIP Modifications.¹

A. FY18 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY18 WACIP Budget Modifications includes several changes, most resulting from bid awards, and the end of the funding year close-out. All statewide programs have been finalized, and all remaining funds have been returned to the Airport Improvement Program to be issued as grants. All unobligated funds have been allocated to projects, so the remaining balance for FY2018 is now \$0.

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

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

B. FY19 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY19 WACIP Budget Modifications this month consist of three (3) changes. The two (2) statewide program changes are a result of airport sponsor request to increase the statewide marketing program line item and reinstate the windsock program. In addition, one general project was modified to partially fund the project using FY18 funds.

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

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

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

IX. NEW BUSINESS

- A. No new business matters were discussed.

IX. PRESENTATIONS

Two (2) presentations were given, one (1) on Gillette/Campbell County Airport's Master Plan, and one (1) on Newcastle/Mondell Field Airports Master Plan.

X. ANNOUNCEMENTS/REMINDERS

The following announcement was provided:

- A. Our next regularly scheduled business meeting shall be held December 10-11, 2018.

¹ The FY18 & 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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XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. ADJOURNMENT

Motion: It was moved by Commissioner Vaughan, and seconded by Commissioner Duck to adjourn the September 14, 2018 business meeting at 10:25 A.M. *Motion Carried.*