



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 Thursday, February 22, 2018. Chair Schoonmaker presided, calling the meeting to order at 8:30 A.M.

II. ROLL CALL

The following Commissioners were present, constituting a quorum:

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

III. INTRODUCTIONS

The following Staff Members were present:

Amy Surdam, Division Administrator	Katie Pfister, Commission Secretary
Sheri Taylor, Federal Policy & UAS Program Manager	Brian Olsen, Engineering & Construction Manager
Christy Yaffa, Planning & Programming Manager	Phillip Hearn, Project Engineer
Shawn Burke, Air Service Development Analyst	Greg Hampshire, Analyst
Cheryl Porter, Grants & Programming Specialist	Adam Schutzman, Senior Planner

The following Guests were present:

Glenn Januska, Natrona Cnty. Int'l Airport	Aaron Buck, Natrona Cnty. Int'l Airport
Devon Brubaker, Southwest Wyoming Regional Airport	Sam Voyles, Attorney General's Office
Cheryl Bean, GDA Engineering	Mike Kahler, Attorney General's Office
Bob Hooper, Yellowstone Regional Airport	Scott Bell, Morrison Maierle
Tim Wick, Morrison Maierle	John Stopka, Sheridan County Airport

IV. ADJUSTMENTS TO AGENDA

Two (2) adjustments were made to the Agenda as follows:

- The removal of Amending Commission Policy for Officers, Terms of Office, & Meetings, and
- Moving New Business, Officer Elections, immediately following Updates/Discussions.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated December 6, 2017

Adjustments: One (1) adjustment was made to the minutes, removing Commissioner McCormack as being present.

Motions: It was moved by Commissioner DeVore and seconded by Commissioner McCormack to approve the Draft Meeting Minutes dated December 6, 2017.

Discussions: As there were no additional adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated December 6, 2017. *Motion Carried.*



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V. APPROVAL OF MINUTES (CONTINUED)

A. Approval of the Draft Meeting Minutes dated January 23, 2018

Motions: It was moved by Commissioner Newton and seconded by Commissioner DeVore to approve the Draft Meeting Minutes dated January 23, 2018.

Discussions: As there were no adjustments, the Commission voted on the approval of the Draft Meeting Minutes dated January 23, 2018. Motion Carried.

VI. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair Schoonmaker's update included conveying his gratitude to everyone that worked alongside him during his three (3) year's serving as Chairman of the Aeronautics Commission. He also remarked on the importance of the Commission, stressing that the Commission remain active, engaged, and relevant moving forward, as the airports the Commission serves are critical to the future economic development of the state.

This concluded the Chairman's Update.

B. Director's Update

1. General Matters

The director's update included thanking Chair Schoonmaker for his service to the Commission, and supporting Chair Schoonmaker's message on the importance of Commissions. He also provided a federal legislative update on items having primary importance to states such as Wyoming, which included the following:

- Federal Infrastructure Principles: Director Panos noted that while the administration is focusing on infrastructure, regulatory relief, and rural states, the principles may not deal with certain issues of importance to the state, such as the Highway Trust Fund (HTF), Fixing America's Surface Transportation (FAST) Act formula funding, or Public/Private Partnerships in rural states. He also pointed out that these principles may require significantly higher state matches for receiving federal funding, and that his concerns had been conveyed to the federal delegation, the Governor, and the State's Treasurer. He also pointed out a significant reduction in Essential Air Service (EAS) Program funding.

Additionally, he provided a state legislative update, noting that the agency's role during session is educational, and that proposed legislation directly affecting Aeronautics included the following:

- SF0040 – Commercial Air Service Improvement: Creates and funds a commercial service improvement plan.
- Budget Bill – ENDOW Budget Initiative: Provides \$15M for funding ENDOW's number one priority which is stabilizing commercial air service within our state.

This concluded the Director's Update.

C. Administrator's Update

1. General Matters

Administrator Surdam's update included announcing her participation in a PBS special alongside Director Panos and Senator VonFlatern regarding the State of Aviation in Wyoming. She also noted that following Division Staff's quarterly meeting with the Wyoming Airport Operator's Association, airports will be adding the Division to their aircraft accident notifications list in efforts of being informed more expediently.



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VI. UPDATES/DISCUSSIONS (CONTINUED)

C. Administrator's Update *(Continued)*

2. General Matters (Continued)

Her final item was to apprise the Commission of future divisional goals, to include the following:

- Providing an Interim Topic – Considering an interim topic for lowering the airport loan program's interest rate in order to make this funding source more appealing,
- Providing more Aviation Education – Considering holding a facilitated work session in May to inform and stress the need for aviation in the State of Wyoming.

This concluded the Administrator's Update.

C. Air Service Development Program Update

1. General Matters

Administrator Surdam's update included conveying that although Cheyenne Regional Airport has not finalized an Air Service Enhancement Program grant application at this time that the Division is working at a very high level with the community, offering expertise and guidance to help them secure an airline for Cheyenne's terminal.

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 updates:

- Posted recoveries to the ASEP of \$593,213.52, previously reported to the commission at the December meeting, and now realized by the ASEP account.
- Removed grant awarded to Cody-CY AIR from FY2018 for \$128,000
- Reduced Riverton (RIW) and Sheridan (SHR) grant amounts from \$945,367.50 forecasted in FY2019 and FY2020, to the awarded \$596,936.90 for FY2019, and forecasted amount for FY2020.

b. Percent of Grant Projects by City Report

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

- Removal of Cody in FY2018
- Reduction to each RIW and SHR in FY2019 of \$348,430.60, based on the awarded grants.

D. Engineering & Construction Program Update

1. General Matters

Mr. Olsen's update included announcing that the pavement condition index(PCI) investigations for the southeast corner of the state are completed and the results are live on the Division's website. He also provided a staffing update, highlighting the recent hire of Melissa Palka, the Division's new engineer.

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 the following four (4) updates:

- Casper: Construct Customs Office, one (1) change – Change door hardware, replace glass and seals



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VI. UPDATES/DISCUSSIONS (CONTINUED)

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

2. Standard Monthly Report (Continued)

a. Change Orders Report (Continued)

- (*Continued*) on windows, add window coverings, change light fixtures, change flush valves to battery operated, additional painting, and lockable access panel in office ceiling, relocate two (2) security cameras.
- Cheyenne: Construct Commercial Apron, three (3) changes – Storm drain, water line, trail, and landscape island upgrades as required by City Planning and Engineering; Change concrete mix to use fly ash, remove deicing diversion and collection system from contract, and reduction of P209; Replace 20 KW Regulator with 30 KW Regulator that has surpassed design life.

b. Statewide Line Items Update Report

Mr. Olsen reviewed the Statewide Line Items Update Report, which reflected (7) new projects being added to the WACIP for FY2018 for Aviation Encouragement, Marketing, and NAVAID Maintenance, leaving the following remaining balances:

- Aviation Encouragement (2) – \$33,743
- Marketing – \$110,429
- NAVAID – \$14,556.

E. Federal Aviation Policy & UAS Program Update

1. General Matters

Ms. Taylor's update included an application status update for the UAS Integration Pilot Program. She noted that only five (5) applications would be selected, and that the selection process would occur within the month. Her final item was a federal update, noting that the FAA's Reauthorization Bill was unlikely to pass before the end of session so an extension was imminent, and that there was no allocation for the Small Community Aviation Development Program at this time.

The concluded the Federal Aviation Policy & UAS Program General Matters Update.

F. Planning & Programming Program Update

1. General Matters

Ms. Yaffa's update included conveying Division Staff's plan to update the Rates and Charges Guide, with completion anticipated in the fall of 2018. Next she provided an update on the Wyoming Aviation Information and Grants System (WINGS), noting that development is underway, and that the consultant would start with airport facility information as it is the most readily available information from the FAA. Ms. Yaffa then provided an update on the Priority Rating Model (PRM) Taskforce, noting that the first meeting was completed, and another one would be held soon. Her final item was to announce her recent appointment to the Business Industry Advisory Board of Embry-Riddle Aeronautical University.

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 12 existing projects or statewide line items, for a total of \$68,056.



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VI. UPDATES/DISCUSSIONS (CONTINUED)

G. Commission Secretary Update

1. General Matters

Secretary Pfister did not have a General Matters Update.

2. Correspondence

One (1) piece of correspondence was reviewed from Mr. Glenn Januska of Natrona County International Airport regarding a proposed parking lot reconstruction project that has been continually pushed into the outer fiscal years of the WACIP due to the project's priority ranking. He noted that the airport was already able to secure \$515,445 in County optional one-cent funds allocated toward the airport's share of the project, and expressed his concern with delaying the project further due to the risk that the one-cent funds could be seen as unneeded by the airport and be lost to this project. He further explained that pavement conditions continue to decline, and with the project continually being pushed to outer years that costs will only continue to increase over time. Mr. Januska then asked for an overall consensus from the Commission on the airport doing a sponsor-only project at this time, using the once-cent funds. Mr. Januska would like to apply these local funds as match on future phases of the parking lot project. The proposal would increase the state's share above the standard 80 percent for the later phases of the project to reflect the decrease in the sponsor's up-front expenditure. Mr. Januska assured the Commission that the state match for the overall project in its entirety (all phases) would not exceed 80 percent, and also that he understood that there may not be state funds available for any future phases of the project. The Commissioners expressed willingness to allow Mr. Januska to request the future phases of the project at a higher state match, taking into account that the airport would be funding the first phase without a state match.

VII. NEW BUSINESS

A. Consideration of Biennial Officer Elections – Chairman

Nominations: One (1) nomination was received by Commissioner Schoonmaker to elect Vice Chairman DeVore as Chairman.

Motions: It was moved by Commissioner Schoonmaker, and seconded by Commissioner Newton to elect Vice Chairman DeVore as Chairman.

Discussions: As there were no major questions or comments, the Commission then voted to elect Vice Chairman DeVore as Chairman. *Motion Carried.*

B. Consideration of Biennial Officer Elections – Vice Chairman

Nominations: One (1) nomination was received by Commissioner Brown to elect Commissioner Newton as Vice Chairman.

Motions: It was moved by Commissioner Brown, and seconded by Commissioner Vaughan to elect Commissioner Newton as Vice Chairman.

Discussions: As there were no major questions or comments, the Commission then voted to elect Commissioner Newton as Vice Chairman. *Motion Carried.*

New elect, Chair DeVore, proceeded to take over the meeting.

VIII. REGULAR BUSINESS

Ms. Yaffa reviewed the WACIP Modifications for FY18.¹ 14 airport sponsors submitted comments on the

¹ The WACIP, as reviewed in its entirety by Division Staff and the Commission, may be obtained at:



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VIII. REGULAR BUSINESS (CONTINUED)

(Continued) proposed revised WACIP. Of these comments, 10 included specific requested changes. The Division staff has analyzed the comments, and made a recommendation for each.

A. FY18 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY18 WACIP Budget Modifications reflected an increase to three (3) statewide line items due to recovered funds from older projects, and one (1) modification to an airport project. Changes resulted in an additional \$74,745 in state funds being allocated to projects. This left a remaining balance of \$535,056 in state funds for this fiscal year.

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

Motions: It was moved by Commissioner Newton, 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. PRESENTATIONS

Mr. Hooper of Yellowstone Regional Airport and Mr. Bell of Morrison Maierle gave a presentation on a recent approach study.

X. ANNOUNCEMENTS/REMINDERS

The following announcement was provided:

A. Our next regularly scheduled business meeting shall be held April 9-10, 2018.

XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. ADJOURNMENT

Motion: It was moved by Commissioner Newton, and seconded by Commissioner Schoonmaker to adjourn the February 22, 2018 business meeting.

Discussion: As there were no major questions or comments, the Commission then voted on adjournment of the February 22, 2018 business meeting at 11:27 A.M. Motion Carried.