



Mark Gordon
Governor
K. Luke Reiner
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, April 30, 2019. Chairman DeVore presided, calling the meeting to order at 8:42 A.M.

II. ROLL CALL

Commissioners present and constituting a quorum:

Bill DeVore, Chairman, District 3

Chuck Brown III, Commissioner, District 1

Bruce McCormack, Commissioner, District 4

Luke Reiner, Ex Officio, WYDOT Director

John Newton, Vice Chairman, District at Large

Doyle Vaughan, Commissioner, District 2

Pete Schoonmaker, Commissioner, District 5

III. INTRODUCTIONS

Others present and participating in the meeting included:

Brian Olsen, Administrator

Christy Yaffa, Planning & Programming Mgr.

Sheri Taylor, Fed. Aviation Policy & UAS Program Mgr.

Wendy Volk, CRAFT

John Waggoner, Aviation Hall of Fame

Katie Pfister, Commission Secretary

Shawn Burke, Air Service Development Analyst

Phillip Hearn, Engineering & Construction Mgr.

Anja Bendell, Cheyenne LEADS

IV. ADJUSTMENTS TO AGENDA

One (1) adjustment was made to the agenda, removing the FY19 WACIP Budget Modifications as an action item.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated March 12, 2019

Motions: It was moved by Commissioner Brown and seconded by Commissioner Newton to approve the Draft Meeting Minutes dated March 12, 2019. As there were no adjustments, the Commission then voted on approval of the minutes. *Motion Carried.*

VI. UPDATES/DISCUSSIONS

A. Chairman's Update

1. General Matters

Chair DeVore's update included welcoming General Reiner to the agency, and expressing the Commission's eagerness in working with him. This concluded the Director's General Matter's Update.

B. Director's Update

1. General Matters

Director Reiner noted that it has been a pleasure learning and getting to know everyone during his first couple of months with the agency. He explained that he's spent quite a bit of time speaking with key individuals, senior staff, and district engineers, and had already visited three of the five districts. Director Reiner highlighted that the governor appointed Erica Legerski as a liaison to WYDOT, and that she is also responsible for the Military Department and Office of Homeland Security. He also noted that he has met with the Contractor's Association, Trucking Association, Public Safety Communications Commission, and the Federal Highway Department.

Director Reiner also briefed the commission on recent activity at the agency, noting that Highway Patrol will



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VI. UPDATES/DISCUSSIONS (CONTINUED)

B. Director's Update *(Continued)*

1. General Matters (Continued)

be moving trainings from Camp Guernsey to Laramie County Community College, and provided a brief overview of the most recent Customer Satisfaction Survey. He also conveyed his plan of being responsible in making the organization more efficient, noting that change order signatory authority thresholds had just recently change to expedite processes.

His final updates were regarding the legislature, noting that staff is slated to present to the Joint Transportation, Highway, and Military Affairs Committee on May 15, 2019 in Casper, and would include finances and budget, the Transportation Improvement Program, the Revenue Information System, Wildlife Crossings, and WyoLink funding. This concluded the Director's Update.

C. Administrator's Update

1. General Matters

Administrator Olsen's update included reminding the Commission that \$1B was appropriated in discretionary funding to the Federal Aviation Administration (FAA) for use on airport construction projects had been held back for obligation in 2019 or 2020 and that the funds should be allocated in the near future to some of the projects submitted. He also highlighted that internal policy creation is currently underway for the use of drones, and that the database that has been a year in the making should go live within three weeks. This concluded Administrator Olsen's General Matters update.

C. Air Service Development Program Update

1. General Matters

Mr. Burke's update included information relating to Capacity Purchase Agreement (CPA), including highlighting that upon RFP completion, SkyWest Airlines provided the best option per the committee established to review the proposals, and that a supplemental meeting would need to be held prior to June 30, 2019, so that an agreement could be signed and in place by that date. He also highlighted that a second flight for Cheyenne would commence on May 4th. This concluded Mr. Burke's General Matters update.

2. Standard Monthly Reports

a. Budget Forecast Report

Mr. Burke conveyed that no changes had been made to the Budget Forecast Report.

b. Percent of Grant Projects by City Report

Mr. Burke conveyed that no changes had been made to the Percent of Grant Projects by City Report.

D. Engineering & Construction Program Update

1. General Matters

Mr. Hearn's update included an update on the Seal Coat and Mark project, noting that the award was made to Straight Stripe, and explaining that while the price was higher than previous years, that was directly related to an increase in oil costs. He also provided a staffing update, highlighting that Project Engineer interviews had been completed and narrowed down to two candidates. This concluded Mr. Hearn's General Matters Update.



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VI. UPDATES/DISCUSSIONS (CONTINUED)

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

1. Standard Monthly Reports

a. Change Orders Report

Mr. Hearn conveyed that the Change Orders Report reflected three changes to the Wheatland Runway Project, including:

- Supplemental Discretionary funding from the FAA was obtained (100% Federal, no match). Added Bid Alt 1A (Blast Pads), Bid Alt 1B (Storm Sewer, Bid Schedule 3 (8' Wildlife Fence) for items not previously awarded due to funding.
- Bid Alt 1 (Blast Pads) – Geotextile alternative accepted in lieu of installing a Geotextile separation fabric with an overlying geogrid.
- Adding geogrid to stabilize unstable subgrade between stations 18+00 to 29+00

b. Statewide Line Items Report

Mr. Hearn reviewed the Statewide Line Items Report, which reflected four (4) new projects being added to the WACIP for FY2019, leaving the following remaining balances:

- Aviation Encouragement – \$31,000
- Marketing – \$240,000
- NAVAID – \$17,973

E. Planning & Programming Program Update

1. General Matters

Ms. Yaffa's update included information on the Economic Impact Study Project, noting the FAA and state match may not be enough to cover the project at this time, so she will likely come back with any additional funding requests once the contract negotiations reach completion. She also gave a BlackCat database update, explaining that a soft live testing had taken place with 15 stakeholders, and that training is anticipated as part of this year's WACIP workshops taking place the week of May 13, 2019. Her final update was regarding staffing; noting that she recently completed interviews for a new intern, and would make an offer later in the week. She concluded the Planning & Programming Program General Matters Update.

2. Standard Monthly Reports

a. Administrative Approvals Report

Ms. Yaffa reviewed the Administrative Approvals Report, which reflected the following update:

- There was one administrative approval this period which increased the project by \$10,800.

b. Recovered State Funds Report

Ms. Yaffa reviewed the Recovered State Funds Report, which reflected the following updates:

- One project was closed which returned \$492,000 in state funds to the grants program.

VII. OLD BUSINESS

A. No old business matters were discussed.



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VIII. REGULAR BUSINESS

Ms. Yaffa reviewed the FY19 WACIP Budget Modifications.¹

A. FY20 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The final FY20 Proposed WACIP budget contains the Division's recommended modifications, resulting from airport sponsor comments.

The remaining balance of \$359,087 is slightly below the desired reserve, of \$400,000, however, the Division is satisfied with the budget as proposed.

Recommendation: Ms. Yaffa recommended approval of the FY20 WACIP Budget Modifications as presented.

Motions: It was moved by Commissioner Newton, and seconded by Commissioner McCormack to approve the FY20 WACIP Budget Modifications as presented. *Motion Carried.*

B. FY21-24 WACIP Budget Modifications

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 FY21-24 WACIP Budget Modifications as presented.

Motions: It was moved by Commissioner Vaughan, and seconded by Commissioner Newton to approve the FY21-24 WACIP Budget Modifications as presented. *Motion Carried.*

IX. NEW BUSINESS

Mr. John Waggoner of the Wyoming Aviation Hall of Fame reviewed their selection of the 2019 Hall of Fame Inductee for Commission concurrence.

A. Wyoming Aviation Hall of Fame

Recommendation: Mr. Waggoner recommended concurrence for inducting Mr. Elmer Faust into the Wyoming Aviation Hall of Fame.

Motions: It was moved by Commissioner Brown, and seconded by Commissioner McCormack to induct Mr. Elmer Faust into the Wyoming Aviation Hall of Fame. *Motion Carried.*

X. PRESENTATION

Ms. Wendy Volk of CRAFT expressed her appreciation to the commission for helping to provide reliable sustainable service to Cheyenne, conveying that the new service ramped up faster than anticipated, and that a second flight would commence on May 4, 2019.

XI. ANNOUNCEMENTS/REMINDERS

The following announcement was provided:

- The next regularly scheduled business meeting shall be held in Cheyenne, July 16, 2019.

XI. EXECUTIVE SESSION

There was no need for an Executive Session.

¹ The 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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XII. ADJOURNMENT

Motion: It was moved by Commissioner Newton, and seconded by Commissioner McCormack to adjourn the April 30, 2019 business meeting at 10:25 A.M. *Motion Carried.*