



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 via Teleconference on Thursday, August 22, 2019. Chairman DeVore presided, calling the meeting to order at 10:00 A.M.

II. ROLL CALL

Commissioners present and constituting a quorum:

Bill DeVore, Chairman, District 3

Doyle Vaughan, Commissioner, District 2

John Newton, Vice Chairman, District at Large

Pete Schoonmaker, Commissioner, District 5

Chuck Brown, Commissioner, District 1

Bruce McCormack, Commissioner, District 4

Sigsbee Duck, Commissioner, District at Large

Luke Reiner, Ex Officio, Director of WYDOT

III. INTRODUCTIONS

Staff and guests present and participating in the meeting included:

Brian Olsen, Administrator

Christy Yaffa, Planning & Programming Mgr.

Shawn Burke, Air Service Development Analyst

Katie Pfister, Commission Secretary

Phillip Hearn, Engineering & Construction Mgr.

Mike Kahler, Attorney General's Office

IV. ADJUSTMENTS TO AGENDA

No adjustments were made to the agenda.

V. ACTION ITEMS

Mr. Burke reviewed community Memorandum's of Understanding (MOUs) for Gillette, Riverton, Rock Springs and Sheridan. Agreements cover air service in Gillette, beginning October 1st, Rock Springs beginning October 1st, and Sheridan and Riverton beginning January 12th, 2020. Outside of the initial start dates, the scope of services and the schedule; the language is standard to all of the agreements. The MOU's are for a term through June 30, 2022 and renewable by the commission up to two (2) times for up to ten (10) years and mirrors the language of the SkyWest contract with the state. The MOU's prioritize the goals of the Commercial Air Service Improvement Plan to sustain reliable air service to Wyoming communities and, maximize potential revenue and ridership and reduce the potential due amount for the contract term. Under this MOU, WYDOT will be responsible for paying the entirety of the service and then billing the community Sponsor their portion of the due invoice (40%), it also sets forth WYDOT's responsibility to collaborate with the Sponsor in determining the best fit pricing and schedules and participate in regular meetings with the community Sponsor. WYDOT must also provide benchmarks and third part expertise to the Sponsor and will work to continually reduce the per passenger cost to the state by 10% after a two-year grace period of service. Should the per passenger reduction not be met, WYDOT will review the service and provide recommendations to the Aeronautics Commission to reduce the per passenger cost to the state. The Sponsor will be required to also participate in status meetings with WYDOT and provide a marketing plan for the service with a plan for local engagement. Annually, both the Sponsor and WYDOT will review the service levels and revenue performance to determine the scope of services for the next year. The Aeronautics Commission will then review and award the funds for the service levels prior to the beginning of that fiscal year beginning July 1.

A. MOU for Gillette

The following is taken from the Explanation of Agenda:

Proposed is a three-year MOU with the Board of Campbell County Commissioners for service under the Capacity Purchase Agreement (CPA) with extensions up to ten (10) years. Under this MOU, Gillette would gain a third roundtrip for peak travel days and months. A third flight will be available Monday, Thursday, Friday, and Sunday for the months of



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V. ACTION ITEMS (CONTINUED)

A. MOU for Gillette (Continued)

May-March, and September through October. A third daily flight will also be available daily except Saturdays from June through August. Flights under this agreement will return to being under contract and the guarantee required is representative of the cost for the additional frequency. The scope of frequencies remain fixed, however, the schedules can be variable due to crewing or gating constraints. An example of this would be during October the Saturday overnight arrives at Gillette around 5pm departing early Sunday morning while in November the flight arrives around 8pm. Staff will continue to monitor schedules and variances and work with the airline where possible to continue to improve the schedule.

Recommendation: Mr. Burke recommended approval of MOU between WYDOT and the Board of Campbell County Commissioners for service under the Capacity Purchase Agreement as presented.

Motions: It was moved by Commissioner Duck, and seconded by Commissioner McCormack to approve Gillette's MOU.

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

B. MOU for Riverton

The following is taken from the Explanation of Agenda:

Proposed is a three-year MOU with the City of Riverton for service under the Capacity Purchase Agreement (CPA) with extensions up to ten (10) years. Under this MOU, service by United Express operated by SkyWest would begin January 12, 2020. Under this agreement, Riverton would receive 13 weekly round trips (two daily except for Saturday). The lower travel months of January and February would be a reduced program with a second roundtrip only on Monday, Thursday, Friday, and Sunday. The schedule for Riverton also varies from what is in the attachment to the MOU. The Mid-day flight will now depart Riverton around 2:45pm, which will allow more outbound connections to the east coast than the initial schedule in the attachment. Schedules for Riverton will be published within a few weeks of the approval of this MOU.

Recommendation: Mr. Burke recommended approval of MOU between WYDOT and the City of Riverton for service under the Capacity Purchase Agreement as presented.

Motions: It was moved by Commissioner Brown, and seconded by Commissioner Vaughan to approve Riverton's MOU.

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

C. MOU for Rock Springs

The following is taken from the Explanation of Agenda:

Proposed is a three-year MOU with the Sweetwater County Commissioners for service under the Capacity Purchase Agreement (CPA) with extensions up to ten (10) years. Under this agreement, Rock Springs will gain an additional third roundtrip flight during the peak summer months of June through August.

Recommendation: Mr. Burke recommended approval of MOU between WYDOT and the Sweetwater County Commissioners for service under the Capacity Purchase Agreement as presented.

Motions: It was moved by Commissioner Newton, and seconded by Commissioner Vaughan to approve Rock Springs MOU.

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



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V. ACTION ITEMS (CONTINUED)

D. MOU for Sheridan

Proposed is a three-year MOU with Sheridan County for service under the Capacity Purchase Agreement (CPA) with extensions up to ten (10) years. Under this MOU, service by United Express operated by SkyWest would begin January 12, 2020. Under this agreement, Sheridan would receive 13 weekly round trips (two daily except for Saturday).

Recommendation: Mr. Burke recommended approval of MOU between WYDOT and Sheridan County Commissioners for service under the Capacity Purchase Agreement as presented.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Vaughan to approve Sheridan's MOU.

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

Ms. Yaffa reviewed the FY19 WACIP Budget Modifications, as well as the Sponsor WACIP Comments.¹

E. FY19 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The WACIP modification this month contains five (5) adjustments resulting in an increase of \$36,881 in state funds allocated to projects. The remaining state funds available in FY19 is now \$515,462.

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

Motions: It was moved by Commissioner Schoonmaker, 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.

F. FY20 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY20 WACIP has one (1) word change modification and the remaining available state funds are \$865,137.

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

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

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

XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. ADJOURNMENT

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

¹ The FY19 & FY20 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