



Mark Gordon
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, January 29, 2019. Chairman DeVore presided, calling the meeting to order at 9:00 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

Sigsbee Duck, Commissioner, District at Large

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.

Kyle Butterfield, City of Riverton

John Stopka, Sheridan County Airport

Katie Pfister, Commission Secretary

Shawn Burke, Air Service Development Analyst

Phillip Hearn, Engineering & Construction Mgr.

Renee Obermueler, Sheridan County

IV. ADJUSTMENTS TO AGENDA

No adjustments were made to the agenda.

V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated December 13, 2018

Motions: It was moved by Commissioner Vaughan and seconded by Commissioner Schoonmaker to approve the Draft Meeting Minutes dated December 13, 2018. 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 did not have a General Matters Update.

B. Administrator's Update

1. General Matters

Administrator Olsen's update included two (2) federal government updates. His first was an update on the Omnibus spending bill, which appropriated an additional \$1B in discretionary funding to the Federal Aviation Administration (FAA) for use on airport construction projects throughout the country for FY's 2018, 2019, and 2020. He highlighted that the Division had submitted a list of projects for FAA review for FY2019, and that he anticipated a response within the next couple of months. He then provided a brief update on the government shutdown, highlighting that it did not affect airport project reimbursements, and that no significant impacts occurred throughout the state relating to the Transportation Security Administration (TSA). Mr. Olsen's final update was regarding the state's legislative session, noting that the Capacity Purchase Agreement is listed as a footnote on the budget bill, which will be closely monitored by staff throughout the session. This concluded Administrator Olsen's General Matters update.



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VI. UPDATES/DISCUSSIONS (CONTINUED)

C. Air Service Development Program Update

1. General Matters

Mr. Burke's update included information relating to Capacity Purchase Agreement (CPA), including a brief overview of his recent meetings with the four (4) participating communities (Rock Springs, Riverton, Gillette, and Sheridan) to begin development of community Memorandums of Understanding, which will replace the current Air Service Enhancement Program grant applications. The following are items of significant importance by the four participating communities for inclusion on their MOU's:

- Communication lines remaining open between the community and airline
- Transparency on decisions made by the state
- Coordination with the community when decisions need made
- Cost exposure caps, so that excessive costs shouldn't burden either the state or community
- Pathways for conflict resolution

Mr. Burke also explained that the authorization for the \$15M appropriation for the CPA is moving forward within the footnote of the budget bill, with some additional language changes being proposed as part of the footnote. Changes included that the project requires the governor's approval, that it adds additional bridge support should the CPA not be ready by October 1st, and also includes the addition of one (1) member each from both the house and senate on the airline selection committee and contract team. This concluded Mr. Burke's General Matters update.

2. Standard Monthly Reports

a. Budget Forecast Report

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

- An error correction to a project from Jackson FY2018, reverting \$223.00 back into the ASEP account
- A realized recovery of \$3,224.60 from Jackson's FY2018 project
- A reduction to Jackson's awarded grant amount for FY2019, from \$250,000 to down to \$180,000
- Made changes to forecasted projects in 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:

- A realized recovery in FY2018 from Jackson

D. Engineering & Construction Program Update

1. General Matters

Mr. Hearn's update included a staffing update, noting that work continues on filling the Project Engineer position and highlighting that a few applications have been received. He also provided a pavement management update, explaining that Applied Pavement Technology, Inc. completed all annual inspections, and information is now available on WYDOT's website.

2. Standard Monthly Reports

a. Change Orders Report

Mr. Hearn conveyed that the Changes Orders Report reflected no changes.



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VI. UPDATES/DISCUSSIONS (CONTINUED)

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

2. Standard Monthly Reports (Continued)

b. Statewide Line Items Report

Mr. Hearn reviewed the Statewide Line Items Report, which reflected three (3) new projects being added to the WACIP for FY2019, leaving the following remaining balances:

- Aviation Encouragement – \$40,000
- Marketing – \$240,000
- NAVAID – \$17,973

E. Federal Aviation Policy & UAS Program Update

1. General Matters

Ms. Taylor's update included information relating to USDOT proposed rulemaking on Unmanned Aircraft System (UAS) integration, highlighting that in January, U.S. Secretary Elaine Chao announced proposed new rules which would allow UAS to fly at night, and over people, without waivers under certain conditions. Ms. Taylor also explained that methods for providing UAS remote identification and tracking are underway. Ms. Taylor's final item included information relating to a UAS baseline study being a part of this year's economic impact study. She explained that this will include baseline forecasts of the next five (5) years, and return on investment information. This concluded Ms. Taylor's General Matters update.

F. Planning & Programming Program Update

1. General Matters

Ms. Yaffa's update included information on the Economic Impact Study Project, noting that Aviation was tentatively selected for completion of the study. She highlighted that the study will include information for UAS, aviation tax revenue information, and will also focus on stories from businesses and users throughout the state. She concluded the Planning & Programming Program General Matters Update.

2. Standard Monthly Reports

a. Administrative Approvals Report

Ms. Yaffa explained that no changes were made to the Administrative Approvals Report.

b. Recovered State Funds Report

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

- A total of \$32,953.29 in state funds recovered from two (2) grants and one (1) statewide program this period.

VII. OLD BUSINESS

A. No old business matters were discussed.

VIII. REGULAR BUSINESS

Ms. Yaffa reviewed the FY19 WACIP Budget Modifications.¹

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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VIII. REGULAR BUSINESS (CONTINUED)

A. FY19 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The FY19 WACIP Budget Modifications this month included increases to four (4) airport projects, a scope change to one (1) statewide project and the addition of one (1) statewide project. These changes result in an additional \$74,339 in state funds allocated to projects. This leaves a remaining balance of \$435,178 in state funds for this fiscal year.

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

Motions: It was moved by Commissioner Brown, and seconded by Commissioner McCormack to approve the FY19 WACIP Budget Modifications as presented. Motion Carried.

IX. NEW BUSINESS

Mr. Hearn reviewed the Statewide Airport Crack Sealing Project.

A. Statewide Airport Crack Sealing Project

The following is taken from the Explanation of Agenda:

Bids for the 2019 Crack Seal project were opened on January 10, 2019. Three (3) bids were received. Participating airports included Buffalo, Cody, Cowley, Dubois, Greybull, Powell, Riverton, Thermopolis, and Worland.

Recommendation: Mr. Hearn recommended approval to award the 2019 Crack Seal contract to the low bidder, Z&Z Seal Coating, Inc., and its subsidiaries of Billings, MT, having pre-qualified in accordance with the rules and regulations adopted by the Transportation Commission of Wyoming.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Duck to approve award the 2019 Crack Seal contract to the low bidder, Z&Z Seal Coating, Inc. Motion Carried.

Mr. Burke reviewed two (2) Grant Amendments, one (1) for Sheridan County, with support and participation from Renee Obermueler, and one (1) for the City of Riverton, with support and participation from Kyle Butterfield.

B. Consideration of Sheridan County's ASEP Grant Amendment

The following is taken from the Explanation of Agenda:

Sheridan County and the Sheridan-Johnson County Critical Air Service Team (CAST) are requesting to amend their current agreement with Key Lime Air dba Denver Air Connection to 1) Provide enough funding to get through the FY2019 contract period which ends June 20, 2019, and 2) Extend their agreement through mid-January 2020, until the state's Capacity Purchase Agreement (CPA) can take effect. Significant changes in fuel, and slow revenue growth largely hampered the financial performance of the current fiscal year. Since the community and the state are ultimately responsible for the commercial aspects of this service (i.e., marketing, pricing, revenue managements, and scheduling); staff believes funding the amendment and extension is the best course of ensuring no service disruptions and providing the best opportunity to not lose customers during the peak summer season. This also provides sufficient time for the Capacity Purchase Agreement (CPA) to be implemented.

Recommendation: Mr. Burke recommended approval of Sheridan County's ASEP Grant Amendment, at a state match of 60%, not to exceed \$935,000.

Motions: It was moved by Commissioner Schoonmaker, and seconded by Commissioner Newton to approve Sheridan County's ASEP Grant Amendment. Motion Carried.



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IX. NEW BUSINESS (CONTINUED)

C. Consideration of the City of Riverton's ASEP Grant Amendment

The following is taken from the Explanation of Agenda:

The City of Riverton and the Fremont County Air Service Team are requesting to amend their current agreement with Key Lime Air dba Denver Air Connection to 1) Provide enough funding to get through the FY2019 contract period, which ends June 20, 2019, and 2) Extend their agreement through mid-January 2020, until the state Capacity Purchase Agreement (CPA) can take effect. Significant changes in fuel, and slow revenue growth largely hampered the financial performance of the current fiscal year. Since the community and the state are ultimately responsible for the commercial aspects of this service (i.e., marketing, pricing, revenue managements, and scheduling); staff believes funding the amendment and the extension is the best course of ensuring no service disruptions and providing the best opportunity to not lose customers during the peak summer season. This also provides sufficient time for the Capacity Purchase Agreement (CPA) to be implemented.

Recommendation: Mr. Burke recommended approval of the City of Riverton's ASEP Grant Amendment, at a state match of 60%, not to exceed \$935,000.

Motions: It was moved by Commissioner Schoonmaker, and seconded by Commissioner Newton to approve the City of Riverton's ASEP Grant Amendment. Motion Carried.

X. ANNOUNCEMENTS/REMINDERS

The following announcement was provided:

- WAOA's Legislative Reception shall be held at Little America on Thursday, February 14, 2019, at 5:30 P.M.

XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. ADJOURNMENT

Motion: It was moved by Commissioner Schoonmaker, and seconded by Commissioner Duck to adjourn the January 28, 2019 business meeting at 9:52 A.M. Motion Carried.



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I. CALL TO ORDER

A workshop was held in Cheyenne on Tuesday, January 29, 2019 in Cheyenne. Chairman DeVore presided, calling the meeting to order at 12:00 P.M.

II. ROLL CALL

Commissioners present and constituting a quorum:

Bill DeVore, Chairman, District 3

Bruce McCormack, Commissioner, District 4

Sigsbee Duck, Commissioner, District at Large

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.

Rodney Freier, WYDOT's Budget Program Mgr.

Katie Pfister, Commission Secretary

Shawn Burke, Air Service Development Analyst

Phillip Hearn, Engineering & Construction Mgr.

IV. WORKSHOP PRESENTATIONS

Workshop presentations included agency and division budgetary reviews, division program overviews, and a year-end wrap-up presentation on the Wyoming Aviation Capital Improvement Program (WACIP).²

V. ADJOURNMENT

The workshop adjourned at 3:43 P.M.

² Combined workshop presentations may be obtained at:
http://www.dot.state.wy.us/home/administration/aero_commission/business-meeting-information.html