



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 Monday, June 24, 2019. Chairman DeVore presided, calling the meeting to order at 1:00 P.M.

II. ROLL CALL

Commissioners present and constituting a quorum:

Bill DeVore, Chairman, District 3

Chuck Brown III, Commissioner, District 1

Sigsbee Duck, Commissioner, District at Large

John Newton, Vice Chairman, District at Large

Bruce McCormack, Commissioner, District 4

Luke Reiner, Ex Officio, Director of WYDOT

III. INTRODUCTIONS

Others present and participating in the meeting included:

Brian Olsen, Administrator

Christy Yaffa, Planning & Programming Mgr.

Phillip Hearn, Engineering & Construction Manager

Daniel Belmont, Network Planning Mgr, SkyWest

Katie Pfister, Commission Secretary

Shawn Burke, Air Service Development Analyst

Mike Kahler, Attorney General's Office

IV. ADJUSTMENTS TO AGENDA

No adjustments were made to the agenda.

V. ACTION ITEMS

Mr. Burke reviewed the Capacity Purchase Agreement.

A. Capacity Purchase Agreement

The following is taken from the Explanation of Agenda:

RFP 19-001CS is to provide scheduled commercial air service to Gillette-Campbell County Airport, Riverton Regional Airport, Rock Springs/Southwest Wyoming Regional Airport, and Sheridan County Airport, as created by the Commercial Air Service Improvement Act of 2018. After vetting responses, the RFP response from SkyWest was determined by a selection committee to be the most complete response, the contract presented fulfills the requirements of the RFP, and best accomplishes the vision set out in the Commercial Air Service Improvement Plan approved by the Commission. This agreement serves as a three-year commitment to SkyWest, with options to renew up to 10 years, and annual review points in-between to gauge appropriate service levels. A Memorandum of Understanding (MOU) will need to be signed with the respective community sponsor, and are expected to be signed at the next commission meeting on July 16. Any changes that may need made to accommodate the MOU's will be done via an amendment to the agreement. Service under this agreement will be marketed as United Airlines and fully code-shared under United Airlines. Service levels to the respective communities for the first year of operations under this agreement would change as follows:

- Gillette-Campbell County Airport: Would receive an additional third roundtrip to Denver International Airport during peak days and seasonal periods. This also returns Gillette's flights to being under contract, and provides additional security against service reductions.
- Riverton Regional Airport: Service on SkyWest/United Express would begin in mid-January 2020, receiving two (2) flights per day with an overnight tag with Sheridan. The second flight, which is individual to Riverton, will not operate on certain days of low travel in January and February. Most notably, Riverton is expected to exceed 10,000 enplanements under this agreement, which would provide an additional \$850,000 in federal entitlement funds for airport improvement projects.



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V. ACTION ITEMS (CONTINUED)

A. Capacity Purchase Agreement (Continued)

- Rock Springs/Southwest Wyoming Regional Airport: Would receive an additional third flight during peak summer months beginning in 2020.
- Sheridan County Airport: Would also begin in mid-January of 2020, and receive two (2) flights per day year-round with an overnight tag with Riverton. Sheridan is also expected to reach 10,000 enplanements under this agreement.

This agreement also provides additional language for influence over certain aspects of schedules, and local fares. It also provides financial protections against chronically delayed flights or cancellations. Staff believes service under this project will increase passenger ridership, and improve the state's return on investment for commercial air service to these communities.

Recommendation: Mr. Burke recommended awarding the contract to SkyWest Airlines for RFP 19-001CS, to include schedule commercial service to Gillette-Campbell County Airport, Riverton Regional Airport, Rock Springs/Southwest Wyoming Regional Airport, and Sheridan County Airport.

Motions: It was moved by Commissioner McCormack, and seconded by Commissioner Brown to award the contract to SkyWest Airlines for RFP 19-001CS, to include schedule commercial service to Gillette-Campbell County Airport, Riverton Regional Airport, Rock Springs/Southwest Wyoming Regional Airport, and Sheridan County Airport. Motion Carried.

Ms. Yaffa reviewed the WACIP Budget Modifications.¹

B. FY19 WACIP Budget Modifications

The following is taken from the Explanation of Agenda with some modifications that occurred during the meeting:

The WACIP update contains modifications to seven (7) grants, resulting in an increase of \$519,753 in state funds allocated to projects. As the Commission is likely aware, three (3) projects were selected by the FAA to receive supplemental federal infrastructure grants. The Division anticipates that the FAA will issue all three (3) grants in FY20. Two (2) of the grants (Rawlins and Torrington) will be funded at a 100% federal match, requiring no state or local match. However, the grant to Casper will be funded at the normal federal share of 93.75%. This project will require just under \$350k in state match. In anticipation of this project, the Division recommends moving \$350k in state funds from FY19 to FY20, which is allowed because both fiscal years are within the same biennium. Staff has incorporated this change into the recommended FY19 and FY20 modifications.

The remaining state funds available in FY19 are still significant (\$650,934), but staff has identified a number of projects that can make use of these funds. Coordination with the FAA and airport sponsors is underway, and we anticipate having a plan to allocate the remaining funds at the next Commission business meeting.

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

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

C. FY20 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

The WACIP update for FY20 contains modifications to four (4) grants, resulting in an increase of \$505,075 in state

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



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V. ACTION ITEMS (CONTINUED)

C. FY20 WACIP Budget Modifications

The following is taken from the Explanation of Agenda:

funds allocated to projects. All three (3) projects were selected by the FAA to receive supplemental federal infrastructure grants.

The remaining balance of \$704,012 is significantly above the desired reserve of \$400,000; however, the Division is satisfied with the budget as proposed at this point in the funding cycle.

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

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

X. ANNOUNCEMENTS/REMINDERS

The following announcement was provided:

- The next regularly scheduled meeting is slated for July 16, 2019, in Cheyenne.

XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. ADJOURNMENT

Motion: It was moved by Commissioner Brown, and seconded by Commissioner McCormack to adjourn the June 24, 2019, business meeting at 1:45 P.M. *Motion Carried.*