



Mark Gordon  
Governor  
K. Luke Reiner  
Director

# WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION DRAFT 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, March 12, 2019. Vice Chairman Newton presided, calling the meeting to order at 1:05 P.M.

## II. ROLL CALL

### *Commissioners present and constituting a quorum:*

John Newton, Vice Chairman, District at Large  
Bruce McCormack, Commissioner, District 4

Doyle Vaughan, Commissioner, District 2  
Sigsbee Duck, Commissioner, District at Large

## 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.  
Greg Hampshire, Analyst

Katie Pfister, Commission Secretary  
Phillip Hearn, Engineering & Construction Mgr.  
Melissa Palka, Engineer  
Adam Schutzman, Senior Planner

## IV. ADJUSTMENTS TO AGENDA

No adjustments were made to the agenda.

## V. APPROVAL OF MINUTES

A. Approval of the Draft Meeting Minutes dated January 28, 2019

*Motions:* It was moved by Commissioner Vaughan and seconded by Commissioner Duck to approve the Draft Meeting Minutes dated January 28, 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

Vice Chairman Newton's expressed his appreciation for Bill Panos dedication and support during his tenure as Director of the Wyoming Department of Transportation. He also commended Division staff for their efforts on the Capacity Purchase Agreement. This concluded the Chairman's General Matters Update.

B. Administrator's Update

### 1. General Matters

Administrator Olsen provided a legislative update, noting that two bills affecting the Division failed, including having the Division report to the Joint Transportation Committee, and the sale of the Photogrammetry and Survey aircraft. This concluded the Administrator's General Matters update.

C. Air Service Development Program Update

### 1. General Matters

Mr. Olsen provided the Air Service Development Program Update in Mr. Burke's absence. He first provided a legislative update on the Capacity Purchase Agreement, noting that the \$15M previously appropriated by the Commercial Air Service Improvement Act had been authorized for use by the Commission, with approval from the Governor, and includes the following additional checks and limitations:



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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### C. Air Service Development Program Update (*Continued*)

#### 1. General Matters (Continued)

- No more than \$6M may be expended in any one year of the long-term contract, and
- If no long-term contract is executed by June 30, 2019, then \$3M of the \$15M will be re-appropriated to the Air Service Enhancement Account in order to maintain existing commercial air service.

Mr. Olsen also highlighted Cheyenne's service to Dallas/Fort Worth, explaining that based on performance that SkyWest agreed to a second flight commencing in May, running through the peak summer season. This concluded the Air Service Development Program's General Matters update.

#### 2. Standard Monthly Reports

##### a. Budget Forecast Report

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

- For FY2019, Sheridan was increased by \$300,000, reflecting the approved grant amendment
- For FY2019, Riverton was increased by \$300,000, reflecting the approved grant amendment

##### b. Percent of Grant Projects by City Report

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

- A \$300,000 increased share for Sheridan and Riverton, as approved at January's Commission meeting

### D. Engineering & Construction Program Update

#### 1. General Matters

Mr. Hearn first provided a staffing update, noting that work continues on filling the Project Engineer position. He also conveyed that the Seal Coat and Mark project is out for bid, with an opening date of April 5, 2019. This concluded the Engineering & Construction Program's General Matter's Update.

#### 2. Standard Monthly Report

##### a. Change Orders Report

Mr. Hearn reviewed the Change Orders Report, which reflected the following updates:

- One (1) Change Order for Fort Bridger, Reconstruct Apron, Phase 1
- One (1) Change Order for Greybull, Expand SRE Building

##### b. Statewide Line Items Report

Mr. Hearn conveyed that no changes had been made to the Statewide Line Items Report.

### E. Federal Aviation Policy & UAS Program Update

#### 1. General Matters

Ms. Taylor conveyed that the Trump administration unveiled the FY2020 Proposed Budget, which proposes a nondiscretionary funding cut of five percent. She noted that further information shall be relayed to the Commission once programmatic spending proposals are unveiled. This concluded the Federal Aviation Policy & UAS Program's General Matters Update.



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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### F. Planning & Programming Program Update

#### 1. General Matters

Ms. Yaffa conveyed that data entry is underway on the BlackCat Data Management system, with consultants arriving that week for additional training and organization support. She also noted that contract negotiations continue for the Economic Impact Study, and that they hope to reach an agreement within the next month. Ms. Yaffa also highlighted the recent Joint Planning Conference March 4, 2019, and announced that Senior Planner, AJ Schutzman would be taking leave to attend basic training beginning April 8, 2019. This concluded the Planning & Programming Program's General Matters Update.

#### 2. Standard Monthly Report

##### a. Administrative Approvals Report

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

- One (1) project for \$22,496 in state funds

##### b. Recovered State Funds Report

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

- Three (3) project recoveries, resulting in a total of \$3,637 in state funds added back into the grants program

## VII. OLD BUSINESS

A. No old business matters were discussed.

## VIII. REGULAR BUSINESS

Ms. Yaffa reviewed the FY19 WACIP Budget Modifications, as well as the Sponsor WACIP Comments.<sup>1</sup>

### A. FY19 WACIP Budget Modifications

*The following is taken from the Explanation of Agenda:*

The FY19 WACIP Budget Modifications consist of a large number of changes, resulting in an increase of \$143,295 in state funds allocated to projects.

The total remaining balance for FY19 is \$374,657.

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

Motions: It was moved by Commissioner Vaughan, and seconded by Commissioner McCormack 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.

### B. Sponsor WACIP Comments

*The following is taken from the Explanation of Agenda:*

Five (5) airport sponsors submitted comments on the proposed revised WACIP. Division staff analyzed the comments, and made a recommendation for each. The airport comments and staff recommendations will be

<sup>1</sup> The FY19 WACIP Budget Modifications, 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](http://www.dot.state.wy.us/home/aeronautics/planning--programming-program/capital_improvement_plan2.html)



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## VIII. REGULAR BUSINESS (CONTINUED)

### B. Sponsor WACIP Comments (Continued)

reviewed during the meeting. Comments were provided for information purposes only; no action was required.

## IX. NEW BUSINESS

Mr. Olsen reviewed one (1) Air Service Enhancement Program (ASEP) Grant Amendment.

### A. Consideration of Cheyenne's ASEP Grant Amendment

*The following is taken from the Explanation of Agenda:*

Cheyenne Regional Air Focus Team (CRAFT) is requesting a change to their previously awarded grant for service on American Airlines, operated by SkyWest to Dallas/Ft. Worth, from a state match of 26.4% to a state match of 27.2%, with no change to the grants maximum dollar amount of \$580,000. This change is to reflect the reduced actual contract cost of the agreement with SkyWest from the original amount.

Recommendation: Mr. Olsen recommended approval of CRAFT's grant amendment for a state match of 27.2%, not to exceed \$580,000.

Motions: It was moved by Commissioner Vaughan, and seconded by Commissioner McCormack to approve Cheyenne's ASEP Grant Amendment as presented.

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

## X. ANNOUNCEMENTS/REMINDERS

*The following announcement was provided:*

A. The next regularly scheduled business meeting shall be held April 30, 2019 in Cheyenne.

## XI. EXECUTIVE SESSION

There was no need for an Executive Session.

## XII. ADJOURNMENT

Motion: It was moved by Commissioner Vaughan, and seconded by Commissioner Duck to adjourn the meeting at 1:39 P.M. Motion Carried.