



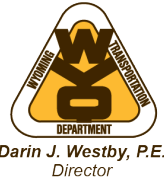
Mark Gordon
Governor

WYOMING *Aeronautics Commission*

DEPARTMENT OF TRANSPORTATION

5300 Bishop Boulevard
Cheyenne, Wyoming 82009-3340

Bruce McCormack, Chairman
(307) 777-4015



Darin J. Westby, P.E.
Director

MEETING MINUTES

I. CALL TO ORDER

A meeting of the Wyoming Department of Transportation (WYDOT) Aeronautics Commission was held on Thursday, September 7, 2023, at the Jackson Hole Airport, 1250 East Airport Road, in Jackson. Chairman Bruce McCormack presided, calling the meeting to order at 9:30 a.m.

II. PLEDGE OF ALLEGIANCE

Chairman McCormack led the attendees in the Pledge of Allegiance.

III. ROLL CALL

The following commission members were present, constituting a quorum.

Bruce McCormack, Chairman, District 4
Jerry Blann, Vice Chairman, District 2
Dean McClain, Commissioner, District 1
Steve Maier, Commissioner, District 5

Sigsbee Duck, Commissioner, District At-large
Randy Harrop, Commissioner, District At-large
Darin Westby, WYDOT Director, Ex-Officio

Commissioner Bill DeVore was absent.

The following WYDOT staff and guests were present and participated in the business meeting.

Brian Olsen, Aeronautics Administrator

Sheri Taylor, Unmanned Aircraft Systems (UAS) Manager (via Zoom)

Mariah Johnson, Air Service Development Manager

Doug Blissit, Managing Director for Air Service Consulting, Mead & Hunt

Phillip Hearn, Engineering & Construction Manager (via Zoom)

MacKenzie Sewell, Assistant Attorney General

A.J. Schutzman, Planning & Programming Manager (via Zoom)

Kimberly Chapman, Commission Secretary

Caitlin Casner assisted with virtual meeting management.

IV. AGENDA ADJUSTMENTS

There were no adjustments to the agenda.

V. APPROVAL OF MINUTES

It was moved by Commissioner Harrop, seconded by Vice Chairman Blann, and unanimously carried to approve minutes from the August 15, 2023, business meeting.

VI. UPDATES/DISCUSSIONS

A. CHAIRMAN'S UPDATE

Chairman McCormack presented the Chairman's Update.

Chairman McCormack recognized Senator Mike Gierau and invited him to address the commission. Senator Gierau thanked the commission and the airport operators for attending the Jackson Hole Air Improvement Resources' (JH AIR) Airline Rendezvous. He acknowledged the importance of forming relationships with the airlines so that Wyoming communities retain air service. The senator shared that all the airline executives he spoke with during Rendezvous commented on how much they enjoy coming to Wyoming and talking to airport operators.

Senator Gierau praised Governor Gordon's commitment to air service because of its contribution to the state's economic vitality. He believes that because everyone—the governor, the airports, and the commission—is speaking in one voice, Wyoming's message is resonating with the airlines.

Chairman McCormack informed the commission that the 2024 meeting schedule is being finalized. He asked commissioners to please let Ms. Chapman know if they have any major scheduling conflicts for the upcoming year.

Chairman McCormack shared that Administrator Olsen, Ms. Johnson, and Devon Brubaker, airport director in Rock Springs, recently traveled to Chicago to meet with United Airlines. He reiterated how special Wyoming's relationship is with the airline and how essential it is to maintain that relationship given the future challenges Wyoming may face.

Chairman McCormack commended Governor Gordon for his attendance at Airline Rendezvous and for his continued support of air service in Wyoming. The chairman said he appreciated the Governor's efforts in maintaining and strengthening relationships with the major airlines.

B. DIRECTOR'S UPDATE

Director Westby presented the Director's Update.

The director was very impressed by his first time at Airline Rendezvous. He enjoyed getting to meet airline executives and the conversations about Wyoming's air service.

Joint Transportation, Highways, and Military Affairs Committee (JTC) Meeting

Director Westby reported that WYDOT leadership attended the JTC meeting on August 31st. Five draft bills were introduced in committee and discussed. The first bill proposed increasing the diesel fuel tax. The bill was laid back for further review and editing.

The second draft bill concerned electric vehicle taxation, and it was amended and passed by the committee. Director Westby reported that Wyoming collects a \$200 registration fee for electric vehicles to support road maintenance, but there was no tax for charging electric vehicles equivalent to the gas tax for conventional vehicles. The draft bill proposes taxing Level 3 Direct Current (DC) fast charging stations at four cents per kilowatt-hour. It will not be a significant revenue generator at the present time, but it will generate more revenue as more people buy electric vehicles.

The third draft bill proposed an efficiency study of WYDOT and its operations. Director Westby asked the committee for some time to settle in his new role and complete an internal review before paying an outside organization for the service. The bill was voted down.

The next draft bill sought to increase the fines for blow-overs of light, high-profile vehicles. The bill was amended to fine the vehicle operator \$2,500 for a blow-over crash instead of the trucking company. The committee passed the bill as amended.

Director Westby reported that the committee spent a considerable time discussing what constitutes a light, high-profile vehicle. The University of Wyoming, in partnership with WYDOT, conducted research on blow-over crashes occurring over the last several years. WYDOT's Geographic Information System/Intelligent Transportation System (GIS/ITS) Program Manager Vince Garcia and his team used the research to create a program that helps drivers evaluate blow-over risk for different highway sections.

The committee took no action on the final draft bill regarding commercial driver's license (CDL) downgrades for persons who fail to produce a current federal medical qualification certificate. WYDOT proposed to address this issue through rule changes, which the committee accepted.

Director's Priorities

Director Westby reported that his time as interim director allowed him to conduct some initial assessments and develop his initial priorities.

Recruitment

One of the director's top priorities is filling the high number of vacancies within the department. The director wants to increase recruitment efforts for the 300-plus vacancies while alleviating stress and decreasing burnout in the current workforce. He feels that an organization's employees are the best recruiting tool, but it is hard to recruit when employees are stressed and fatigued.

State Funding

Director Westby's second priority is to increase stateside funding. WYDOT is unable to pursue a number of federal grants or funding opportunities, because the department must provide the required state match. Many of WYDOT's revenue streams—federal mineral royalties (FMRs) and severance tax—have remained flat for several years while project costs continue to rise due to inflation. WYDOT's main stateside revenue streams include fees, FMRs, severance tax, and fuel tax.

The director is pleased with the proposed increase to the diesel tax, but he plans to thoroughly inspect all of WYDOT's other revenue streams to see where there may be elasticity or potential for funding increases. The federal government provides 70 percent of the department's funding while the state provides the remaining 30 percent of funding. While Director Westby does not want to change that ratio, an increase in state funding would enable WYDOT to pursue more federal funding opportunities.

Vice Chairman Blann requested an update on the National Electric Vehicle Infrastructure (NEVI) project. Director Westby shared that when he was appointed interim director, WYDOT's NEVI

Plan had been approved by the Federal Highway Administration (FHWA). The goal of the project was to increase electric vehicle charging infrastructure in all 50 states by providing the majority of the station installation costs and five years of maintenance costs.

Wyoming was initially going to participate in the project, but Director Westby was uncomfortable with the potential risk to the state based on the project parameters. The risk was that if private companies abandoned the stations at the end of the five-year agreement, the state would be responsible for repaying the entire project cost to FHWA. The director decided to pause the project until some of these risks could be addressed or mitigated by the federal government.

Director Westby received an email last week from the local FHWA office that this issue has been addressed, and Wyoming will not be held liable for any abandoned stations. The department has submitted a request for information to gauge the true interest of private investors for this project. The director believes that pausing the project could ultimately benefit Wyoming, as other states will create a model that the state can follow when initiating the project.

C. ADMINISTRATOR'S UPDATE

Administrator Olsen presented the Administrator's Update.

He began his update by thanking JH AIR and the Jackson Hole Airport for inviting the Aeronautics Commission and WYDOT staff to Airline Rendezvous. He congratulated JH AIR and the airport for another successful event.

Federal Updates

Federal Aviation Administration (FAA) Reauthorization

Administrator Olsen reported that Congress is back in session after their August recess. It is reported that there have been discussions during the recess on the [Reagan National Airport] perimeter rule and the 1,500 hour pilot training rule—both major sticking points for the Senate's draft bill—so he is hopeful that agreements can soon be reached.

Fiscal Year (FY) 2024 Appropriations

The Senate will consider three appropriations bills next week including the transportation bill. A continuing resolution is necessary to avert a government shutdown as there is not enough time to pass all of the necessary appropriations bills. There are issues within the House of Representatives that could slow the process, but Administrator Olsen will remain optimistic and hope a shutdown is avoided.

The Denver Airports District Office is generally prepared for uncertainty and typically are not as negatively impacted by shutdowns as other parts of the FAA.

FAA Administrator

It was announced today that President Biden is nominating Michael Whitaker as the next FAA administrator. The FAA has been without a permanent administrator since Steve Dickinson's retirement in March 2022. Mr. Whitaker has aviation experience as he was previously a deputy administrator with the FAA and an executive for United Airlines.

Division and Department Updates

Retention & Recruitment

Administrator Olsen reported that WYDOT is creating a risk and resilience plan, and the division will participate. He attended the kickoff meeting for the plan on August 22. The plan will guide the department in its response to major or significant events while also examining how to improve the organization's resilience and assessing the risks facing the transportation system.

Administrator Olsen continues to work on recruiting new pilots for Flight Operations. He has been working with the Wyoming Administration and Information to adjust job classifications and wages.

End of Fiscal Year

Administrator Olsen reported that the division is working on the FY 2023 closeout. Mr. Schutzman, Mr. Hearn, and Ms. Johnson are diligently completing all necessary end-of-year accounting and handling all of the federal grants. Administrator Olsen thanked his team for all of their hard work.

Education Session Topics

Administrator Olsen informed the commission that he and Ms. Chapman keep an active list of potential education session topics. If any commissioner has a topic of interest, please submit it to Ms. Chapman so that it can be added to the list.

D. AIR SERVICE DEVELOPMENT PROGRAM UPDATE

Ms. Johnson presented the Air Service Development Program Update. She introduced Doug Blissit, managing director for Air Service Consulting with Mead & Hunt, to present information on a recently completed leakage study.

General Matters

Wyoming True Market Leakage Studies Presentation

Mr. Blissit commented on the special relationship that exists between Wyoming and the major airlines, which was demonstrated by the presence of the global network planning leaders of the three largest airlines at JH AIR's Airline Rendezvous. He does not see that happen at any other conference and event.

Mr. Blissit began his presentation with an explanation of true market or leakage studies. These studies provide a perspective on the true air travel demand for a given airport's catchment area by measuring leakage from the local catchment area.

Mead & Hunt believe in conducting a thorough true market analysis. While the airlines rely on the U.S. Department of Transportation's (USDOT) Origin and Destination Survey data, which is a 10 percent sample of all ticket coupons collected and submitted to the USDOT. While the data provides information on traffic volume to and from certain destinations, it does not provide a complete picture of the true air travel demand potential for any given area. Mead & Hunt's

studies are designed to capture the true potential for participating airports by estimating the airport's total market, including diverting traffic, from their catchment area.

Mr. Blissit briefly explained the methodology used in the studies. In addition to the USDOT's Origin and Destination Survey data, the true market analysis also used data from the ticket revenue clearinghouse, Airline Reporting Corporation (ARC). ARC collects ticketing data from multiple sources including airlines, travel agencies, third party vendors, and travel management companies. The advantage of ARC data is the detail it provides on ticketed passengers. These extra details allow researchers to measure the air travel habits of catchment area air travelers.

Mr. Blissit and his team analyzed the true market potential for five Wyoming airports: Cheyenne, Gillette, Riverton, Rock Springs, and Sheridan. The studies used data from calendar year 2022, which is the most complete and readily-available data. Each airport's study defined the catchment area, provided airport retention and diversion estimates, identified the airport's top domestic markets, and classified each airline's share of diverting passengers. Mr. Blissit stressed that the studies used realistic catchment areas that would be acceptable to airline network planners.

Cheyenne Regional Airport's catchment area included 18 zip codes for a total population of 122,425. The USDOT reported just over 38,400 passengers in their sample. By extrapolating out the USDOT and ARC data, it was determined that 10 times that amount of air travel originates in Cheyenne's catchment area for a total leakage over 342,000.

The study found that 89 percent of the potential air travelers in the catchment area are diverting to Denver International Airport. Cheyenne is retaining 11 percent of travelers' originating flights.

The top five markets for the Cheyenne catchment area are Phoenix, Orlando, Seattle, Las Vegas, and Houston. (The studies list the top 20 domestic markets for each participating airport.) Mr. Blissit reported that this information helps Mead & Hunt to assess new opportunities for routes and service. This information also provides the airlines with an assessment of how much traffic a new route could capture.

The studies also examined the airlines used by diverting passengers. This is also useful information when discussing potential new routes with airlines, because airports can show an airline how many passengers they are losing when passengers choose a different airport. Of the Cheyenne catchment area passengers that drive to Denver to begin their air travel, 44 percent travel on United Airlines, 21 percent travel on Southwest Airlines, and 9 percent travel on Frontier Airlines.

Following a question from Chairman McCormack, Mr. Blissit stated that 70 to 80 percent of passengers stay with the same carrier for trips with more than one stop. There are some instances where Wyoming passengers may take a United flight to Denver then divert to an ultra-low-cost carrier for the second leg of their travel, but it is more likely that passengers stay with the same airline for the entirety of their journey.

The next airport true market study that Mr. Blissit discussed was the Northeast Wyoming Regional Airport in Gillette. Gillette's catchment area included 16 zip codes and had a total estimated catchment population of 53,310. The USDOT survey reported just over 46,000 passengers, but the true market study found a total leakage over 112,000.

Mr. Blissit reported that while the study showed that Gillette did relatively well in retaining passengers, this is most likely because of Gillette's relative geographic isolation. Gillette retained 41 percent of the passengers and 59 percent diverted to other regional or major hubs. The largest share of diverting passengers (28 percent) flew out of Rapid City, South Dakota while 23 percent diverted to Denver.

The top five markets for Gillette were Phoenix, Dallas, Orlando, Las Vegas, and Salt Lake City. Phoenix had 6,782 annual passengers. United, American, and Delta Airlines captured the highest shares of passengers diverting from Gillette.

Mr. Blissit next shared data from the study for the Central Wyoming Regional Airport in Riverton. Riverton's catchment area was based on 12 zip codes for a total catchment population of 43,470. While the USDOT survey recorded just over 26,000 passengers, the study found that the total leakage was over 88,000.

Riverton was able to retain 29 percent of the catchment population, but 71 percent diverted to other airports, with the largest share (33 percent) driving to Denver.

Mr. Blissit reported that the top five markets included Seattle, Orlando, Phoenix, Denver, and Las Vegas. Phoenix was the top market with 3,668 annual passengers.

Following a question from Director Westby, Mr. Blissit clarified that PDEW is the industry acronym for passengers per-day each way. He explained that it is a common metric used by the airlines to determine total passenger volume for routes and flights.

Mr. Blissit reported that United, Southwest, and Delta Airlines captured the largest shares of passengers diverting from Riverton.

The catchment area for Southwest Wyoming Regional Airport in Rock Springs included 14 zip codes. The total estimated catchment population for Rock Springs is 53,070. The USDOT survey reported 30,000 passengers, but the total leakage was over 126,000.

Rock Springs was able to retain 24 percent of air travelers, but 76 percent used alternate airports. Of that total, 69 percent chose the Salt Lake City International Airport.

The top five markets for Rock Springs were Portland, Oregon; Fort Lauderdale; Las Vegas; San Diego; and Boston. The study showed that Portland was the top market with 6,372 annual passengers, but Mr. Blissit thinks it might be due to the same sample size in the ARC data. While there are always margins of error in any market's data, Mr. Blissit believes that it is a good sample for the other markets.

While Salt Lake City is a major hub for Delta Airlines and most of the diverting passengers used that airport, Delta only received a third of those passengers (32 percent). United Airlines was able to capture 31 percent of the diverting passengers and American Airlines received 12 percent. Mr. Blissit speculated that passengers had a greater chance of getting a discounted seat on airlines other than Delta.

The final airport discussed was the Sheridan County Airport. The catchment area was defined using 14 zip codes for a total population of 40,770. The USDOT survey reported just over 48,000 passengers, but the study determined the leakage to be over 103,000.

Mr. Blissit reported that Sheridan was able to retain 47 percent of the catchment population, with the remaining 53 percent choosing to drive to other airports such as Billings and Denver.

Following a question from Commissioner Harrop, Mr. Blissit stated that Mead & Hunt purchased the data used in the studies. The company purchased the USDOT Origin and Destination Survey data from third-party data processors. Data was purchased from the ARC as well. Mr. Blissit said that data purchases are a significant investment for Mead & Hunt, but the information is extremely valuable for planning purposes.

In response to a question from Chairman McCormack, Mr. Blissit speculated that the results of a study conducted for the Yellowstone Regional Airport in Cody would be similar to Sheridan's. Mr. Blissit guessed that Cody might retain slightly less passengers than Sheridan given its proximity to Billings.

The top five markets for Sheridan included Denver, Phoenix, Dallas, Minneapolis, and Las Vegas. Denver was the top market with 7,698 annual passengers, but Mr. Blissit speculated that this might be due to passengers switching airlines for cost savings.

United, Delta, and American Airlines were the carriers with the largest shares of Sheridan's diverting passengers. Mr. Blissit stated that the distribution between the top three airlines was more equitable compared to some of the other catchment areas in the study.

In summary, Mr. Blissit said the studies show that there is far more air service demand in the market catchment areas than the airports are currently capturing. Air travelers are driving in large numbers to other airports to gain access to better flight options and/or lower fares. He emphasized that the information from these studies is routinely shared with the airlines as it assists in route planning decisions and demand assessment.

Vice Chairman Blann suggested that this information could be used for the next round of Capacity Purchase Agreement (CPA) contract negotiations. Mr. Blissit shared his conviction that the CPA would have improved retention in the four participating communities had it not been for the pandemic and the pilot shortages.

In response to questions from Administrator Olsen, Mr. Blissit explained how Mead & Hunt uses Global Positioning System (GPS) cell phone data, in general and for true market study.

The data, which is purchased from data providers, is retrieved from different applications that, when used, share a user's location with the provider.

Mead & Hunt routinely uses the data, because it helps track a user's travel patterns including the true origin, all destinations, and time spent in each location. Mr. Blissit shared that the airlines have confidence in the data's validity and use it as another metric in their route planning decisions. For example, Spirit Airlines built a hub in Myrtle Beach, South Carolina, because the data suggested there was a significant amount of travel demand in that area.

Mr. Blissit said that Mead & Hunt has created a database focusing on U.S. domestic cell phone data, but the company has considered adding Canadian and other international data.

Following a question from Chairman McCormack, Administrator Olsen shared that he and Ms. Johnson will use this information in marketing efforts and in CPA negotiations with United. Mr. Blissit stated that Administrator Olsen and Ms. Johnson are welcome to present this information at Mead & Hunt's annual air service conference.

Commissioner Maier commented that there are some leakage drivers that airports may be unable to address, such as ticket cost and scheduling. Mr. Blissit shared that the Natrona County International Airport has commissioned Mead & Hunt to perform a more detailed study of market leakage by zip code, but also the drivers behind that leakage. The study report will include an assessment of opportunities to address or mitigate those leakage drivers.

The Jackson Hole Airport has commissioned Mead & Hunt to conduct a second GPS data study for winter strategic demand assessment. This study will provide similar information to the studies at other Wyoming airports and will increase understanding of travel demand.

Following a question from Glenn Januska, airport director in Casper, Mr. Blissit said he would be happy to conduct similar studies for other Wyoming airports if there was interest and if it was a good use of state funding and the airport's budget.

In response to a question from Jim Elwood, airport director in Jackson, Mr. Blissit shared that Mead & Hunt has been involved in a number of economic impact studies for Wyoming. While these studies investigate the total impact and benefits that air service bring to Wyoming communities, they have not traditionally addressed the economic impact of market leakage. He thought that would be an interesting component to include in the study reports, where the data is available. Mr. Elwood further suggested that the study consider how leakage impacts airport funding, since more enplanements mean more federal funding for Wyoming airport improvements.

Commissioner McClain stated that there may be leakage drivers that have no easy fix. He shared a frequently heard complaint against the aircraft size used for most of Wyoming's flights.

Standard Reports

Data for the standard reports was not available before submission deadlines, so the reports will be shared at a future meeting.

E. ENGINEERING AND CONSTRUCTION PROGRAM UPDATE

Mr. Hearn presented the Engineering and Construction Program Update.

General Matters

General Construction Update

Mr. Hearn reported that the Cheyenne runway reconstruction project will be completed on time. The first commercial flight will land in Cheyenne on the evening of September 9. There are a few items that need to be completed on the project, but they can all be completed while the runway is open and can be scheduled around the commercial flights.

Following a question from Chairman McCormack, Mr. Hearn stated that he was not aware of any ribbon cutting event for the project, but there is an open house scheduled for Saturday, September 9, at the old terminal to re-dedicate the fountain on 8th Avenue and unofficially celebrate the completion of the runway project.

Mr. Hearn shared that he, Administrator Olsen, and Tim Dolan visited the project site last Friday and were pleased with the progress.

Standard Reports

Change Orders Report

Mr. Hearn reported one change order.

Statewide Line Items Report

Mr. Hearn reported four new line items for aviation encouragement grants.

Bid Summary Report

Mr. Hearn reported two new bid results. The Jackson Hole Airport control tower project was initially bid months ago, but due to several factors—few bidders, high bids, project complexity—the bid was negotiated down to its current estimate and appears in this month's report.

F. PLANNING AND PROGRAMMING PROGRAM REPORT

Mr. Schutzman presented the Planning and Programming Program Update.

General Matters

Alternate State Aeronautics Funding

Mr. Schutzman updated the commission on the Aeronautics Loan Program. He and Administrator Olsen recently met with Beth Blackwell with the Wyoming Office of State Lands and Investments to discuss the current status of the program. During the 2023 legislative session, the program—in its most recent form—was sunset on April 1, 2023.

In 2019, the Aeronautics Loan Program was combined with the Joint Powers Act Loan Program with an interest rate set at the five-year average rate-of-return on the Permanent Mineral Trust Fund. Before that, it was a standalone, \$10 million program with a five percent interest rate.

Ms. Blackwell informed the division that the program is still active, but it now falls under the Capital Construction Loan Program. The new program provides loans for terms between five and 25 years, with an interest rate that is equal to the yield of a treasury security of the same duration (with a floor of three percent). The State Lands and Investment Board is the approving authority for this loan program and may charge an additional two percent risk premium on loans. The division is still reviewing the program rules, but they appear largely unchanged from previous versions.

There has only been one application for the program in the past seven years, which was approved, but the airport did not take the loan because of the interest rates at that time. There are also currently six outstanding loans totaling approximately \$1.6 million.

Mr. Schutzman reported that there are two additional loan programs open to airports. The Transportation Enterprise Account awards grants and loans to public entities to enhance transportation in Wyoming. Eligible uses of funds include capital investments for public transportation and improvements in maintenance of airline service and facilities. The program awards \$2 million per biennium.

The second program is the Mineral Royalty Grants program, which funds equipment used for essential public service. The program awards grants up to \$100,000 but does require a 50 percent match.

Mr. Schutzman will be sharing information about these loan programs with the airports at the upcoming Wyoming Airports Coalition conference. He will also arrange for the Office of State Lands and Investments to present at the commission's December education session in Cheyenne.

Ms. Blackwell also informed Administrator Olsen and Mr. Schutzman that a grants coalition has been formed to assist the State Lands and Investment board with rulemaking and provide insight on their grant/loan programs. The division will work with the airports and the Office of State Lands and Investments to get airport representation on the new coalition.

Mr. Olsen added that even with the reorganization, loans through the Aeronautics Loan Program will still come before the Aeronautics Commission for approval.

Standard Reports

Administrative Approvals Report

Mr. Schutzman reported no administrative approvals for this period.

Recovered State Funds Report

Mr. Schutzman reported that there were no recovered state funds during July. The total recovered state funds for the year remains at \$216,197.

The commission recessed for break at 11:21 a.m. Sigsbee Duck left the meeting at this time. The meeting resumed at 11:37 a.m.

G. UNMANNED AIRCRAFT SYSTEMS PROGRAM UPDATE

Ms. Taylor presented the Unmanned Aircraft Systems (UAS) Program Update.

General Matters

Strengthening Mobility and Revolutionizing Transportation (SMART) Grant Program

Ms. Taylor reported that up to \$100 million in SMART grant funding will be awarded as part of the FY 2023 Infrastructure Investment and Jobs Act allocations. The grants will be awarded to state departments of transportation for projects that address transportation issues through the use of advanced technologies. Drone projects should fit the grant parameters.

Ms. Taylor reported that there are ongoing discussions at WYDOT about applying for a SMART grant. Division and WYDOT staff are analyzing the department's capacity to comply with all grant and reporting requirements. The grant consists to two phases—prototyping and project launch—and would be a longer-term commitment for the department as it would span multiple fiscal years. The first phase does not require a state match, but Ms. Taylor is unsure about the match required for the second grant phase.

Grant applications are due mid-October, so Ms. Taylor will update the commission on WYDOT's decision at a future meeting.

VII. REGULAR BUSINESS

A. FY 2023 WYOMING AVIATION CAPITAL IMPROVEMENT PROGRAM (WACIP) BUDGET MODIFICATIONS

Mr. Schutzman reported 21 modifications this period for a reduction in state funds allocated towards projects of \$838,287 and in federal funds of \$6,173,438. The remaining state reserve is \$1,848,432, which has been rolled over into FY 2024.

As the division works to close out FY 2023 in the coming weeks, it is possible there will be more recoveries of funds as well as some possible reductions in project costs as federal grants are closed out. The commission will receive a fiscal year-end report at the October meeting.

Action: It was recommended by Mr. Schutzman, moved by Commissioner Maier, seconded by Commissioner Harrop, and unanimously carried to approve the FY 2023 WACIP budget modifications as presented.

B. FY 2024 WACIP BUDGET MODIFICATIONS

Mr. Schutzman reported eight modifications this period for an increase in state funds allocated towards projects of \$825,715 and in federal funds of \$4,826,933. The remaining state reserve is \$1,471,145. The division's goal for the FY 2024 reserve is currently \$1,114,303.

Action: It was recommended by Mr. Schutzman, moved by Vice Chairman Blann, seconded by Commissioner McClain, and unanimously carried to approve the FY 2024 WACIP budget modifications as presented.

VIII. EXECUTIVE SESSION

There was no need for an executive session.

IX. ANNOUNCEMENTS/REMINDERS

Commission Activities

Ms. Chapman announced that the commission's next business meeting will take place during the Wyoming Airports Coalition's annual conference in Gillette on September 27-29, 2023.

A new Calendar of Events document has been included in the packet to help commissioners keep track of meetings and events. Ms. Chapman informed the commission that she would include other meetings and events on the calendar upon request.

Ms. Chapman reminded the commissioners of upcoming fly-ins at Riverton on September 9th, Kemmerer and Hot Springs County on September 16th, and Worland on September 30th.

X. ADJOURNMENT

It was moved by Commissioner McClain to adjourn and passed unanimously. Chairman McCormack adjourned the meeting at 11:47 a.m. on September 7, 2023.