



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 in Cheyenne on Friday, September 13, 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.

Sheri Taylor, UAS Program Mgr.

Greg Hampshire, Analyst

Shawn Burke, Air Service Development Analyst

Chris Walton, Planning Intern

Ryan Thompson, Attorney General's Office

Josh Morris, TO Engineers

Katie Pfister, Commission Secretary

Phillip Hearn, Engineering & Construction Mgr.

Melissa Palka, Engineer

Cheryl Porter, Grants & Programming Specialist

Cheryl Bean, Project Engineer

Mike Kahler, Attorney General's Office

Devon Brubaker, Rock Springs Airport

Dusty Spomer, TO Engineers

## **IV. ADJUSTMENTS TO AGENDA**

Adjustments included removal of GT Aeronautics Presentation, and discussing Wheatland runway under New Business.

## **V. APPROVAL OF MINUTES**

### A. Approval of the Draft Meeting Minutes dated July 16, 2019

One adjustment was made, changing the date under Announcements and Reminders to September 13, 2019. It was then moved by Commissioner Newton, seconded by Commissioner Schoonmaker, and carried to approve the Draft Meeting Minutes dated July 16, 2019.

### B. Approval of the Draft Meeting Minutes dated August 22, 2019

It was moved by Commissioner McCormack, seconded by Commissioner Newton, and carried to approve the Draft Meeting Minutes dated August 22, 2019.

## **VI. UPDATES/DISCUSSIONS**

### A. Chairman's Update

#### 1. General Matters

Chairman DeVore expressed appreciation for inclusion at the Wyoming Airport Operator's Annual Conference, as well as at the Jackson Airline Rendezvous and Select Air Committee meeting. He highlighted that both venues provided great opportunities for connecting with key stakeholders regarding the industry. This concluded the Chairman's General Matters Update.



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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### B. Director's Update

#### 1. General Matters

Director Reiner's update included echoing the Chairman's comments. He also welcomed Mr. Ryan Thompson, who recently joined the Attorney General's Office, noting that he will assist Mr. Mike Kahler in providing legal representation to the department. He also reflected on a recent meeting with the Contractor's Association regarding roughly 60 ongoing construction projects that unfortunately got off to a late start due to an unusually wet spring, noting that they worked collaboratively on how to keep things on track to ensure no undue penalties. Director Reiner also pointed out that fatalities remain on the upward trend, reaching 111 to date, and emphasized that the department is focused on advertising geared toward districted driving, seat belt usage, and driving under the influence.

Director Reiner also highlighted that the focus of the department continues to be on a safe and competent workforce, and that work toward recruitment and retention continues across the agency. He stressed that a goal of the department is working toward better policies and procedures to help with employment issues, highlighting that the Executive Staff team will collaborate for three (3) days this month in order to redevelop the agency's strategic plan.

Director Reiner also discussed upcoming meetings, including a visit to the reservation to work on establishing contacts and partnerships, as well as attendance to the impending Joint Transportation, Highways & Military Affairs Committee meeting in Casper, held October 10-11, 2019. He conveyed that WYDOT related topics included draft legislation on Wildlife crossings and fees, establishment of a task force utilized for evaluating long-term funding on surface transportation, and possible funding for WyoLink to cover ongoing maintenance and capitalization of the State's critical statewide interoperable public safety system. His final item was to inform the commission that the agency is gearing up for the impending snow season in terms of its equipment, maintenance, and staffing. This concluded Director's General Matters Update.

### C. Administrator's Update

#### 2. General Matters

Administrator Olsen's update included information related the Capacity Purchase Agreement, noting that the Community Memorandums of Understanding had been executed, and schedules would soon be loaded by United Airlines.

He also highlighted recent attendance at the National Association of State Aviation Officials in Minneapolis. He conveyed that topics included information on integration of Unmanned Aircraft Systems (UAS) into the national airspace system, Urban Air Mobility which is the transporting of people in urban environments, and the dwindling pipeline in various aviation fields. He said much of the discussion was geared toward collaboration between the FAA and state officials on how to recruit more talent, including starting promotion of the industry as early as elementary schools moving forward.

Mr. Olsen also provided an update on Cheyenne Regional Airport's project for reconstructing Runway 9/27, noting that preliminary design is underway and will progress through the fall in preparation for the beginning phases of construction in 2020. His final item was regarding unfunded needs, noting that he would be working alongside the agency's Chief Engineer, toward determination of unfunded needs at the Division, and that he would soon be reaching out to the state's airports, for their inclusion in the process as well. This concluded Administrator Olsen's General Matter's Update.



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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### D. Air Service Development Program Update

#### 1. General Matters

Mr. Burke's General Matters Update included an overview of recent attendance at the Airline Rendezvous and Select Air Committee meeting in Jackson, September 3-5, 2019. He conveyed that presentations were heard from American, United, and SkyWest Airlines, as well as in depth industry and airline overviews. He expressed appreciation to the Jackson Hole Airport and JH Air, stressing how beneficial the event is year after year in bringing everyone together for further education and collaborative efforts. Mr. Burke also confirmed Administrator Olsen's update regarding completion of Community Memorandum's of Understanding in both Sheridan and Riverton, highlighting that flight bookings would be available after January 11, 2020 on United Airlines website, and listed as United Expressed offered by SkyWest Airlines. This concluded the Air Service Development Program General Matter's Update.

#### 2. Standard Monthly Reports

##### a. Budget Forecast Report

The Budget Forecast Report reflected the following changes:

- Inclusion of the Capacity Purchase Agreement taking effect FY2020
  - Sheridan – \$635,000 for FY2020 moves to FY2019 for extension; FY2020 forecast removed and \$365,000 returned
  - Riverton – \$635,000 for FY2020 moves to FY2019 for extension; FY2020 forecast removed and \$365,000 returned
  - Rock Springs – Removed from FY2020 forecast and \$716,290 returned
- Added FY2021 and FY2022

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

The Percent of Grant Projects by City Report reflected the following changes:

- Increase for SHR and RIW for FY 2019
- Removal of SHR, RIW, and RKS for FY 2020

### E. Engineering & Construction Program Update

#### 1. General Matters

Mr. Hearn's update included updates on two Projects.

##### Seal Coat & Mark

Mr. Hearn provided a status update on the Seal Coat & Mark project, noting that seal coating has been completed, and that final markings are underway. His final item was regarding

##### Wheatland Runway Reconstruction

Mr. Hearn, alongside Josh Morris and Dusty Spomer provided an update on work ceasing at this time on reconstruction of Wheatland's runway due to failure of the subcontractor to meet specification requirements in terms of grade, thickness, smoothness, and width of the runway. They stressed that what they would like to see moving forward is a quality product that is going to maintain eligibility with the Federal Aviation Administration, as well as a final product that will be a longstanding asset for the state and community for decades to come. Mr. Morris conveyed that time is running out in terms of paving for 2019, and that a solution needs to be made by



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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### E. Engineering & Construction Program Update *(Continued)*

the community on whether or not they would like to modify and reconstruct part of existing paving work following rejection of the current product, or whether their wish is to wait until spring in order to perform complete removal and reconstruction of the asset.

Commissioner McCormick sought clarification on what weather conditions would permit the contractor to proceed in rejection and partial reconstruction in the fall. Mr. Morris and Mr. Spomer clarified that the ideal temperature for paving is 60 degrees, which leaves a month of remaining weather to complete the project.

Commissioner Brown conveyed that a firm plan must be established for the community on whether or not to move forward with repairing the current asphalt, or if removal and replacement is the ideal scenario.

Mr. Spomer conveyed that TO Engineers has been working closely with the community, and had just held a recent meeting with the Federal Aviation Administration (FAA) and WYDOT in order to determine if a repair could be done versus complete removal and replacement. It was confirmed that rejection and partial reconstruction is possible, but it remained unclear if that was the best solution moving forward.

Mr. Hearn also clarified that failure of the current product is not related to the quality of the materials being utilized, but due to the overall grade and smoothness requirements outlined in specification requirements of the FAA.

Chair DeVore expressed his skepticism on a rehabilitation of the current surface, as well as any faith that the current subcontractor would be able to meet specifications if given a second opportunity.

Mr. Morris and Mr. Spomer conveyed that in their initial review of personnel on the project reflected that the subcontractor was able to meet all qualifications, and that they are working more closely with the contractor toward the development of a better laydown process moving forward to ensure proper equipment to meet all specification requirements moving forward.

Commissioner Schoonmaker inquired on who is ultimately responsible for project oversight, as substantial funds have already gone into the project to date.

Mr. Spomer conveyed that the town contracts with the TO Engineering, and that their primary role includes acceptance that contractors are meeting all terms and specification requirements. He noted that the role of the contractor is daily job completion followed by end of day updates being provided to the project engineer in order to ensure that qualifications are met daily.

Commissioner McCormack asked for clarification as to whether the runway was safely usable to date.

Mr. Spomer conveyed that while an aircraft could potentially take-off, it is not advisable that the airport operate their runway at this time.

Vice Chairman Newton inquired what the engineering firm felt would be the best course of action to date.

Mr. Spomer conveyed that this is a community decision based on various factors such as a the possibility of waiting until the spring for standard airport operations to resume. He noted that from a contract standpoint, without a modification, they would need to reject the bottom lift based on acceptance of smoothness and grade, which is grounds for rejection of the material.

The commission concurred that they would support the community in their decision, and would provide resolution language supporting total replacement if necessary for the community.

This concluded the Engineering & Construction Program's General Matter's Update.



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## VII. UPDATES/DISCUSSIONS (CONTINUED)

### E. Engineering & Construction Program Update (*Continued*)

#### 2. Standard Monthly Report

##### a. Change Orders Report

Mr. Hearn conveyed that no changes had been made to the Change Orders Report.

##### 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 – \$0
- Marketing – \$120,000
- NAVAID – \$0

### F. UAS Program Update

#### 1. General Matters

Ms. Taylor's General Matters update included information regarding a recent presentation given at the Select Air Transportation Liaison Committee Meeting on Unmanned Aerial Systems. The presentation included an industry update, as well as information related to development of a policies and procedures manual so that the agency may safely and efficiently utilize UAS in the future. She highlighted that GT Aeronautics recently opened up Wyoming's first drone manufacturing facility at the Powell airport, that they are working closely with the FAA to obtain aircraft type and manufacturer certifications, already hiring two employees to date with more anticipated hires in 2020. This concluded the UAS Program General Matter's Update.

### G. Planning & Programming Program Update

#### 1. General Matters

Ms. Yaffa's update included information on the WACIP annual update, highlighting that the BlackCat database was utilized for the first time in this year's process and ran smoothly. She also provided an update on the BlackCat database, noting that next steps include incorporation of Air Service Enhancement and Capacity Purchase Agreement programs. Her final item was regarding the Statewide Aviation Economic Impact Study, explaining that the contract is being finalized to include Air Service Enhancement Program information to the specifications, and once complete, would be forwarded on to the Attorney General's Office for final review and approval. This concluded the Planning & Programming Program General Matter's Update.

#### 2. Standard Monthly Report

##### a. Administrative Approvals Report

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

- One (1) administratively approved grant increase of \$2,713 for the Dubois Construct SRE Building project

##### b. Recovered State Funds Report

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

- 22 projects recoveries, resulting in \$62,385 being added to the available state funds for grants



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## VII. OLD BUSINESS

- A. No old business matters were discussed.

## VIII. REGULAR BUSINESS

Ms. Yaffa reviewed the FY19 WACIP Budget Modifications.<sup>1</sup>

### A. FY19 WACIP Budget Modifications

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

The FY19 WACIP Budget Modifications includes several changes, most resulting from bid awards and the end of the funding year close-out. The Aviation Encouragement and NAVAID Maintenance statewide programs have been finalized, and all remaining funds have been returned to the Airport Improvement Program to be issued as grants. The remaining balance in FY19, is \$524,356 and will be carried over to FY20.

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

*Motions:* It was moved by Commissioner Schoonmaker, and seconded by Commissioner Newton 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. FY20 WACIP Budget Modifications

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

The FY20 WACIP Budget Modifications this month consist of three (3) changes. The statewide program change resulted from an increase to the statewide group maintenance program to reflect updated cost estimates. In addition, two (2) new projects have been added to the program.

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

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

## IX. NEW BUSINESS

### A. Wheatland Runway Resolution

Commissioner Brown moved that the Commission support the Town of Wheatland, their engineers, and the staff of Aeronautics in whatever decision is made regarding the runway, up to and including the total removal and replacement of their runway asphalt if deemed necessary. It was seconded by Commissioner Newton, and carried by the Commission.

## X. ANNOUNCEMENTS/REMINDERS

*The following announcement was provided:*

- A. Our next regularly scheduled business meeting shall be held December 16-17, 2019 in Cheyenne.

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



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## XI. PRESENTATION

Devon Brubaker provided a presentation of the terminal building at Rock Springs Airport.

## XII. EXECUTIVE SESSION

There was no need for an Executive Session.

## XIII. ADJOURNMENT

It was moved by Commissioner Newton, seconded by Commissioner Schoonmaker, and carried to adjourn at 12:24 p.m.