

**PINEDALE AIRPORT BOARD
MEETING AGENDA
JULY 9, 2024
4:30 PM
AT: Pinedale Town Council Chambers**

**Google Meet joining info
Video call link: <https://meet.google.com/ozq-hnjs-ida>
Or dial: (US) +1 740-759-1837 PIN: 397 750 288#
More phone numbers: <https://tel.meet/ozq-hnjs-ida?pin=8711183676548>**

Agenda Items:

I. Organizational Matters

- a. Approval of the May 7th, 2024, Regular Meeting Minutes.
- b. Motion to recommend to the Town Council the payment of expense vouchers as presented (attached)

II. Public Comments

III. New Business

- a. Auto Tow Glider Operations-Memo
- b. Hangar Lot #17
- c. State of the Airport- FY end reports
- d. State of the Airport Board
- e. Riley Wilson- Ongoing projects
 - i. Rules and Regulations
 - ii. Airport Zoning
- f. Search and Rescue Helo Complaint

IV. Old Business

- a. Priority rating model update

V. Project Updates (Ardurra)

- Master Plan Update
 - 1. No project update – still waiting on FAA comments/review
 - 2. Ardurra Voucher 220064-24 for \$3,260.00

- Reconstruct S GA Apron
 1. Project Update #6
 2. Ardurra Voucher 230238-6 for \$2,465.00

- Install 20,000 Gallon Jet A Tank
 1. Project Update #4
 2. Ardurra Voucher 230238-14 for \$9,440.38

- PNA SRE Acquisition
 1. Tri-State Truck & Equipment, Inc Voucher Pay Estimate #1 for \$364,613.59
 2. Certificate of Final Completion
 3. Project Status Update

VI. Airport Manager's Report

VII. Airport FBO Operations Report

VIII. Airport Board Member Comments

IX. Set date, time, and location for next PAB meeting – first Tuesday is August 6th, 2024

X. Adjourn Meeting

**PINEDALE AIRPORT BOARD
MEETING AGENDA
May 7th, 2024
4:30 PM
AT: Pinedale Airport Conference Room**

Present: Vice Chair Jamie Burgess, Member Chad Kuhn, Town Council representative Scott Kosiba, Wes Werbelow- Ardurra (Virtual), John and Angela Douglas- Emblem Aviation, Josh Rose- Western Wyoming Aviation, Ellis Kuhn, Airport Manager Riley Wilson, and Abe Pearce (Virtually and Late)

Meeting Called to order by Vice Chair Jamie Burgess at 4:42PM- Late due to technical difficulties.

Agenda Items:

Riley Wilson requested the board accepted an amended agenda including two additional items, Item F and G respectively. Motion to accept agenda as printed made by Scott Kosiba and seconded by Chad Kuhn, Motion carries 3-0.

I. Organizational Matters

- a. Approval of the April 4th, 2024, Regular Meeting Minutes.
 - i. **Motion to accept the April 4th regular meeting minutes made by Chad Kuhn and seconded by Scott Kosiba. Motion carries 3-0.**
- b. Motion to recommend to the Town Council the payment of expense vouchers as presented (attached)
 - i. **Motion to recommend to the Town Council the payment of expense vouchers as presented made by Chad Kuhn and seconded by Scott Kosiba, Motion carries 3-0.**

II. Public Comments

- a. **Angela Douglas gave an update on the status of the STOL competition and how well received the Rocky Mountain STOL competition has been with the pilots as well as the families. She also announced the first title Sponsor for the competition, which will benefit the financials for the event.**
- b. **Josh Rose gave an update on Western Wyoming Aviation and its operations at the Pinedale Airport as well as updates on the hiring of more instructors.**

III. New Business

- a. Airport Staff Update
 - i. **Riley Wilson gave an update on the hiring of the airport; new staff will be onboarded beginning the 13th and the seasonal will start the 20th.**
- b. Ground Squirrel Poison Update- May 6th
 - i. **Riley Wilson informed the board that the poison for ground squirrels has been spread.**

- c. Fuel Update-Premixed Jet Fuel
 - i. **Riley Wilson informed the board that the airport is planning on moving to premixed Jet fuel with the installation of the fuel tank.**
- d. Discount Cards
 - i. **Riley Wilson informed the board that the discount cards are now available for Self-Serve 100LL purchases.**
- e. Fee Resolution- Secured Parking Discussion
 - i. **Riley Wilson proposed to the board an addition to the fee resolution as it pertains to the parking on the west side of the FBO building. After discussion, it was decided that the better way to handle the problem would be to have the discussion with the vehicle owner, as well as posting signs and painting lines.**
- f. FY-24 Budget Amendment
 - i. **Motion to recommend the acceptance of FY 24 Budget Amendment made by Chad Kuhn and seconded by Scott Kosiba. Motion carries 3-0**
- g. FY-25 Budget 1st Read
 - i. **Motion to recommend the acceptance of FY 25 Budget first read made by Chad Kuhn and seconded by Scott Kosiba. Motion carries 3-0**
- h. Unfunded Needs
 - i. **Riley Wilson informed the board on the state's request for the airports unfunded needs and asked for any projects that they believe to be an unfunded need of the Airport**

IV. Old Business

- a. Newsletter
 - i. **No comments except for a typo noted by Jamie Burgess**

V. Project Updates (Ardurra)

- Fuel Farm Procurement
 - Voucher 230238-12 for \$1,382.50
 - **Motion to approve Voucher 230238-12 for \$1,382.50 made by Chad Kuhn and seconded by Scott Kosiba. Motion carries 3-0**

- Master Plan Update
 - Project Update #20
 - Voucher 220064-22 for \$16,572.50
 - **Motion to approve Voucher 220064-22 for \$16,572.50 made by Chad Kuhn and seconded by Scott Kosiba. Motion carries 3-0**
- PNA S GA Apron
 - Project Update #4
 - Voucher 230611-4 for \$11,511.75
 - **Motion to approve Voucher 230611-4 for \$11,511.75 made by Chad Kuhn and seconded by Scott Kosiba. Motion carries 3-0**
 - Recommendation to Rebid
 - **Motion to recommend rebidding the South GA Apron to the town council made by made by Chad Kuhn and seconded by Scott Kosiba. Motion carries 3-0**
- PNA Acquire SRE
 - Project Update #13
 - **No motion made- Wes Werbelow informed the board that the Loader is scheduled for delivery sometime this week.**

VI. Airport Manager's Report

- a. No motion made**

VII. Airport FBO Operations Report

- a. No motion made**

VIII. Airport Board Member Comments

- a. The airport board agreed with Riley Wilson's decision to use Stain 230 for the window trim.**

IX. Set date, time, and location for next PAB meeting – first Tuesday is June 4th, 2024

- a. Location will be back in Town Hall for the next meeting.**

X. Adjourn Meeting

- a. Meeting Adjourned at 6:30 PM with motion made by Scott Kosiba and seconded by Chad Kuhn, Motion carries 3-0**

Airport Expenses - June 2024

Vendor	Description	Invoice Number	Check Date	Amount
AvFuel Corporation	100LL Aviation Gas	20545319	6/10/2024	\$42,494.98
Avsurance Corporation	Airport O&O	5792	6/10/2024	\$4,727.00
Bomgaars Supply	Fuel Farm Supplies	74660043	6/10/2024	\$45.25
Bomgaars Supply	FBO Remodel Supplies	74660113	6/10/2024	\$21.17
Bomgaars Supply	Deice Truck Bolts	74660760	6/10/2024	\$2.87
Bomgaars Supply	ATF	74664294	6/10/2024	\$96.96
Clean Wash Laundromat	Mat Service	44905	6/10/2024	\$53.00
Clean Wash Laundromat	Mat Service	44924	6/10/2024	\$53.00
Grainger	Fuel Testing Hydrometer	913589089	6/10/2024	\$42.44
Pinedale Natural Gas Inc	Generator	20240529 AIR GEN	6/10/2024	\$25.49
Pinedale Natural Gas Inc	FBO Building	20240529 FBO	6/10/2024	\$127.28
Pinedale Natural Gas Inc	SRE Building	20240529 SRE BLDG	6/10/2024	\$37.13
Pinedale Natural Gas Inc	Maintenance Hangar	20240529 MAINT HGR	6/10/2024	\$15.00
Pinedale Natural Gas Inc	SRE Hangar	20240529 SRE HGR	6/10/2024	\$57.15
Pinedale Roundup	Jet A Tank Final Payment	300955	6/10/2024	\$75.00
Pinedale Roundup	Jet A Tank Final Payment	302234	6/10/2024	\$75.00
Ridley's Family Market	Lobby Amenities	0434.05.21	6/10/2024	\$41.98
Rocky Mountain Power	Airport Fuel Farm	20240603 FF	6/10/2024	\$215.76
A to Z Hardware	Jet A Truck Repairs	073040	6/24/2024	\$55.47
A to Z Hardware	East Heater Stove Pipe	073089	6/24/2024	\$28.47
Ardurra Group	Airport Master Plan	220064-23	6/24/2024	\$7,351.60
Ardurra Group	PNA SRE Acquisition	230136-12	6/24/2024	\$1,322.50
Ardurra Group	Fuel Farm Installation	230238-13	6/24/2024	\$1,306.25
Ardurra Group	PNA Rehab S GA Apron	230611-5	6/24/2024	\$6,313.92
Bassco Services Inc	Fuel Farm Installation	PAY APP 4	6/24/2024	\$22,594.49
Bassco Services Inc	Fuel Farm Installation	PAY APP 5	6/24/2024	\$20,378.53
Bomgaars Supply	Wand Batteries	74666018	6/24/2024	\$33.98
Bomgaars Supply	FBO Maintenance Supplies	74666932	6/24/2024	\$15.98
Bomgaars Supply	Carb Cleaner	74667374	6/24/2024	\$10.98
Ridley's Family Market	Jet A Truck Repairs	0421.06.03	6/24/2024	\$8.59
Rocky Mountain Power	Airport Lights	20240529 AIRPORT	6/24/2024	\$848.46
Shadow Mountain Water of WY	Potable Water	002.B015899	6/24/2024	\$7.50
Team Laboratory Chemical LLC	Road Patch	INV0041383	6/24/2024	\$425.00
Uline	Cleaning Supplies	179339786	6/24/2024	\$166.00
June Gross Wages			6/30/2024	\$12,288.61

Total Expenses \$121,362.79



Riley Wilson
Pinedale Airport Manager
6/18/2024

Re: Final Ruling on Auto Tow Glider Operations

To the users of the Pinedale Airport,

Recently there have been more and more auto tow launch glider operations out of the Pinedale Airport. After careful observation and consideration, the Town of Pinedale has a conclusion regarding the continuations of these operations.

Auto Tow glider operations typically occur at midday during the busiest time of the airport. These operations frequently cause significant disruption, requiring vehicles and support staff to occupy airside surfaces for extended periods, often exceeding 30 minutes. As a result, other users of the airport must remain in the pattern, stay grounded, or divert, leading to considerable delays.

Additionally, these operations are often marred by inadequate preparation and equipment. There have been instances where operators have forgotten, misplaced, or lacked essential radios and communications equipment. Mechanical failures that have occurred during the initial phases of flight further exacerbate these issues. Moreover, there have been multiple instances of ropes becoming stuck, broken, or tangled over airport fences, resulting in delays of more than an hour, and causing damage to airport property in at least one instance.

Given these safety concerns and operational inefficiencies, we have decided that auto tow glider launches will no longer be permitted at the Pinedale airport, Effective as of 6/16/2024. This restriction applies solely to auto tow operations where non-airport operations vehicles are present on airside surfaces. Aero tow launches are still a viable option for any glider operator that wishes to conduct operations at the Pinedale airport.

Anyone with questions can feel free to reach out.

Signed,

A handwritten signature in black ink that reads "Riley Wilson". The signature is written in a cursive style with a large initial "R".

Airport Manager

Wyoming Priority Rating Model for Project Evaluation

2024 Proposed Changes for Public Comment

Wyoming Aeronautics Commission

WYDOT Aeronautics Division



Developed by the Aeronautics Division of the
Wyoming Department of Transportation

WYDOT Aeronautics Administrator: Brian Olsen
WYDOT Director: Darin Westby

For consideration of

Wyoming Aeronautics Commission

Aeronautics Commission Chair: Bruce McCormack

June 19, 2024

Proposed major changes are shown in red throughout this document. These changes are those proposed by the 2024 Wyoming Priority Rating Model for Project Evaluation Task Force as consideration for adoption by the Wyoming Aeronautics Commission.

Please note that only changes impacting the model functionality are displayed in red. Changes to format, grammar, typography, and other minor changes are not in red. Additionally, dates, composition of the task force, and leadership are updated to be accurate and are not in red.

Wyoming Priority Rating Model for Project Evaluation – 2024

Table of Contents

Introduction	4
Purpose of the Priority Rating Model	4
History	4
Development and Reevaluation	4
Use of the Priority Rating Model	8
Project Categories Used by the Priority Rating Model	9
Purpose of Project	9
Project Component	13
Type of Federal Funding	15
Systems Impact	16
Project Timing	16
Commission Priority	18
Airport Usage	18
Status of Airport Protection	19
Summary of the Priority Rating Model	21
Acronyms	22
Definitions	23

Introduction

Purpose of the Priority Rating Model

The stated purpose of the Priority Rating Model (PRM) is to evaluate and rank airport projects for planning, budgeting, and granting by utilizing relevant information to make objective decisions considering the collective needs of the state's aviation system.

History

The Wyoming Aeronautics Commission is responsible, by Wyoming Statute 10-3-402 and Commission Policy, for the disbursement of state funds for airport improvements. Commission Policy also ensures that the disbursement of funds be accomplished through consistent application. To meet this policy, the Wyoming Aeronautics Commission has designated a priority rating system as a tool to maximize the use of available airport funding and assist in the evaluation of all airport projects proposed for state or federal funding.

The oldest reference to the PRM indicates it existed prior to 1987. The current PRM format was created in 2003 by the PRM task force to be used in conjunction with the newly developed Wyoming Aviation Capital Improvement Program. Historically, the evaluation of projects for Wyoming Aeronautics Commission funding has followed a defined process (eligibility, state evaluation, priority rating model - administered by the WYDOT Aeronautics Division) for consideration and acceptance by the Wyoming Aeronautics Commission. Those projects that met both eligibility and state evaluation requirements were then ranked using evaluation categories outlined in the Wyoming Priority Rating Model for Project Evaluation.

Development and Reevaluation

To assure that the Priority Rating Model (PRM) continues to best meet the needs of the state aviation system, the Wyoming Aeronautics Commission and WYDOT Aeronautics Division determined that the Model should be reevaluated and updated periodically. **The 2024 PRM Task Force discussed that the period for reevaluation should be further defined. Going forward, the staff will survey users and evaluate the need to update the PRM on a biannual basis and then make a recommendation to the Aeronautics Commission as to whether to proceed with a task force review and formal update of the PRM. Anticipating that a formal update would be likely at times of changes to funding, legislation, policy, statewide planning efforts, needs, etc. It was also agreed that task force reviews should occur at no more than 6-year intervals.**

In fiscal year 2023, the Aeronautics Division management and Wyoming Aeronautics Commission recognized that the PRM was again in need of revision/update. A request for volunteers to serve on the reevaluation Task Force was made by the Aeronautics Division.

Topic areas to be generally considered in the reevaluation should be as follows:

- Overall, does the PRM adequately serve as a tool for airport project funding decisions?
- Are the weighted categories – Purpose of Project, Project Component, Type of Federal Funding, Systems Impact, Project Timing, Airport Usage, Status of Airport Protection (as presented in the current PRM) – still applicable, to rate/rank each project?
- Are the weights, 5 to 1, still applicable and reflect the comparative value of each Category? Are any Categories over-weighted or under-weighted?
- For each of the Categories: Are the subcategories still applicable? Are they fully and correctly defined? Are they correctly weighted?
- Is the PRM project evaluation process (as presented in the current PRM) defined and applicable? Is this prioritization/decision process clear, fair and consistent?
- Is it understood that the prioritization/decision process be directed to the ‘collective needs of the state’s aviation system’, and that funds are limited and all projects cannot be funded?
- Are the priorities, identified by each airport location, adequately considered?
- Other issues identified by users of the PRM

The 2024 PRM Task Force members were:

Wyoming Aeronautics Commission representatives:

Dean McClain, served as chairman of the task force
Randy Harrop

Airport Representatives:

Commercial Service Airports:

Devon Brubaker, Southwest Wyoming Regional Airport - Rock Springs
Glenn Januska, Casper/Natrona County International Airport
Michelle Anderson, Jackson Hole Airport

Business Airport:

Riley Wilson, Ralph Wenz Field - Pinedale

Intermediate Airport:

Kevin Marquardt, Pine Bluffs Municipal Airport

Local Airport:

Lori Materi, Upton Municipal Airport

Consultant Representative:

Marc Miller, Woolpert, Denver

WYDOT Aeronautics Division representatives:

Brian Olsen, P.E. - Aeronautics Administrator

AJ Schutzman - Aviation Planning Manager

Phillip Hearn, P.E. - Engineering & Construction Manager

Cheryl Bean, Probity Professional Technical Writing, LLC provided consultant services to the Aeronautics Division and assistance to the PRM Task Force.

The 2024 task force consultant member provided valuable insight to the task force from a career in the FAA. While previously there has been no desire to include or request this expertise from the FAA, the task force members recommend that future task force groups include an FAA representative for advisory purposes.

The PRM Task Force completed its review of the PRM in June 2024. The review process focused on identification of issues concerning use of the 2021 PRM utilizing the general topic areas previously mentioned. Subsequent recommendations for updating and providing clarity in that Model were completed to better support the stated purpose of the PRM as a tool to assist in the evaluation of all airport projects proposed for state or federal funding.

The evaluation of projects by the Division will continue to use an initial review for eligibility to assure that each project meets state statute, Wyoming Aeronautics Commission policies, grant assurances, regulations and precedence. Eligible projects will then be assessed and ranked by the Division using evaluation categories as presented in the PRM.

The Wyoming Priority Rating Model for Project Evaluation – 2024, as approved by the Wyoming Aeronautics Commission, will evaluate projects requested by airport sponsors, for State or Federal funding, using seven weighted categories. These seven categories represent important project evaluation criteria with each category weighted to recognize different levels of importance in an overall evaluation and ranking of eligible projects. The ~~seven~~ eight categories, with weights and brief descriptions, are:

Purpose of Project – 5 point weight – this category is recognized as one of the most important individual categories in the PRM. It defines and classifies the primary purpose of each project as Safety, Security, Maintenance, Airport Enhancement, or Planning.

Project Component – 3 point weight – this category further prioritizes those projects that are

directed to preservation and enhancement of *airside* facilities.

Type of Federal Funding – 5 point weight – this category is one of the most important individual categories as, in general, federal funds provide the majority of financial assistance to airport sponsors for airport improvement projects. The emphasis of the WAC to ensure all federal funding is matched is reflected in this category's importance.

Systems Impact – 4 point weight – this category allows the Division to consider an individual project's overall impact to the *Wyoming State Aviation System Plan (WySASP)*.

Project Timing – 4 point weight – this category allows the Division to match a project's schedule for delivery to the availability of funding and funding requirements of state and federal programs and/or community funding.

Commission Priority - 4 point weight - this category allows the Aeronautics Division to apply a scoring boost to a project which meets commission priorities, but is at risk of not being funded in a timely manner.

Airport Usage – 3 point weight – this category prioritizes projects based on the airport's benefit to the most airport users/citizens. It uses the airport's state system plan classification, ~~(which is assigned based on the airport's type and level of usage)~~ the role of the airport in the overall system, and the facilities and services offered at the airport. ~~The system plan classification is based on the airport's type and level of usage.~~

Status of Airport Protection – 1 point weight – this category recognizes the importance of safeguarding airport operations and minimizing impact to properties in proximity to the airport by implementing land use protections.

The Wyoming Priority Rating Model – 2024, using each of these categories, will result in a numerical rating for each project; the process of matching a project proposal to a numerical rating is later defined for each category. The numerical rating is assigned, and then multiplied by the category weight to determine a final category numerical value. The seven category values are then summed to conclude the final priority model ranking for those projects proposed for State or Federal funding. A maximum of 105 points are available for a project that meets the highest value for each of the ~~eight, previously seven~~, categories.

Use of the Priority Rating Model

The Wyoming Aviation Capital Improvement Program (WACIP) represents the State's funding plan for airport improvement projects. Individual airport projects are outlined by location, program year, project status, project description, priority model rating, and proposed funding source/sources. The WACIP is developed annually, with frequent updates by the Division for Wyoming Aeronautics Commission approval.

Airport sponsors evaluate their airport needs and initiate projects designed to address those needs. The sponsors then propose their projects for inclusion in the WACIP; their evaluation of proposed projects should consider eligibility of the project against the requirements of the proposed funding sources.

The Division evaluates all proposed projects for eligibility and, if eligible, evaluates each project as outlined in the Wyoming Priority Rating Model – 2024. As presented earlier, the Wyoming Priority Rating Model – 2024 will result in a numerical rating for each project; that rating is summarized for proposed projects. The proposed projects are subsequently shown by ranking, based on the numerical rating, in the WACIP.

The Wyoming Aeronautics Commission designates the Wyoming Priority Rating Model – 2024 as a tool to assist in the evaluation of all airport projects proposed for State or Federal funding. This evaluation is needed as available funding for airport improvements generally does not allow for funding of all proposed projects. The Wyoming Aeronautics Commission applies the Wyoming Priority Rating Model – 2024, to ensure that the disbursement of funds is accomplished through consistent application, but reserves its authority to make decisions considering the collective needs of the state's aviation system.

Airport management is encouraged to review the scores of their projects as submitted and to contact a program manager at the division regarding potential discrepancies.

Managers and administrators using this PRM should note that *Italicized Words or Terms* are defined in the ~~Aeronyms and~~ Definitions, ~~pages 17–22~~ section.

Project Categories Used by the Priority Rating Model

The Wyoming Priority Rating Model – 2024 will be used to establish a numerical rating for evaluation of proposed projects with the numerical rating based upon the following categories, weights, and descriptions.

Purpose of Project

(Weight of 5)

The Purpose of Project category receives a weight of 5, and is one of the most important individual categories in the PRM.

The Purpose of Project category identifies the type of project and provides for five general purposes and awards the following points:

- 4 = Safety
- 3 = Security, Maintenance
- 2 = Airport Enhancement and Planning
- 1 = This numerical rating is not used to award points
- 0 = Not Used

The Airport Sponsor should note that preparation of planning studies, engineering documents, and land acquisition, as required for development of a specific capital improvement project, will be awarded points according to the purpose of the overall project.

Safety (4 points)

Safety is the most important project purpose and includes many different project types. These projects are seen as highly important as they are consistent with the Wyoming Aeronautics Commission's overall mission to provide a safe and efficient aviation system.

Safety projects are generally defined as improvements to existing infrastructure, facilities and equipment, which support the daily functions of the airport, support the short-term and long-term operations of the airport, and provide for the safety of airport personnel and airport users. The final determination if a project meets the definition of Safety will be made by the Division.

Key considerations to be used by the Division in this determination include, but are not limited to:

- o Potential, likelihood, and severity of property damage, personal injury and/or loss of life.
- o Necessary to support safe operations pertaining to current aircraft activity.
- o FAA Airport Design Standards.

Project types include, but are not limited to:

- Emergency repair of isolated areas of severe pavement deterioration, as safe operation of aircraft is impaired
- *Airside* lighting
- Visual Approach Aids including: runway end identifier lights (REIL), precision approach path indicators (PAPIs), beacons, approach lighting
- Equipment purchase: Aircraft Rescue and Fire Fighting (ARFF) equipment, Snow (and ice) Removal Equipment (SRE), and backup generators as needed for *critical operation systems* and/or life safety.
- ARFF equipment training, and training facilities
- Automated Weather Observation Systems (AWOS)
- *Airside* fencing and gates to protect the airfield from wildlife and human interference. This includes wildlife and security fence and perimeter/property fence only if it is serving in that capacity.
- *Airside* signage
- Wildlife hazard management
- Navigational hazard removals/markings
- *Airside* pavement markings if identified as deficient in a Part 139 inspection
- Air traffic control towers
- Fire protection systems
- Rubber removal
- Removal of identified obstructions with priority to Runway Protection Zones ● Improvements to the *Runway or Taxiway Safety Area, Obstacle Free Zone (OFZ), Object Free Area (OFA)*, runway site distance, separation standards etc., to comply with Airport Design Standards for current aircraft activity*
- Structures to house and protect equipment identified for Safety

* Note that “current aircraft activity” must be verified, ongoing activity and identified in the airport’s current Airport Master Plan.

Security (3 points)

Security is an important project purpose as these projects provide for facilities or equipment that are designed to aid in providing secure (and safe) movement in and around all airport facilities.

- New, expanded, or upgraded lighting – *landside* – for public spaces including parking lots

- Closed-Circuit television/cameras
- TSA required security components
- Access Control systems/equipment – fences, gates, locks, alarms, guards and badge systems
- Advisory/directional signing
- Fingerprinting machines

Maintenance (3 points)

Maintenance is an important project purpose as it accomplishes essential projects that facilitate the existing operations of the airport. The maintenance purpose, as a high priority, is consistent with the Wyoming Aeronautics Commission and Division’s overall philosophy of ‘maintain before build’. Sponsors should note that maintenance/preservation type projects which extend the service life of existing infrastructure are given a higher category weighted point than those projects in the Airport Enhancement project purpose that require a significant expenditure of funds.

Maintenance projects include a range of different types:

- *Pavement Preservation*, including but not limited to, crack and joint sealing, seal coat, minor concrete pavement repair (CPR) – and any preservation strategy in an airport’s approved pavement management program (PMP)
- *Pavement Rehabilitation or Pavement Reconstruction* when identified in an airport’s approved pavement management program (PMP) for the purpose of pavement preservation
- *Upgrade of pavement surface when justified by usage and standards, including the addition of sidewalks*
- *Airside* pavement markings that do not meet the “Safety” project purpose
- Maintenance/Repair to *airport facilities and infrastructure* (non-safety):
Non-routine maintenance/repair
- *Remodel or replacement of building facilities in original footprint, including incorporation of current or anticipated standards*
- *Roof replacement*
- Maintenance/repair/replacement/relocation of NAVAIDs
- Equipment purchase: *Airside* maintenance - marking equipment, mowing equipment, crack seal equipment, small tractor (with multiple attachments), side-by-sides, ATVs (4-wheelers), etc.
- *Upgrade of equipment for airside maintenance when justified for current*

requirements

- *Upgrade* of sewage systems when justified for the welfare of airport users and/or significantly reduced maintenance

Airport Enhancement (2 points)

Includes projects directed towards creating new, **upgraded**, or expanded facilities that accommodate more passengers, cargo, aircraft operations, or based aircraft; or the enhancement of airport use and efficiency. ● *Pavement strengthening* – Airport must have implemented an approved PMP ● New pavement construction – such as runway and *taxiway* extension or widening, apron expansion – Airport must have implemented an approved PMP

- Equipment purchase: Operations vehicles, pickup trucks, etc. (with or without a utility bed, snow plow, or other attachment); backup generator not for *critical operation systems* or life safety; and other equipment that does not meet the “Safety” or “Maintenance” project purpose
- Noise monitoring, including equipment purchase
- New NAVAIDs
- ~~Building remodel~~ Terminal upgrades exceeding standards
- Building construction: New, **replacement**, or expansion
- Land use protection: *Fee title* or full control of lands within the RPZ; directed to the removal of incompatible land uses with priority to the removal of wildlife attractions and facilities that serve congregations of people
- Fencing and gates that do not meet the “Safety” project purpose
- New or expanded deicing containment facilities
- Identified Non-Standard Conditions that do not meet the “Safety” project purpose as determined by the Division

Planning Projects (2 points)

are directed to a comprehensive or specific issue/location study of short-term or long-term airport needs; resultant recommendations support the development of a project or program of projects. Planning projects include, but are not limited to, the following studies/analyses:

- Master Plans
- Airport Layout Plans: Complete drawing set and narrative or stand-alone components such as Terminal Area Plans, Land-use Plans, other adopted plans ● NEPA compliance: Required environmental documentation and related analyses and reports including public involvement

- Special studies, such as Noise Analysis and Safety Management Systems, Security Systems, Sustainability Analysis, Instrument Approach Analysis ● Obstruction Survey and AGIS submittal
- Activity counting/recording
- Wind analysis
- Wildlife assessments and plans

For Non-NPIAS airports, which likely score low in PRM points for planning projects, the Division will consider and may support reconsideration of an airport's request for planning funding via a written request to the Wyoming Aeronautics Commission. The request should be supported by long-term, demonstrated, community support and involvement. This request will be brought before the Wyoming Aeronautics Commission outside of the PRM and considered on a case-by-case basis.

Occasionally a project has more than one purpose. For example, the reconstruction of an apron (purpose=maintenance) may also include a reconfiguration or expansion to accommodate changed or increased activity (purpose=airport enhancement). In these circumstances, the Division staff will identify the largest portion of the project (typically based on cost) and assign the Purpose of Project accordingly.

The Project Purpose category is given a weight of 5, with sub-category points from 4 to 2, resulting in a range of 20 to 10 points depending on the airport's proposed project purpose (there are no 1-point or 0-point awards for the category).

Project Component

(Weight of 3)

The Project Component category receives a weight of 3. This category prioritizes those projects from the Purpose of Project Category that are directed to preservation and enhancement of *airside* facilities and infrastructure and also prioritizes those facilities that have regular/daily use, with a lower priority for secondary use facilities.

4 = *Airside Primary Runway or Taxiway*, and Equipment*

3 = *Airside ~~Secondary Runway or Taxiway~~ Apron*

2 = *Airside ~~Aprons~~ Crosswind Runway or Taxiway*, Structures, and Equipment*

1 = *Airside Taxilane* (other than *Apron*), *Secondary Runway or Taxiway*,
Landside and Other (Any Purpose of Project without an identified
Component)

0 = This numerical rating is not used to award points

* Equipment is ranked as 2, except equipment for maintaining life safety or for *critical operation systems* which will be ranked as 4 (judgment of Division staff).

Projects that preserve or enhance the use of *primary runways* and/or *taxiways* are given preference with a 4–point ranking. The following project types consistent with the Purpose of Project Category under the “Safety” purpose, will always receive the Project Component 4–point ranking. These projects types are:

- *Airside* fencing to protect the airfield from wildlife and human interference to support regular use of the *primary runway*. This includes wildlife and security fence and perimeter/property fence only if it is serving in that capacity.
- Equipment purchases when required for airport safety; defined as meeting the “Safety” project purpose
- ARFF equipment training, and training facilities

Aprons ~~*Secondary runways and/or taxiways*~~ are given preference with a 3–point ranking.

Crosswind Runways and Taxiways ~~*Aprons*~~, Structures/Facilities, and Equipment Purchases (not safety equipment) are awarded a 2–point ranking. These facilities and equipment purchases support aviation traffic. **Also considered is the proximity to the next/closest airport for purposes of safe landing for small aircraft.**

Airside Taxilanes, *Secondary Runways and Taxiways*, and *Landside* (see Definitions) and Other projects are awarded 1–point rankings. Other projects include planning projects or any proposed project that cannot be directly assigned to a specific component/location. Operations and Administrative Vehicles are classified as Other projects because they do not directly support aviation traffic.

As with Purpose of Project, occasionally a project may include more than one component. For example, a project to extend a runway (component=*airside primary runway* or *taxiway*, *airside* fencing) may also include the construction of a *taxilane* (component=*airside taxilane*, *landside* and other). In these circumstances, the Division staff will identify the largest portion of the project (typically based on cost) and assign the Project Component accordingly.

The Project Component category is given a weight of 3, with sub-category points from 4 to 1, resulting in a range of 12 to 3 points.

Type of Federal Funding

(Weight of 5)

The Type of Federal Funding category receives a weight of 5, and is one of the most important individual categories in the PRM. In general, federal funds provide the majority of financial assistance to airport sponsors for airport improvement projects. Federal funding comes into the State for use on in-State projects and the use of State and Local funds to match federal funds is given a high priority and resultant high weight. It is the Wyoming Aeronautics Commission's discretion to ensure all federal funding is matched regardless of project PRM ranking.

The number of points awarded for this category is by type of federal funding available:

4 = *Discretionary Funding*

3 = State Apportionment Funding

2 = *Entitlement Funding*

1 = This numerical rating is not used to award points

0 = No Federal Funds

Discretionary Funding (4 points) including any Congressional allocation is given the highest priority as it is based on Federal legislative requirements, is additional funding to the State, is typically dedicated to a location/airport or project improvement type, and must be expended in a timely manner. **A congressional earmark is considered an out-of-cycle request and will only be considered for match as funds are available.**

State Apportionment Funding (3 points) is an annual allocation of funds that is assigned to each state for airports; the State's non-primary, federally eligible airports compete within the State for these funds.

Entitlement Funding (2 points) is guaranteed to airports in the federal NPIAS (National Plan of Integrated Airport Systems) plan. Entitlement funding is non-competitive and receives a lesser number of category points. **All federal formula funding will be considered as Entitlement funding, regardless of the federal program.**

No Federal Funding (0 points) is awarded 0 points, under this category.

The Type of Federal Funding category is given a weight of 5, with sub-category points from 4 to 0, resulting in a range of 20 to 0 points for an airport's proposed project, depending on the type of federal funds directed to the project.

Any project receiving multiple types of federal funding is awarded the highest sub-category point for the type of federal funding used.

Systems Impact

(Weight of 4)

The Systems Impact category is directed to addressing ~~goals and objectives-issues~~ identified in the *Wyoming State Aviation System Plan (WySASP)* ~~and Wyoming Aeronautics Commission's priorities~~. This category receives a weight of 4.

The number of points awarded for this category is based on a project meeting identified criteria.

~~3 = Three Criteria are met~~

2 = Two Criteria are met

1 = One Criteria is met

0 = No Criteria are met

The Criteria are:

- Achieving or Maintaining a *WySASP* State goal
- Achieving or Maintaining a *WySASP* Local goal
- ~~● Achieving or Maintaining a Wyoming Aeronautics Commission Priority~~

The *WySASP* ~~statewide study~~ and ~~airport classification report cards~~ ~~Commission Priorities documents~~ are located in BlackCat Aviation (BCA), ~~from the Dashboard>Global Documents>Statewide System Planning~~. Individual airport report cards are in BCA, ~~from the Dashboard>Facility Management>Facility>Facility Documents>State System Plan Documents~~. Contact the Division for access to BCA.

The Systems Impact category is given a weight of 4, with subcategory points from 3 to 1, resulting in a range of ~~1-2-8~~ to 4 points for an airport's proposed project, depending on the extent to which the project meets identified criteria.

Project Timing

(Weight of 4)

This category receives a weight of 4, with points awarded based on a selected year for funding. The selected year may be the Airport Sponsor's proposed year to construct the project, or may be a different year. ~~The project may be moved forward or delayed~~, if determined by the Division or Wyoming Aeronautics Commission to be advantageous based on *available funds* or other

budgeting or programming analyses.

Project timing is an indicator of the importance of accomplishing the project in the time frame requested. The need to complete a project within a defined time frame may be due to a number of reasons:

- An emergency repair to assure safe operation of aircraft
- A relationship between project completion and regulatory compliance, licensing, or certification (such as an inspection requirement or recommendation)
- A relationship between project completion and potential loss/expiration of secured funding
- Condition of the facility/component
- Projects closely tied to Commission priorities, special recommendations, or other special conditions tying project completion to a fiscal year or contract completion date.

Additional considerations that will be evaluated during the award of points are:

- Implementation of Pavement Management Plan recommendations and timing of that work if critical
- Funding timing (loss of entitlements, entitlement transfer agreement, close-in discretionary)
- Economy of scale – making the project whole; cycle optimization on a regularly occurring project (pavement preservation, planning, etc.).

The number of points awarded for this category are based on the following levels of urgency:

5 = Urgent as determined by the Division based on pre-application and/or other information

4 = Group Maintenance

3 = Time sensitive based on Airport Sponsor request and supporting information

2 = Medium Urgency (within 2-3 years of selected* year)

1 = Low Urgency (within 5 years of request)

0 = No Urgency (as funding allows)

* The “selected” year is the requested year or that year determined to be the most advantageous based on the Division’s judgment as mentioned at the beginning of this category section.

Points will be awarded based on the professional judgment of the Division staff. Timing evaluation is heavily dependent on sponsor’s justification – typically on the project pre-application – and other communication with the Division. It is the sponsor’s responsibility

to ensure that the urgency is conveyed to the Division for proper evaluation.

Phased or multi-year projects are evaluated as one project. Timing will be determined for the project as a whole and applied uniformly to all phases.

Division staff has discretion as to whether to assign an add-on project to be evaluated for Project Timing along with the main project.

The Project Timing category is given a weight of 4, with sub-category points from 5 to 0, resulting in a range of 20 to 0 points for an airport's proposed project, depending on the urgency of project timing.

Commission Priority

(Weight of 4)

This category receives a weight of 4.

The criteria is achieving or maintaining a priority as identified in the "*Aeronautics Commission Priorities*" document. This rating will only be assigned by staff when a project meets the criteria but is at risk of not being funded in a timely manner.

The "Aeronautics Commission Priorities" document is in BlackCat Aviation. From the Dashboard, refer to Global Documents>Policy.

The Commission Priority category is given a weight of 4 with the single ranking of 1, for a total of 4 points available.

Airport Usage

(Weight of 3)

The Airport Usage category receives a weight of 3. This category recognizes that Wyoming's larger airports typically benefit the most users/citizens. It uses the airport's state system plan classification, which is assigned based on the airport's type and level of usage, the role of the airport in the overall system, and the facilities and services offered at the airport.

The *Wyoming State Aviation System Plan (SASP)* establishes four airport classifications: *Commercial Service Airports*, *Business Airports*, *Intermediate Airports*, and *Local Airports*.

The number of points awarded for this category are based on the airport classification:

4 = *Commercial Service Airport*

3 = *Business Airport*

2 = General aviation airport - *Intermediate Airports*

- 1 = General aviation airport - *Local Airports*
- 0 = This numerical rating is not used to award points

The Airport Usage category is given a weight of 3, with sub-category points from 4 to 1, resulting in a range of 12 to 3 points for an airport's *WySASP* classification.

Status of Airport Protection

(Weight of 1)

The Status of Airport Protection **Component** category receives a weight of 1. This category recognizes the importance of safeguarding airport operations and minimizing impact to properties in proximity to the airport by implementing land use protections and airspace protections for the *runway protection zone (RPZ)* and/or the *airport influence area (AIA)*.

Development of property in proximity to an airport can result in non-compatible uses that diminish the utility of the airport, reduce safety for both aircraft in the air and persons on the ground, reduce the value of the public's investment in the airport, and potentially risk both State and Federal funding for the airport.

~~The Airport Protection Component category is given a weight of 1 as it~~ This category accumulates points, based on the result of an airport's efforts to work with private landowners and/or government agencies – Municipal, County, State or Federal – to ~~effect~~ **affect** land use protections. There are three acceptable legal documents to provide RPZ protections:

Ownership – in *fee title*;

Lease – with a federal or state government agency that provides for a minimum lease period greater than 20 years;

Easements – must limit the height of vegetation and structures and limit the allowable land uses within the boundaries (acreage) of the *easement*.

Land Ownership Control (4 points maximum)

4 Points – Airport Owner owns 100% of the acreage in the runway protection zone in fee-title. For purposes of RPZ protection, a lease with a federal or state government agency is considered equal to ownership; the lease agreement must provide for a minimum lease period equal to or greater than 20 years.

3 Points – Airport Owner has 100% land use protections and airspace protections for the RPZ through any combination of ownership, lease, or *easements*.

2 points – Airport Owner has greater than 75% to 99% land use protections and airspace protections for the RPZ through any combination of ownership, lease, or *easements*.

1 point – Airport Owner has greater than 25% to 75% land use protections and airspace protections for the RPZ through any combination of ownership, lease, or *easements*.

For Land Use Protection, the accumulation of points, up to 4 points maximum, will be based on submittal of supporting documents to the Division. The documents to be submitted are copies of deeds identifying the individual parcels owned in *fee title*, copy of lease, and/or copies of *easements* identifying boundaries of *easements* and height restrictions.

Airspace Protections (3 points maximum)

1 Point – Airport Owner has an adopted *zoning ordinance* (overlay zoning) approved by the Division with height restrictions in the Approach Zone of the AIA.

1 Point – Airport Owner has an adopted *zoning ordinance* (overlay zoning) approved by the Division with height restrictions for the AIA.

1 Point – Airport Owner has an adopted *zoning ordinance* (overlay zoning) approved by the Division that restricts non-compatible land uses in the AIA.

For Airspace Protection, the accumulation of points, up to 3 points maximum, will be based on submittal of supporting documents to the Division. The documents to be submitted are copies of adopted *zoning ordinances*.

Plan Integration (1 point)

1 Point – The airport *zoning ordinance* is incorporated into a municipality and/or county comprehensive land use plan. It is desirable that the municipality and/or county provide an opportunity for the airport representative to review and comment on all variance requests for properties within the AIA.

For Plan Integration, the 1 point will be based on submittal of supporting documents to the Division. The documents to be submitted are copies of the municipal and/or county comprehensive land use plan.

Disclosure Statement (1 point)

1 Point – The municipality and/or county has passed a resolution and adopted an ordinance requiring that a *Real Estate Disclosure Statement* be provided to the purchaser of any property within the AIA. Sample wording is provided in

Definitions for *Real Estate Disclosure Statement*.

For Disclosure Statement, the 1 point will be based on submittal of supporting documents to the Division. The documents to be submitted are copies of adopted resolutions and ordinances requiring a *Real Estate Disclosure Statement*.

The Airport Protection category is given a weight of 1, with subcategory points accumulating from 0 to 9, resulting in a range of 9 to 0 points for those land use efforts directed to protecting airport operations.

Summary of the Priority Rating Model

The resulting PRM will assist the Wyoming Aeronautics Commission and WYDOT Aeronautics Division in their mission to produce a safe and efficient aviation system, through funding of airport capital improvement projects. The Model is summarized in the following table.

Category	Category Weight	Maximum Points Available	Percent of Total Points Available
Purpose of Project	5	20	19
Project Component	3	12	11.5
Type of Federal Funding	5	20	19
Systems Impact	4	8	7.5
Commission Priority	4	4	4
Project Timing	4	20	19
Airport Usage	3	12	11.5
Status of Airport Protection	1	9	8.5

Summary		105	100%

To further support use of the Wyoming Priority Rating Model for Project Evaluation – 2024, airport sponsors and other users are encouraged to periodically review Policies, System Plan Documents, etc., **in BlackCat Aviation, from the Dashboard, Global Documents** or at http://www.dot.state.wy.us/home/aeronautics/rules_and_policies.html

ACRONYMS AND DEFINITIONS

Acronyms

Used in the Wyoming Priority Rating Model for Project Evaluation

- ACIP Federal Airports Capital Improvement Plan
- AGIS Airport Geographical Information System
- AIP Airport Improvement Program
- ALP Airport Layout Plan
- ARFF Aircraft Rescue and Fire Fighting
- AWOS Automated Weather Observation System
- CPR Concrete Pavement Restoration
- FAA Federal Aviation Administration
- NAVAID Navigational aids
- NEPA National Environmental Policy Act
- NPIAS National Plan of Integrated Airport Systems
- OFA Object Free Area
- OFZ Object Free Zone
- PAPIs Precision approach path indicators
- PMP Pavement Management Program
- PRM Priority Rating Model
- REIL Runway end identifier lights
- RPZ Runway Protection Zone
- RSA Runway Safety Area
- TSA Transportation Security Administration or Taxiway/Taxilane Safety Area WACIP
- Wyoming Aviation Capital Improvement Program
- WySASP State Aviation System Plan

Definitions

Used in the Wyoming Priority Rating Model for Project Evaluation

The following definitions are provided to gain a better understanding of the Wyoming Priority Rating Model for Project Evaluation. These definitions are referenced to source documents, but do not present a full definition as may be used for regulatory purposes. As a result, they are not intended to be used as regulatory, rather are intended to be used to guide the development of a capital improvement project, evaluated with the PRM for State funding.

PRM Category – Purpose of Project

Airport Facilities and Infrastructure – Airports eligible for Federal/State funding are public use airports that serve civil aviation and used for landing and takeoff of aircraft. Airport facilities and infrastructure are those permanent buildings, installations, and equipment that are needed to support airport use for commercial service, cargo service, or general aviation. (FAA and industry literature).

Airside and Landside – The Airside of an airport is the portion where aircraft operations occur, including runways, taxiways, aprons, aircraft parking, and facilities to service and maintain aircraft; the airside is separated from other areas of the airport by fencing or other boundaries. The airside generally includes those areas beyond security checks and passport and customs control in an airport terminal. The Landside of an airport is the remaining portion of the airport property not defined as airside; it typically includes all public areas such as portions of the terminal, access roadways, rental car facilities, vehicle parking facilities, and taxi and ground transportation areas.

Critical Operation Systems – A limited number of power-supplied airport operations required to protect and/or evacuate the airport population in an emergency, including fires and earthquakes, and less critical events, such as extended power failures. These operations/systems include, but are not limited to, airfield lighting and NAVAIDS, access control systems, passenger boarding bridges, fire alarm/suppression systems, emergency lighting systems, security screening systems, in-line baggage systems, and elevators.

Navigation Aid (NAVAID) – Electronic and visual air navigation aids, lights, signs, and

associated supporting equipment (FAA AC 150/5300.13A).

Pavements: Runway, Taxiway, and Apron – Bituminous Asphalt (HMA or Flexible) and Concrete Cement Pavement (Concrete or Rigid) including Pavement Structure (subgrade-earth, subbase-earth or aggregate, base-aggregate or HMA) and Pavement Surface (HMA or Concrete).

Reference: FAA Order 5100.38C & AIP Handbook, and industry literature.

- Emergency Repair (Safety): Any strategy up to reconstruction of sections of pavement structure or pavement surface, to resume or assure airport operations.
- Preservation (Maintenance): Any strategy, typically a continuous treatment on a selected facility such as the full length of a runway, taken from the Statewide Pavement Management Program or documented by the sponsor that extends the service life of an existing pavement. HMA strategies could include, but are not limited to, crack sealing, seal coats, patching, and friction surface treatments. Concrete strategies could include, but are not limited to, joint sealing, spall or slab repair, and friction surface treatments.
- Pavement Strengthening (Airport Enhancement): A strategy, from an approved PMP, required to serve heavier aircraft and/or more frequent operations than the existing pavement design supports. This project type would often be combined with a reconstruction or rehabilitation project but could be a stand-alone project. Work would typically result in an increased thickness of the pavement structure, but could require construction of rigid (PCCP) rather than flexible (HMA) pavement, or modifications to pavement mix designs. A pavement strengthening project changes the Airport's Layout Plan and FAA's Airport Master Record (Form FAA 5010).
- Rehabilitation (Maintenance): Any strategy, typically a continuous treatment on a selected facility such as the full length of a runway, taken from the Statewide Pavement Management Program or documented by the sponsor that extends the existing pavement surface life. HMA strategies could include, but are not limited to, milling, and thin overlays (not for increased strength). Concrete strategies could include, but are not limited to, grinding and limited slab replacement.
- Reconstruction (Maintenance) of the full length of a selected facility. For an existing HMA surface, work could include reconstruction of the pavement structure and pavement surface through removal and replacement. For an existing Concrete surface, work could include reconstruction of the existing Concrete pavement structure and pavement surface (Concrete or HMA) through extensive slab replacement and grinding, or complete removal and replacement.
- New Construction including extension, widening, and strengthening (Airport Enhancement): Construction of pavement structure (subgrade, sub-base (if required), and base) and pavement surface including site work, earthwork, drainage, paving, erosion

control, and other utilities needed for operations of the runway, taxiway, or apron.

Compatible Land Uses – Those developments that comply with generally accepted restrictions on location, height, and activity that provides for safe aircraft movement and airport operation.

Runway Protection Zone (RPZ) – The RPZ is an area at ground level prior to the threshold or beyond the runway end to enhance the safety and protection of people and property on the ground. Dimensions of the RPZ for each runway are shown on the approved Airport Master Plan or Airport Layout Plan for the airport. (FAA AC 150/5300.13A)

Runway Safety Area (RSA) – A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from the runway (FAA AC 150/5300.13A).

Taxiway/taxilane Safety Area – A defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to aircraft deviating from the taxiway (FAA AC 150/5300.13A).

Obstacle Free Zone (OFZ) – The OFZ is the three-dimensional airspace along the runway and extended runway centerline that is required to be clear of obstacles for protection for aircraft landing or taking off from the runway and for missed approaches (FAA AC 150/5300.13A).

Object Free Area (OFA) – An area centered on the ground on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by remaining clear of objects, except objects that need to be located in the OFA for air navigation or aircraft ground maneuvering purposes (FAA AC 150/5300.13A).

Remodel, Upgrade (Maintenance/Enhancement) - An improvement in a facility, building, pavement, etc., which may be classified as either Maintenance or Airport Enhancement. A rating with the Project Purpose of Maintenance is dependent on whether the improvements are needed to meet current standards, including geometry, materials, etc., as well as airport usage and classification as determined by the Aeronautics Division staff.

PRM Category – Project Component

Movement Area – the runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas. (FAA AC150/5300-13A and 14 CFR Part 139).

Primary Runway – A single primary runway; the primary runway provides a runway length for all airplanes that will regularly use it without causing operational weight restrictions. (FAA AC No: 150/5325-4B).

Crosswind Runway – An additional runway built to compensate primary runways that provide less than the recommended 95 percent wind coverage for the airplanes forecasted to use the airport. (FAA AC No: 150/5325-4B).

Secondary Runway – Secondary runway, not primary, to serve as a crosswind runway, to separate general from non-general aviation, or to accommodate existing or forecasted aviation traffic volumes (FAA AC No: 150/5325-4B).

Taxilane: A taxiway designed for low speed and precise taxiing. Taxilanes are usually, but not always, located outside the movement area, providing access from taxiways (usually an apron taxiway) to aircraft parking positions and other terminal areas (FAA AC 150/3500-13A).

Taxiway – A defined path established for the taxiing of aircraft from one part of an airport to another (FAA AC 150/5300-13A).

Apron (Ramp) – A defined area on an airport intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking, or maintenance. (FAA AC No: 120-57A)

The apron area includes the following components: (AIM and AC 150/5340-1G)

- (1) Aircraft Parking Positions: Intended for parking aircraft to enplane/deplane passengers, load or unload cargo.
- (2) Aircraft Service Area: On or adjacent to an aircraft parking position; intended for use by personnel/ equipment for servicing aircraft and staging of equipment to facilitate loading and unloading of aircraft.
- (3) Taxilane: Apron areas which provide taxiing aircraft access to and from parking positions.
- (4) Vehicle Roadways Markings: Identified rights of way on the apron area designated for service and Aircraft Rescue and Fire Fighting (ARFF) vehicles.

Airside Structure – Include facilities such as aircraft hangars, equipment buildings, ARFF buildings, and other structures located “within the fence”. For simplicity’s sake, terminals (in their entirety) are considered landside facilities.

Airside and Landside – Definition presented in PRM Category – Purpose of Project

PRM Category – Type of Federal Funding

Entitlement Funds – Title 49 ‘apportionment’ or ‘formula’ or ‘entitlement’ funds that are made available, each year, to States or Sponsors based on formulas in a current legislative Act (FAA Order 5100.20C).

Discretionary Funds – Funds remaining, within the obligation limitation, after the formula entitlement funds are made to States or Sponsors. Discretionary funds, subject to restrictions in legislation, are available for distribution at the discretion of the FAA (FAA Order 5100.20C).

PRM Category – Systems Impact

Wyoming State Aviation System Plan (WySASP) – the Division’s State Aviation System Plan (WySASP) provides an inventory and evaluation of the Wyoming Aviation System and establishes four airport classifications for the 40 publicly owned airports in the state. Structured to each of the four airport classifications, the WySASP presents Airside, Landside, and Services and Administration Facilities and Services Objectives to meet established System goals and objectives. In the WySASP, the airport classification system is further used to:

- Align airports with similar physical facility and service attributes;

- Assign roles for each airport classification based on services they provide; • Define the types of facilities and services needed at each functional group of airport to meet the existing and future needs of the State of Wyoming;
- Establish facility and service objectives by classification of airport to meet the system.

PRM Category – Commission Priority

Aeronautics Commission Priorities – the Wyoming Aeronautics Commission periodically revisits their strategic planning which results in the review and update of the commission priorities. These priorities are then reflected in the WACIP through the award of additional points for projects that would not receive funding in a timely manner even though they exhibit the criteria to meet the commission priorities.

PRM Category – Project Timing

Available Funds – Federal funds are authorized by Congress in legislation and are subsequently appropriated. These annual (fiscal year) appropriations are made at specific dollar levels and give authority for the FAA to enter into contracts (issue grants) that will obligate the federal government to make payments at some future time up to the amount of the contract (grant). State funds are also made available on an annual (fiscal year) basis. Consistent with the dollar amount and fiscal year of available funding, airport sponsors submit proposed projects and the

Division develops or updates the Wyoming Aviation Capital Improvement Program (general definition).

PRM Category – Airport Usage

Wyoming State Aviation System Plan (WySASP) – The State Aviation System Plan (WySASP) is a component of the Division’s continuous aviation system planning process. This study provides an inventory and evaluation of the Wyoming Aviation System, the 40 publicly owned airports in the state and an implementation plan, to meet established goals and objectives. This *Plan* establishes four airport classifications: Commercial Service Airports, Business Airports, Intermediate Airports, and Local Airports. (WySASP)

Commercial Service Airports – these airports (9 Wyoming airports) are intended to serve major populations, economic centers and areas of tourism providing a connection to national and global economies; they are designed to accommodate commercial air service and business general aviation activity consistent with user demand. (WySASP)

Business Airports – these airports (11 Wyoming airports) are intended to serve multi-county areas and economic centers providing a connection to state and national economies; they are intended to accommodate larger business jet activity and support tourism and recreational demand. (WySASP)

Intermediate Airports – these airports (10 Wyoming airports) are intended to serve counties and medium to small communities to support local economies and accommodate medium to small business jet activity and recreational users. (WySASP)

Local Airports – these airports (10 Wyoming airports) are intended to serve small communities and have the basic facilities to accommodate business, training, and recreational users and support emergency use. (WySASP)

PRM Category – Status of Airport Protection

Airport Influence Area – All lands under the approach surfaces defined in FAA Part 77, Objects Affecting Navigable Airspace, and as shown on an approved Airport Master Plan or Airport Layout Plan drawings. (14 CFR Part 77)

Runway Protection Zone (RPZ) – see above Definition for PRM Category Purpose of Project

Fee Title (Fee Simple) – Absolute ownership with title to land, free of any other claims against

the title, which one can sell or pass to another by will or inheritance. (general definition)

Easement – the right to use the real property of another for a specific purpose. The easement is itself a real property interest, but legal title to the underlying land is retained by the original owner for all other purposes. Typical easements are for access to another property, for utility lines, water, entry for maintenance, or a "negative easement" such as a prohibition against a building structure height or use. Easements can be created by a deed to be recorded just like any real property interest, for a number of years, and can be specifically described by boundaries. (general definition)

Real Estate Disclosure Statement – A statement provided to the purchaser of any property within the boundary of the Airport Influence Area (AIA). A Real Estate Disclosure Statement could read: The property known as (legal description and address) is located within the Airport Influence Area identified in the (name of airport) Zoning Ordinance and may be subject to aircraft over-flights both now and in the future; concerns with over-flights may include increased noise levels, air-quality impacts, and light intensity impacts. Airport operations are expected to increase and the fleet mix of aircraft is subject to change as industry and community needs change. (general definition)

Zoning Ordinance – A model zoning ordinance (adopted zoning ordinance (overlay zoning)), to restrict building or vegetation height can be found at:
http://www.faa.gov/documentLibrary/media/advisory_circular/150-5190-4A/150_5190_4A.PDF



Mark Gordon
Governor

WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION | POLICY GUIDELINES |



Bruce McCormack
Chairman

WHEREAS, the Wyoming Aeronautics Commission is charged as the sole authority to determine disbursement of funds to the state's airports; and

WHEREAS, the Wyoming Aeronautics Commission wishes to ensure consistency in the application of policies.

THEREFORE, based on the foregoing, the Wyoming Aeronautics Commission formally adopts the following policies, except and unless they conflict with federal and/or Wyoming law, in which case the federal or state law controls.

DEFINITIONS

COMMISSION, hereinafter refers to the Wyoming Aeronautics Commission.

AERONAUTICS DIVISION, hereinafter refers to the Wyoming Department of Transportation Aeronautics Division.

GENERAL COMMISSION POLICIES

1. Commission Officers, Terms of Office, and Meetings

The officers of the Wyoming Aeronautics Commission shall consist of a chairman and a vice-chairman, whose terms of office shall be two (2) calendar years. These officers shall be elected by the commission at the March business meeting. The election shall be the last item under new business. The chairman elect shall assume his/her duties after the election, and immediately following the official passing of the gavel.

By statute, the commission shall meet not less than quarterly, with quarterly meetings generally scheduled as in-person meetings and timed to facilitate commission business. Additional meetings may be scheduled as determined necessary by the chairman.

2. Professional Services

The commission requires that each consultant providing professional services for projects funded by the commission be in good standing with the Aeronautics Division, as indicated by the Consultant Performance Review procedure established by WYDOT.

3. Procedures

Projects utilizing funds provided by the commission shall be completed in accordance with procedures implemented by the Aeronautics Division. Plans, specifications, and related documents shall be compiled in compliance with applicable FAA Advisory Circulars and the current Aeronautics Division procedures manual.

4. Prompt Project Completion and Grant Closeout

Grants are provided by the Aeronautics Commission with the understanding that the sponsor has financial and professional resources in place to complete the project in the time necessary for effective and efficient grant administration.

Projects not finalized and closed within 18 months from the date of sponsor signature on the Certificate of State Grant-in-Aid, unless exhibiting measurable progress, are subject to be closed

and any unused state funds returned to the commission. Written notice will be provided to the airport sponsor of one of the following actions:

- Close grant contract with no further reimbursement.
- Extend the grant contract for a defined period.

AIRPORT IMPROVEMENT PROGRAM POLICIES

AIP1. Qualifying Projects for Airport Grants-in-Aid

The following are project types that qualify for commission funding. Projects considered eligible shall be aviation related, for public use, and conform to the state and FAA approved Airport Layout Plan as applicable.

The commission reserves the right to allow or reject any project requested or proposed for funding. Projects that do not receive approval for funding through the evaluation process may be reconsidered by the commission with a written request from the sponsor. Facilities shall be proactively maintained and supported in order to be eligible for funding.

Projects identified as Safety, Security, Maintenance, Airport Enhancement, or Planning, are defined in the Wyoming Priority Rating Model for Project Evaluation (PRM). The following project types are eligible for commission funding:

- Safety
- Security
- Maintenance
- Airport Enhancement
- Planning
- Marketing and Promotion of Commercial Service Airports
- Aviation Encouragement

Federal Projects: The commission will partially match federal projects whenever possible, if the project conforms to the commission's policies and goals. The commission will also consider funding revenue-producing aeronautical support facilities, including fuel farms and hangars, programmed for federal funding.

Revenue Generating Facilities: The commission will consider funding revenue-producing aeronautical support facilities, including fuel farms and hangars. ~~Except as noted in the preceding, the commission will not approve grants-in-aid for the construction of hangars; fuel farms, fuel trucks, or other fuel delivery equipment; or any other airport structure or improvement that, in the judgment of the commission, is appropriately the responsibility of private enterprise.~~ The commission encourages development of revenue generating facilities at airfields and, as supported by statute, may provide grants and loans to airports to build these facilities. ~~While terminals are eligible, areas, furnishings, and equipment related to revenue generation are not eligible for commission grant funds. Pavement facilities are eligible for funding without regard to fees assessed by the sponsor.~~

Exclusive Use: Pavement considered exclusive use is not eligible for funding. Exclusive use includes 15 feet in front of private-use hangars, aprons leased for exclusive use, etc.

Through-the-Fence (TTF): Development of any kind for through-the-fence operations is not eligible for funding.

Buildings: Furnishings and equipment not relevant to the functional operation of the building itself are not eligible for funding. Commercial terminal passenger seating is considered

Formatted: Right: 0.08", Space Before: 8 pt

necessary for the function of the building. Passenger seating may be free standing provided it is group/cluster seating.

AIP2. Allowable and Eligible Expenditures

Expenditures on grant projects are only allowable if the commission has approved the project for funding as indicated in the WACIP. In addition, expenditures are eligible only if the sponsor or their representative has followed the procedures for grant or loan projects identified in the current Aeronautics Division procedures manual.

Project approval is not a guarantee of funding. Expenditures before actual grant issuance are at the sponsor's risk.

In the case of emergency or extraordinary urgency, the initial request may be made verbally to the Aeronautics Division project manager. The project application shall also be submitted to the division within five (5) working days.

Change orders, amendments, or modifications to a project work scope must be approved before work begins for the expenditure of monies associated with said changes. Change orders are approved by the Aeronautics Division staff and do not constitute a commitment of funds.

The Aeronautics Division Administrator is authorized by the commission to approve project scope changes, amendments, or new grant applications for up to \$100,000 in state funds. If the administrative approval dollar amount exceeds \$25,000, the chairman or the vice-chairman of the commission will be notified of the modification.

AIP3. Vehicular and Portable Equipment

Vehicular and portable equipment purchased in whole or in part with funds disbursed by the commission shall be clearly and permanently marked with the name of the airport receiving those funds, and shall be reserved exclusively for use by the airport for airport business.

As a condition to receiving funding from the commission, the airport sponsor shall provide information regarding vehicular and portable equipment purchased with state and/or federal funds. An updated inventory shall be provided at the time of each equipment grant request, upon request by the Aeronautics Division.

The sponsor will be required to provide written justification for equipment that differs from the recommended type for the size of airport as described in the Advisory Circular 150/5220-20.

AIP4. In-Kind Grant Match

Qualifying in-kind match on projects must be approved in advance in writing by the Aeronautics Division project manager. Appropriate documentation providing the value of the in-kind work or product is required.

Qualifying in-kind product or work accomplished by the sponsor shall be credited toward only the sponsor's share of the match and will not be reimbursed with grant monies. Examples of qualifying in-kind match are labor, materials, equipment hours, and so forth. Airport administrative staff hours do not qualify as in-kind work.

In-kind grant match is not applicable to marketing grants.

AIP5. State Funded Projects Involving Federal Funds

In occasional instances where a state matching grant is awarded to a project before the federal grant is awarded, the state grant is still contingent upon receiving federal funds and is subject to being withdrawn if the federal funding is not provided.

AIP6. Aircraft Rescue and Firefighting (ARFF) Training Facility and Supplies

The commission recognizes that the entire state benefits from ARFF training. Therefore, the commission will consider reimbursement to the Natrona County ARFF Training Facility for up to 90 percent of ARFF training supplies and related expenses to offset reduced in-state airport firefighter tuition and fees at the facility.

The following are eligible expenditures for ARFF training facility grants:

- Fuel for live burns
- Fire extinguishing agents
- Fire extinguishers, air packs, hoses, nozzles, and so forth, including maintenance of these items
- Utilities for ARFF training facility
- Parts and labor for major repairs and winterizing of large equipment, burn pit, fuel system, and water system

The sponsor will be allowed a set 10 percent in-kind match for training operations labor (setup, instructor hours, etc.) and incidentals.

AIP7. Airport Grants-in-Aid for Marketing

The commission may grant up to 5 percent of the available grant-in-aid funding to any Part 139 certified airport for the direct advertisement and promotion of an existing commercial air service provider or a commercial air service provider intending to provide services at that airport. Any amount granted under this policy shall be equally matched by the airport sponsor. Promotion of airport use or services and the fly local concept will also be eligible under this program. The creation and analysis of reports, studies, and surveys used to enhance advertising efforts will be considered an acceptable part of a promotional campaign.

Fees and expenses incurred by airports for hiring marketing or other consulting firms to aid or execute a marketing campaign will be considered eligible under this program.

The request for state aid may be submitted at any time during the WYDOT fiscal year and shall include a detailed description of the marketing plan. Deviation from the original marketing plan will require a written request and approval prior to proceeding. A final report outlining the marketing activities undertaken will be required at grant closeout. No more than 95percent of the total grant amount may be reimbursed before receiving this final report. A marketing grant may remain active for a maximum of 18 months.

The commission prohibits airports using grant monies to directly advertise negatively toward other Wyoming airports. No employee's wages or incentives given to the public for participation in activities will be considered for reimbursement. State funds cannot be used to purchase alcohol.

AIP8. Percentage of Funding For Project Programming

The Aeronautics Division will use the following percentages as a guideline in programming projects. Funding percentages are based on Purpose of Project categories, as defined in the Wyoming Aeronautics Priority Rating Model (PRM), where noted. The commission reserves the right to deviate from this guideline.

Federal Projects: Sponsor portion will be matched at ~~60~~50% state/ ~~40~~50% local [effective October 1, 2024 for all projects in Fiscal Year 2025 and later.](#)

~~93.75% Federal / 3.7~~125% State / ~~23.125%~~ Local or 95% Federal / 2.5% State / 2.5% Local

- All Federal Projects at Commercial Service Airports

90% Federal / 65% State / 45% Local or 95% Federal / 2.5% State / 2.5% Local

- All Federal Projects at General Aviation Airports

100% State / 0% Local

- Aviation encouragement

50% State / 50% Local

- Marketing/Promotional

Effective October 1, 2025 for all projects in Fiscal Year 2026 and later the state match listed below will be reduced by 10% as listed in parenthesis.

90% State / 10% Local (80% State / 20% Local)

- Safety (PRM)
- Pavement maintenance when part of a state group maintenance project, price agreement, or other similar significant cost saving measure.
- Group projects with engineering and/or inspection provided by the division will be 80% state/20% local for the construction portion, and 100% state for the engineering and inspection portion, approximating a 90% / 10% overall match.

80% State / 20% Local (70% State / 30% Local)

- Security (PRM)
- Maintenance (PRM)
- NAVAID Maintenance service contract

60% State / 40% Local (50% State / 50% Local)

- Planning (PRM)
- Airport Enhancement (PRM)

50% State / 50% Local

- Marketing/Promotional

A project that meets more than one category will be placed in the category determined most appropriate by the Aeronautics Division staff.

Airport sponsors may submit a request for state match exceeding the standard funding matches outlined in the preceding by submitting a written letter of need for commission consideration. The letter shall include an explanation of why the additional state funding is needed, including but not limited to: why local funds are not adequate, what solutions the sponsor has pursued to alleviate the situation and the ramifications if the funding is not granted.

For Safety equipment projects that are eligible for federal funding but for which the sponsor chooses to utilize only state/local funding with a total project cost exceeding \$300,000, a funding match of 75 percent state/25 percent local will be applied. Projects with a total cost below \$300,000 will be funded as Safety projects with the standard match applied.

AIP9. Review Appraisals

Review appraisals for land related projects funded by the commission will be performed by the Wyoming Department of Transportation Right of Way Program.

AIP10. Retainage

The Aeronautics Division may retain up to 5 percent of the total grant amount until the work, as defined in the scope of the project, is substantially complete. After substantial completion, payment of the remaining grant amount may resume in accordance with the work accomplished. Up to 2.5 percent of the total grant amount may be retained until all final

documents (financial, technical, and administrative) have been provided to, and approved by, the division and the project has been finished to the division's satisfaction.

AIP11. Annual and Recurrent Projects

Airport Improvement Program (AIP) grants for projects of an annual or recurrent nature will require expenditures to be completed within the October 1 through September 30 fiscal year or as specified by the project manager. Examples of these projects include ARFF training facility and supplies, and NAVAID maintenance.

AIP12. State Aviation System and Funding

The commission uses multiple resources for development of the Wyoming Aviation Capital Improvement Program (WACIP) for improvements to the State Aviation System. These sources include but are not limited to the following:

- Wyoming State Aviation System Plan (WySASP) and supporting inventories, studies, and evaluations
- Priority Rating Model for Project Evaluation (PRM) for ranking projects
- Aeronautics Division staff assessment and recommendations

The WACIP has been adopted by the commission as the programming and budgeting tool for funding Wyoming airport improvements with state funds. All projects funded with state grant funds must be included in the WACIP.

Project requests will be made to the commission in accordance with the current Aeronautics Division procedures manual. Projects will be presented to the commission through the WACIP for approval.

AIP13. Aviation Encouragement

The Wyoming Aeronautics Commission, in an effort to promote aviation throughout Wyoming and increase the public's awareness of aviation, will give airport aid up to \$5,000 for events that promote interest in community airports, encourage private flying, or aid in expanding commercial air service in the community.

The commission encourages the airport to seek local sponsorships and donations, but it will not require local matching funds for events that promote the airport or aviation and meet one or more of the following criteria:

- Promotes interest and enthusiasm for aviation
- Provides opportunity for aviation education events or programs
- Provides information about the local facility and surrounding area to the public
- Enables opportunity for the public to further explore and understand the economic and social benefits of the local facility
- Promotes aviation and airport safety to aviators and the general public
- Encourages further use and/or development of the airport
- Encourages current or new commercial air service providers to expand service levels at the airport

Expenses not approved as part of the scope of work at time of request for state aid will not be approved for reimbursement. No employee's wages or incentives given to the public for participation in activities will be considered for reimbursement. State funds shall not be used to purchase alcohol.

Application for state aid may be made at any time during the WYDOT fiscal year, ~~up to 2 months before the activity date.~~ [Grant in aid must be applied for, and approved by the Aeronautics Division, prior to any expenses being incurred.](#) All grants issued under this policy shall be closed prior to the end of the WYDOT fiscal year in which the funds were requested unless otherwise approved by the division.

AIP14. Additional Federal Funds

To allow local governments to accept additional federal funds for projects currently approved in the WACIP, *and when timing of these funds does not allow a vote of the commission*, the commission gives authority to the administrator to accept additional federal funds into the state, upon consultation with the chairman or the vice-chairman.

AIR SERVICE DEVELOPMENT PROGRAM POLICIES

ASD1. Air Service Enhancement Program (ASEP) Project Eligibility

By statute, the commission can award grants to projects that provide “contractual assurances that specified benefits will accrue to the state through increased air traffic and enplanements.” W.S. 10-3-601 (b). Examples include: minimum revenue guarantees (MRGs), marketing or promotional funds, and expenditures required to meet federal security configurations.

ASEP funds are to be used only for state matches to MRGs. All sponsors requesting funds through the ASEP will be vetted and if of sufficient merit, scored through the Air Service Development Priority Rating Model (PRM) for consideration by the commission. The commission reserves the right to approve or deny any request for funding under the ASEP. Requests for ASEP grants may be made at any time during the fiscal year if funds are available.

ASD2. Air Service Development Project Types

- Critical service - Up to twice daily scheduled service to a hub (as defined by the FAA) for airports at risk of losing AIP entitlement funds.
- Growth service - Service beyond the established critical service levels.

ASD3. Percentage of Funding for Projects

By statute, ASEP grants require a “significant” match from local sponsor(s). The Aeronautics Division will use the following percentage matches as a guideline for ASEP grant contracts based on the project type:

- Critical service: 60% state / 40% local
- Growth service: 40% state / 60% local

The commission reserves the right to deviate from this guideline. Sponsors may request a state match exceeding the standard funding matches outlined in the preceding by submitting a written letter of need for commission consideration. The letter shall include an explanation of why the additional state funding is needed, including but not limited to, why local funds are not adequate, what solutions the sponsor has pursued to alleviate the situation, and the ramifications if the funding is not granted.

ASD4. Grant Contract Change Requests, Extensions, and Closeout

Grant contracts under the ASEP requiring substantial changes to the scope of services provided by the airline or intended accrued benefits under statute will require a commission vote for approval.

ASD5. Project/Community Eligibility for Capacity Purchase Agreement (CPA)

Participation in the CPA is at the discretion of the commission.

ASD6. Term and Contract Amounts for CPA

By statute, the commission may enter into a contract to procure air services for the CPA. The contract as executed is a 10-year agreement with options to re-approve. Each contract extension will require commission review and approval.

ASD7. Percentage of Funding for Capacity Purchase Agreement (CPA) Projects

Eligible communities under the CPA are by default critical need communities. As such, their percentage matches mirror the critical service category of the ASEP:

- Critical service: 60% state / 40% local

TOWN OF PINEDALE, WY
DISBURSEMENT VOUCHER
P.O. BOX 709
PINEDALE, WYOMING 82941

CLAIMANT:

ADDRESS:

INVOICE DATE:


FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$
		Local= \$130.40			

NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.

CLAIMANT DECLARATION

(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

	
DATE	SIGNATURE OF CLAIMANT

DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE	EMPLOYEE RECEIVING GOODS OR SERVICES

DATE	MAYOR or CLERK-TREASURER or OTHER AGENT

APPROVAL BY THE TOWN COUNCIL FOR PAYMENT

DATE APPROVED _____

NOTED BY _____

DATE PAID _____

CHECK NUMBER _____

Invoice



Town of Pinedale Wyoming
 P.O. Box 709
 205 Entertainment Lane
 Pinedale, WY 82941

June 11, 2024
 Invoice No: 220064 - 24
 Due Date: July 11, 2024

Project Manager: Wesley Werbelow

Project: 220064 PNA Master Plan Update
Professional Services from May 01, 2024 to May 31, 2024

Phase: 01.0 PROJECT FORMULATION

Task: 01.01 Pre-Scoping Meeting

Fees

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
1.0 PROJECT FORMULATION	16,060.00	100.00	16,060.00	16,060.00	0.00
2.0 PROJECT MANAGEMENT & PMP	26,410.00	100.00	26,410.00	26,410.00	0.00
3.0 PUBLIC INVOLEMENT	56,250.00	100.00	56,250.00	56,250.00	0.00
4.0 EXEC SUMMARY & MASTER PLAN INTRO	3,970.00	65.4282	2,597.50	1,975.00	622.50
5.0 EXISTING CONDITIONS	16,790.00	100.00	16,790.00	16,790.00	0.00
6.0 ENVIRONMENTAL CONSIDERATIONS	9,635.00	100.00	9,635.00	9,635.00	0.00
7.0 AVIATION DEMAND FORECAST	22,790.00	100.00	22,790.00	22,790.00	0.00
8.0 FACILITY REQUIREMENTS	24,015.00	100.00	24,015.00	24,015.00	0.00
9.0 ALTERNATIVES DEVEL & EVAL	23,130.00	100.00	23,130.00	23,130.00	0.00
10.0 AIRPORT LAYOUT PLAN	56,860.00	97.0432	55,178.75	53,951.25	1,227.50
11.0 EXHIBIT A PROPERTY MAP & ROS	35,580.00	100.00	35,580.00	35,580.00	0.00
12.0 FACILITIES IMPLEMENTATION	23,640.00	85.4061	20,190.00	20,190.00	0.00
13.0 COMPLIANCE OVERVIEW, LAND USE	9,425.00	100.00	9,425.00	9,425.00	0.00
14.0 REFERENCES, GLOSSARY, APPENDICES	5,435.00	75.759	4,117.50	4,117.50	0.00
15.0 APPROVAL OF DOCUMENTS	9,280.00	66.8912	6,207.50	5,452.50	755.00
16.0 DELIVERABLES	12,790.00	100.00	12,790.00	12,790.00	0.00
17.0 AERIAL & GROUND SURVEY	9,250.00	100.00	9,250.00	9,250.00	0.00
REIMBURSABLES	24,963.00	50.2605	12,546.52	11,891.52	655.00
Total Fee	386,273.00		362,962.77	359,702.77	3,260.00

Total Fee 3,260.00

Total this Task \$3,260.00

Total this Phase \$3,260.00

Total this Invoice \$3,260.00

Outstanding Invoices

Number	Date	Balance
23	5/10/2024	7,351.60
Total		7,351.60

	Current	Prior	Total	Received	AR Balance
Billings to Date	3,260.00	359,702.77	362,962.77	352,351.17	10,611.60

All account balances not paid in full within 30 days of the date of invoicing shall bear interest at the rate of twelve (12) percent (%) per annum compounded monthly from the due date until paid in full. Any payments received shall be credited first to accrued interest and then to principal. All costs or fees incurred to collect overdue account balances shall be added to the principal portion of the account balance.

Payments can be made by ACH, Check, or credit card. Billing and payment inquiries can be sent to NWfinance@ardurra.com. A 3% processing fee is applied to payments by credit card.

ACH INFORMATION: Please contact NWfinance@ardurra.com

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623



PROJECT STATUS UPDATE

Ralph Wenz Field – Rehab S GA Apron

PROJECT NUMBER 220064
MONTH 6/2023
UPDATE NUMBER 6
PROJECT MANAGER Wesley Werbelow, PE

WORK COMPLETED OR
PROGRESS THIS PERIOD

- Revised design
- Advertised project for rebidding

ANTICIPATED WORK
FOR NEXT PERIOD

- Conduct virtual pre-bid on July 16th, 2024 @ 10 AM
- Bid Opening July 25th @ 2:00 PM

ACTION ITEMS • Approval of voucher for Invoice 230611-6 for \$2,465.00

Invoicing

Invoices	Total Cost
230611-6	\$2,465.00
Total	\$2,465.00

Breakdown

Entity	Total Cost
FAA	\$2,218.50
State	\$147.90
Local	\$98.60
Total	\$2,465.00

TOWN OF PINEDALE, WY
DISBURSEMENT VOUCHER
P.O. BOX 709
PINEDALE, WYOMING 82941

CLAIMANT:

ADDRESS:

INVOICE DATE:

FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$

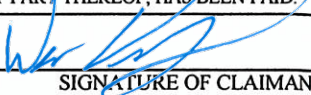
NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.

CLAIMANT DECLARATION

(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

DATE


SIGNATURE OF CLAIMANT

DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE

EMPLOYEE RECEIVING GOODS OR SERVICES

DATE

MAYOR or CLERK-TREASURER or OTHER AGENT

APPROVAL BY THE TOWN COUNCIL FOR PAYMENT

DATE APPROVED _____

NOTED BY _____

DATE PAID _____

CHECK NUMBER _____

Invoice



Abram Pearce
 Town of Pinedale Wyoming
 P.O. Box 709
 205 Entertainment Lane
 Pinedale, WY 82941

June 11, 2024
 Invoice No: 230238 - 14
 Due Date: July 11, 2024

Project Manager: Wesley Werbelow

Project: 230238 PNA Fuel Farm Installation- SLIB

Professional Services from May 01, 2024 to May 31, 2024

Phase: 1.0 Design Phase

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Phase	9,045.00	74.2255	6,713.70	6,713.70	0.00
Bidding Phase	4,200.00	83.3929	3,502.50	3,502.50	0.00
Total Fee	13,245.00		10,216.20	10,216.20	0.00
Total Fee					0.00
Total this Phase					0.00

Phase: 2.0 Bidding Phase

Total this Phase 0.00

Phase: 3.0 Construction Administration Phase

Professional Personnel

	Hours	Rate	Amount	
Provar, Luke	1.00	135.00	135.00	
Werbelow, Wesley	.50	190.00	95.00	
Totals	1.50		230.00	
Total Labor				230.00
Total this Phase				\$230.00

Phase: 4.0 Pre-Construction Coordination Phase

Professional Personnel

	Hours	Rate	Amount	
Hebert, Todd	1.25	95.00	118.75	
Provar, Luke	2.25	135.00	303.75	
Saavedra, Robin	1.25	115.00	143.75	
Werbelow, Wesley	3.00	190.00	570.00	
Totals	7.75		1,136.25	
Total Labor				1,136.25
Total this Phase				\$1,136.25

Project	230238	PNA Fuel Farm Installation- SLIB	Invoice	14
---------	--------	----------------------------------	---------	----

Phase: 5.0 Construction Observation Phase

Professional Personnel

	Hours	Rate	Amount	
Provar, Luke	34.00	135.00	4,590.00	
Provar, Luke	Ovt 12.75	135.00	1,721.25	
Werbelow, Wesley	2.50	190.00	475.00	
Totals	49.25		6,786.25	
Total Labor				6,786.25

Reimbursable Expenses

Per Diem - Lodging			355.50	
Lodging			479.12	
Total Reimbursables			834.62	834.62

Unit Billing

Mileage	692.0 Miles @ 0.655		453.26	
Total Units			453.26	453.26

Total this Phase \$8,074.13

Total this Invoice \$9,440.38

Outstanding Invoices

Number	Date	Balance
13	5/8/2024	1,306.25
Total		1,306.25

	Current	Prior	Total	Received	AR Balance
Billings to Date	9,440.38	17,596.20	27,036.58	16,289.95	10,746.63

ACH INFORMATION: Please contact NWfinance@ardurra.com

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623




High Country Suites

Expedia itinerary: 72823151222276

Traveler details

Adults, 2

 1133 W. Pine Street Highway 191, Pinedale, WY, 82941 United States of America

Check-in

Mon, May 6

Check-in time starts at 3 PM

Check-out

Fri, May 10

11 AM

Accommodation details

You booked **1 room**.

Standard Room, 1 King Bed

[View special requests in your itinerary](#)

All special requests (such as in-room amenities, bed type, and smoking preference) are shared with the hotel, but requests are not guaranteed and may incur additional charges. We recommend you confirm them directly with the hotel before travel.

[Manage booking](#)

 **Travel confidently with the Expedia app**

Manage your plans and make trip updates on the fly - wherever the journey takes you. [Explore the app](#)

Price Summary

Accommodation 1	\$479.12
Nights: 4 (avg./night)	\$107.91
Taxes	\$47.48

Subtotal \$479.12

Total \$479.12

Unit Detail Report

Northwest (TOE)

Tuesday, June 11, 2024
3:23:15 PM

Stat Client us	Employee Name	Date	Name	Quantity	Billing Rate	Billing Amount
Project Number: 230238 PNA Fuel Farm Installation- SLIB						
Phase Number: 5.0 Construction Observation Phase						
Unit Name: Mileage						
B	Town of Pinedale Wyoming	05/13/2024	Mileage	692.000	.66	453.26
Total for Mileage				692.000		453.26
Total for 5.0				692.000		453.26
Total for 230238				692.000		453.26
Final Totals				692.000		453.26



PROJECT STATUS UPDATE

Ralph Wenz Field – Master Plan Update

PROJECT NUMBER 230238
MONTH 6/2023
UPDATE NUMBER 4
PROJECT MANAGER Wesley Werbelow, PE

WORK COMPLETED OR
PROGRESS THIS PERIOD ➤ Work is complete, began 41 day final advertisement
➤ Working on closeout paperwork (lien releases)

ANTICIPATED WORK
FOR NEXT PERIOD ➤ 41 day final advertisement before releasing final payment
➤ Receive final lien releases

ACTION ITEMS • Approval of voucher for Invoice 230238-14 for \$9,440.38

Invoicing

Invoices	Total Cost
230238-14	\$9,440.38
Total	\$9,440.38

TOWN OF PINEDALE, WY

DISBURSEMENT VOUCHER

P.O. BOX 709

PINEDALE, WYOMING 82941

CLAIMANT:

ADDRESS:

INVOICE DATE:

FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$

NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.

CLAIMANT DECLARATION

(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

DATE

SIGNATURE OF CLAIMANT

DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE

EMPLOYEE RECEIVING GOODS OR SERVICES

DATE

MAYOR or CLERK-TREASURER or OTHER AGENT

APPROVAL BY THE TOWN COUNCIL FOR PAYMENT

DATE APPROVED _____

NOTED BY _____

DATE PAID _____

CHECK NUMBER _____

Invoice



Abram Pearce
Town of Pinedale Wyoming
P.O. Box 709
205 Entertainment Lane
Pinedale, WY 82941

June 12, 2024
Invoice No: 230611 - 6
Due Date: July 12, 2024

Project Manager: Wesley Werbelow

Project: 230611 PNA Rehabilitate S GA Apron

Professional Services from May 01, 2024 to May 31, 2024

Phase: 01 Pre Design Phase

Fees

Total Fee	14,580.00		
Percent Complete	77.1605	Total Earned	11,250.00
		Previous Fee Billing	10,800.00
		Current Fee Billing	450.00
		Total Fee	450.00
		Total this Phase	\$450.00

Phase: 02 DBE Design Phase

Fees

Total Fee	1,140.00		
Percent Complete	100.00	Total Earned	1,140.00
		Previous Fee Billing	1,140.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Phase	0.00

Phase: 03 Planning and Environmental Phase

Fees

Total Fee	470.00		
Percent Complete	100.00	Total Earned	470.00
		Previous Fee Billing	470.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Phase	0.00

Phase: 04 Design Phase

Fees

Total Fee	63,198.00		
Percent Complete	100.00	Total Earned	63,198.00
		Previous Fee Billing	63,198.00

Project	230611	PNA Rehabilitate S GA Apron		Invoice	6
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Phase		0.00

Phase:	05	Special Considerations Design			
Fees					
	Total Fee	27,535.00			
	Percent Complete	100.00	Total Earned	27,535.00	
			Previous Fee Billing	27,545.00	
			Current Fee Billing	-10.00	
			Total Fee		-10.00
			Total this Phase		-\$10.00

Phase:	06	Bidding Phase			
Fees					
	Total Fee	16,726.00			
	Percent Complete	67.7922	Total Earned	11,338.92	
			Previous Fee Billing	9,313.92	
			Current Fee Billing	2,025.00	
			Total Fee		2,025.00
			Total this Phase		\$2,025.00

Phase:	11.0	Post Construction Coordination Phase			
Fees					
	Total Fee	10,030.00			
	Percent Complete	3.988	Total Earned	400.00	
			Previous Fee Billing	400.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Phase		0.00
			Total this Invoice		<u><u>\$2,465.00</u></u>

Outstanding Invoices

Number	Date	Balance
5	5/8/2024	6,313.92
Total		6,313.92

Billings to Date	Current	Prior	Total	Received	AR Balance
	2,465.00	87,623.17	90,088.17	81,309.25	8,778.92

All account balances not paid in full within 30 days of the date of invoicing shall bear interest at the rate of twelve (12) percent (%) per annum compounded monthly from the due date until paid in full. Any payments received shall be credited first to accrued interest and then to principal. All costs or fees incurred to collect overdue account balances shall be added to the principal portion of the account balance.

Payments can be made by ACH, Check, or credit card. Billing and payment inquiries can be sent to NWfinance@ardurra.com. A 3% processing fee is applied to payments by credit card.

ACH INFORMATION: Please contact NWfinance@ardurra.com

PAYMENTS BY CHECK - REMIT TO: Ardurra Group, PO Box 23402, Tampa, FL 33623

TOWN OF PINEDALE, WY

DISBURSEMENT VOUCHER

P.O. BOX 709

PINEDALE, WYOMING 82941

CLAIMANT: Tri-State Truck & Equipment, Inc

ADDRESS: PO Box 340, Casper, WY 82602

INVOICE DATE: 4/6/2023

FUND/ACCT #	AVAIL. BUDGET	ITEMIZED DESCRIPTION	QTY	UNIT PRICE	TOTAL \$
	\$383,803.78	Pay Estimate #1	1	\$364,613.59	\$364,613.59
		PNA SRE Acquisition			
		Activity # 69			
		State = \$273,460.19			
		Local = \$91,153.40			

NOTE: The Town is exempt from sales tax per W.S. 39-11-105 and 39-15-105.

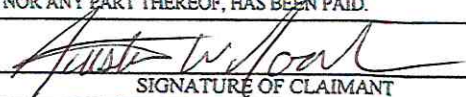
CLAIMANT DECLARATION

(IF VOUCHER IS FOR PERSONAL SERVICES, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE)

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT, AND THAT NEITHER THE WHOLE, NOR ANY PART THEREOF, HAS BEEN PAID.

6-25-24

DATE



SIGNATURE OF CLAIMANT

DECLARATION OF MAYOR OR CLERK-TREASURER AND/OR OTHER AUTHORIZED AGENT

I DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT. I FURTHER CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR THAT THE ABOVE MATERIALS WERE RECEIVED IN AN ACCEPTABLE CONDITION, AND THAT THE ABOVE CLAIM IS HEREBY APPROVED BY ME.

DATE

EMPLOYEE RECEIVING GOODS OR SERVICES

DATE

MAYOR or CLERK-TREASURER or OTHER AGENT

APPROVAL BY THE TOWN COUNCIL FOR PAYMENT

DATE APPROVED _____

NOTED BY _____

DATE PAID _____

CHECK NUMBER _____

Ralph Wenz Field
 PROCUREMENT OF WHEEL LOADER WITH ATTACHEMENTS FOR AIRPORT SNOW REMOVAL

CONTRACTOR:
 Tri-State Truck & Equipment, Inc.
 P.O. Box 340
 Casper, WY 82602

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with work covered by all Payment Application History listed; (2) title of all work, materials, and equipment incorporated in said work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against and such lien, security interest or encumbrance); (3) The Contractor agrees to pay each subcontractor/supplier for performance included in this Payment Application no later than 30 days from the receipt of payment the Contractor receives from the OWNER.

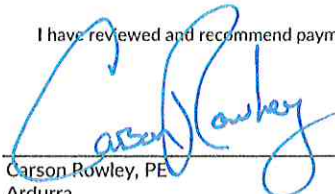
Project Pay Estimate # 1


Pay Period: January 1, 2024 - June 19, 2024



	<i>State Eligible</i>
Original Contract Price	\$383,803.78
Net Change by Change Orders	\$0.00
Current Contract Price	\$383,803.78
Materials in Storage	\$0.00
Total Work Completed	\$364,613.59
Total Completed Work, Change Orders, & Materials in Storage Due to Date	\$364,613.59
Retainage 0%	\$0.00
Total Completed Work, Change Orders, and Materials in Storage to Date less Retainage	\$364,613.59
Less Previous Applications for Payment	\$0.00
AMOUNT DUE THIS APPLICATION	\$364,613.59

I have reviewed and recommend payment of AMOUNT DUE THIS APPLICATION #1


 Carson Rowley, PE
 Ardurra
 Date 6/21/2024


 Justin Wood
 Tri-State Truck & Equipment, Inc.
 Title Branch Manager

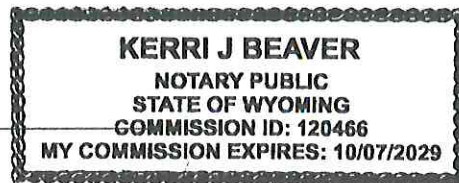
State of Wyoming
 County of Natrona

Subscribed and sworn to before me this 24 day of June, 2024

PAYMENT APPLICATION HISTORY		RECORD OF CHANGE ORDERS	
TOTAL TO DATE	\$0.00	TOTAL	\$0.00


 Kerri J Beaver
 Notary Public

My Commission Expires: 10/7/2029



PROCUREMENT OF WHEEL LOADER WITH ATTACHEMENTS FOR AIRPORT SNOW REMOVAL Pay Period: January 1, 2024 - June 19, 2024

\$0.00

Bid Schedule 1 - Wheel loader with Attachments

Item No.	Item Description	Bid Qty	Units	Bid Unit Cost	Current Contract Quantity	Current Unit Cost	Completed Previous	Completed This Period	Total This Period	Completed To Date	Total Cost	Contract Remaining
1	Wheel Loader with Hydraulic Quick Coupler System, 5 Cubic Yard General Purpose Bucket	1	LS	\$288,606.13	1	\$288,606.13	0.00	0.95	\$274,175.82	0.95	\$274,175.82	\$14,430.31
2	16-foot minimum width Snow Plow with 5-foot Hydraulic Wings	1	LS	\$95,197.65	1	\$95,197.65	0.00	0.95	\$90,437.77	0.95	\$90,437.77	\$4,759.88

TOTAL WORK COMPLETED **\$364,613.59**



PROJECT STATUS UPDATE

Ralph Wenz Field – SRE Acquisition Project

PROJECT NUMBER 230136
MONTH 6/2024
UPDATE NUMBER 15
PROJECT MANAGER Carson Rowley, PE

WORK COMPLETED OR PROGRESS THIS PERIOD

- Took Delivery of Loader on 6/19.
- Missing pinch point stickers. TSTE sending those to PNA.
- Discussion on Tire Chains swap for cutting edges with PNA Staff.
- Pay Estimate #1. 95% of Payment.
- Signed Certificate of Final Completion.

ANTICIPATED WORK FOR NEXT PERIOD

- Change Order #1.

ACTION ITEMS

- Pay Estimate #1
- Sign Certificate of Final Completion

Invoicing

Invoices	Total Cost
Pay Estimate #1 - TSTE	\$364,613.59
Total	\$364,613.59

Breakdown

Entity	Total Cost
WYDOT Aeronautics (75%)	\$273,460.19
PNA (25%)	\$91,153.40
Total	\$364,613.59

CERTIFICATE OF FINAL COMPLETION

OWNER: Town of Pinedale, Wyoming

OWNER'S CONTRACT NO: _____

OWNER'S PROJECT NO: WYDOT APN009A

ENGINEER'S PROJECT NO: 230136

PROJECT: Ralph Wenz Field
Procurement of Wheel Loader with Attachments for Airport Snow Removal

LOCATION: Ralph Wenz Field Airport, Pinedale, Wyoming

The Project to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, AGENCIES and ENGINEER, and that Project is hereby declared to be final and complete in accordance with the Contract Documents. The CONTRACTOR's one year warranty of all completed work shall commence as dated below.

DATE OF FINAL PROJECT COMPLETION: June 19,2024

ACCEPTANCE BY:

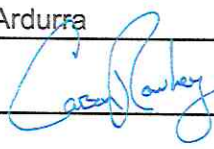
OWNER: Town of Pinedale, Wyoming

BY: _____ DATE: _____

CONTRACTOR: Tri-State Truck & Equipment, Inc.

BY:  DATE: 6-25-24

ENGINEER: Ardurra

BY:  DATE: 6/24/2024



FBO REPORT
MONTH OF JUNE 2024

5/30/2024

To Whom it May Concern:

In the month of June 2024, the TOP flight FBO recorded the following transactions:

LANDING FEE TOTAL	\$ 2581
HANGAR RENT TOTAL	\$ 538.70
JET A GALLONS	10,640.5
AV GAS GALLONS	2132.34
LINE FEES TOTAL	\$ 1,143.80
NON FUEL REVENUE	\$ 4,263.50

For Any Additional Questions contact Riley Wilson.

Signed,

A handwritten signature in black ink, appearing to read "Riley Wilson", is written in a cursive style.

Airport Manager



TOWN OF PINEDALE WYOMING

June 30th, 2024

Pinedale Airport Manager's Monthly Report

- AWOS updated and NOTAMs issued as necessary.
- Attended meetings during the month including:
 - Weekly Town safety, supervisor, and manager meetings
- Took delivery of new front end loader and trained snow removal staff on its operation
- Began the yearly mowing of the airport.
- Completed monthly inspections on all fueling equipment.
- Began Drafting airport rules and regulations to complement the minimum standards.
- Coordinated with Abram Pearce began to strategize on increasing fuel volumes as well as airport revenue generating opportunities.
- Increased marketing efforts to continue to drive traffic.
- Began coordinating with Kenna Tanner of SCSAR to Notam nearby training events.
- Updated Fuel pricing as necessary.

Things I will finalize in July:

- Finalize the Airport rules and regulations.
- Complete the mowing of the airport.
- Procure parts for Airfield lighting equipment with the new fiscal year.
- Continue the summertime airport maintenance schedule.

Should there be questions or comments please feel free to contact me at 307-360-9025 or by email at rileywilson@townofpinedale.us

Respectfully submitted,

Airport Manager

