



Mark Gordon
Governor
K. Luke Reiner
Director

WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION MEETING MINUTES



Bill DeVore
Chairman
Telephone No.:
(307) 777-4015

I. CALL TO ORDER

A meeting of the Aeronautics Commission was held, Tuesday, December 17, 2019. The meeting was held in the I-80 Room of the Wyoming Department of Transportation's Training Center, located at 5300 Bishop Boulevard. Chairman DeVore presided, calling the meeting to order at 8:32 a.m.

II. PLEDGE OF ALLEGIANCE

Chairman DeVore led the Commission in reciting the Pledge of Allegiance.

III. ROLL CALL

The following Commissioner members were present, constituting a quorum.

Bill DeVore, Chairman, District 3

Chuck Brown, Commissioner, District 1

Sigsbee Duck, Commissioner, District at Large

K. Luke Reiner, Ex Officio, Director of WYDOT

John Newton, Vice Chairman, District at Large

Pete Schoonmaker, Commissioner, District 5

Doyle Vaughan, Commissioner, District 2

IV. INTRODUCTIONS

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

Brian Olsen, Administrator

Christy Yaffa, Planning & Programming Manager

Sheri Taylor, UAS Program Manager

Taylor Rossetti, Support Services Administrator

Ryan Thompson, Attorney General's Office

Katie Pfister, Commission Secretary

Shawn Burke, Air Service Development Analyst

Phillip Hearn, Engineering & Construction Manager

Mike Kahler, Attorney General's Office

V. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

VI. APPROVAL OF MINUTES

A. DRAFT MINUTES

It was moved by Commissioner Schoonmaker, seconded by Commissioner Duck, and carried to approve the minutes from the September 13, 2019 business meeting.

B. DRAFT MINUTES

It was moved by Commissioner Schoonmaker, seconded by Commissioner Duck, and carried to approve the minutes from the November 7, 2019 business meeting.

VII. UPDATES/DISCUSSIONS

A. CHAIRMAN'S UPDATE

Chairman DeVore presented the Chairman's Update.

Reflection on 2019

He conveyed that 2019 was a productive year not only for the commission and division, but also for the

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VII. UPDATES/DISCUSSIONS (CONTINUED)

A. CHAIRMAN'S UPDATE (CONTINUED)

Reflection on 2019 (Continued)

agency, highlighting the new energy and approach of our new director, and commending the work of staff, the Commission, and the state's legislature on the Capacity Purchase Agreement. He stressed that the Commission has many fiscal challenges moving into the future, and should remain focused on fair and equitable distribution of limited resources.

B. DIRECTOR'S UPDATE

Director Reiner presented the Director's Update.

Holiday Winter Storms

He expressed his appreciation to agency staff for their hard work and dedication during the significant snow storms that took place during the week of Thanksgiving, highlighting that the roads were shut down in time, and cleared rapidly to allow holiday travelers to proceed on their journeys. He stressed that during the eight (8) day period that the agencies 511 phone system received roughly 60,000 phone calls, that the road information website received 44.6M hits, and that both remained operation during this busy time.

Agency Priorities

He conveyed that his focus remains on seeking improvements for the workforce and fiscal resources. He highlighted that advisory working groups have been put into place, providing assistance to the executive management team on vetting through issues that arose during his Town Hall meetings throughout the state. He also noted that the agency is refining a scope for procuring a study that will aid in defining unfunded needs of the agency, given the current \$135M shortfall, and impressed upon the group that we must also remain proactive in determining additional sources of revenue moving into the future. He noted that an idea arose regarding a road usage charge for heavy trucks to capture untapped revenues, as many of them begin their journey outside of the state, and creation of a working group to study possible implementation of a future heavy vehicle or mileage based user fee moving forward. He announced that the group is comprised of various stakeholders, including the Wyoming Trucking and Contracting Association members, as well as state legislators and agency staff, and that the goal is to hopefully collect our first penny by the summer of 2021.

Strategic Planning

He reviewed the agency's recently revised Strategic Plan, highlighting that its development included several sessions by members of his executive management team, and distribution of a completed draft to all agency employees for further insight and review, and includes updates to the agencies purpose, vision, mission, values, and goals. He highlighted that 240 comments were obtained from the agency's workforce and that the plan had been modified based on employee feedback. He then solicited Commission feedback and approval in presenting the agency's draft plan to Governor Gordon for his approval.

It was moved by Vice Chairman Newton, seconded by Commissioner Duck, and carried to accept Director Reiner's draft WYDOT Strategic Plan to Governor Gordon for his approval.

Highway Patrol Training Relocation

He conveyed that for fiscal reasons, Highway Patrol will be relocating their training sessions from Camp Guernsey to Laramie County Community College in January, and expressed his appreciation to the Wyoming

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VII. UPDATES/DISCUSSIONS (CONTINUED)

B. DIRECTOR'S UPDATE (CONTINUED)

Highway Patrol Training Relocation (Continued)

Air National Guard for their previous coordination efforts over the last 17 years.

Joint Appropriations Committee (JAC) Meeting

He conveyed they the agency has been working with Representative Jared Olsen, the department's legislative liaison for the JAC, in preparing for the upcoming hearing on January 9, 2019. He explained that topics will include exception requests submitted to Governor Gordon to fund an upgrade to the Revenue Information System (RIS), and ongoing maintenance and support for the State's interoperable communications system, WyoLink.

District Engineer Retirements

He acknowledged Mr. Lowell Fleenor, District 2 Engineer, and Mr. Keith Compton, District 3 Engineer, on their many years of service, and wished them well on their retirements. He also noted that the agency will work rapidly in filling these key roles.

Google Maps and Road Closures

He conveyed that the agency along with Governor Gordon are working toward a solution on getting Google Maps to update their mapping software to show closures on all highways, stressing that drivers were recently routed onto a closed secondary highway following a closure on I-80, forcing a semi-truck to back up for roughly six miles following the incident. He explained that Google has been unwilling to change mapping procedures to date.

Authorized Travel and Rolling Road Closures

He conveyed that the agency is working toward putting new policies in place for Wyoming's Authorized Travel Program, allowing Wyoming residents to reach their homes during rolling closures. He explained that during rolling road closures in other parts of the state, non-residents of an area are not permitted to pass a road closure gate if they are not going directly into their community, even if they plan to use other safe alternative routes verses staying overnight in that community.

Reduced In-Face Business Meetings

He conveyed that in an effort to reduce agency spending, that he is requesting that all of the agency's Commissions reduce the frequency of in-face meetings moving forward, and proposed that the Commission reduce from six (6) in-face business meetings to four (4). The Commission concurred.

C. ADMINISTRATOR'S UPDATE

Administrator Olsen presented the Administrator's Update.

Federal Funding

He conveyed that the FY2020 Federal Funding appropriations should be finalized by December 20, 2019, and that he remains cautiously optimistic that there may also be additional supplemental discretionary funding for the Airport Improvement Program.

Unfunded Needs

He conveyed that part of the \$135M agency shortfall includes roughly \$10M in unfunded needs at the state's airports, and that work will continue on getting the most up to date information for inclusion in the unfunded needs study that is currently underway.

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VII. UPDATES/DISCUSSIONS (CONTINUED)

C. ADMINISTRATOR'S UPDATE (CONTINUED)

Best Practices

He also provided information on a recent meeting in Colorado, which included the FAA, and Aeronautics Division leaders from Wyoming, Colorado, and Utah. He explained that the meeting allowed the different agencies to share their Best Practices, highlighting that Wyoming's Capital Improvement and Pavement Management Programs remain the gold standard.

Staff Acknowledgement

He also acknowledged Ms. Melissa Palka on her recent passing of the state's Professional Engineering Test, highlighting what a major accomplishment this is.

D. AIR SERVICE DEVELOPMENT PROGRAM UPDATE

Mr. Burke presented the Air Service Development Program Update.

Passenger Traffic

He conveyed that through 2018, the state served roughly 1,173,000 passengers, and highlighted that that as of October of 2019, that number has been surpassed, making it a record year.

Capacity Purchase Agreement

He relayed that service under the Capacity Purchase Agreement commenced in Rock Springs and Gillette in October, and that Sheridan and Riverton services begin January 12, 2020. He also acknowledged that Gillette has seen success with adding their third flight, already seeing a 20 percent increase in total seats, at a low cost of \$4,000.

United Airlines

He relayed information from a recent visit with United Airlines, highlighting that United added 20 percent capacity to Casper in 2019, and that they anticipate adding additional frequencies in 2020.

Additionally, Mr. Burke presented the Air Service Development Program Standard Reports.

Budget Forecast Report

The Budget Forecast Report reflected the following changes:

- For FY2020:
 - 1) Removed the \$1,000,000 supplemental adjustment as the budget footnote required the program to expend \$2,624,901 in FY2020 to receive those funds. With the passage of the CPA, \$978,000 has been obligated.
 - 2) Adjusted Cheyenne (CYS) 2020 forecast down \$720,000 to \$600,000
- For FY2021: Added Cheyenne forecast at \$600,000
- For FY2022:
 - 1) Added Jackson Hole Air forecast at \$250,000
 - 2) Added Cheyenne forecast at \$600,000

Percent of Grant Projects by City Report

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

- Updates through FY2020

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VII. UPDATES/DISCUSSIONS (CONTINUED)

D. ENGINEERING & CONSTRUCTION PROGRAM UPDATE

Mr. Hearn presented the Engineering & Program Update.

Project Updates

He conveyed that his team is working toward getting projects reviewed for finalization, and that the Crack Seal will soon go out for competitive bidding, with an opening date anticipated in mid-February.

Additionally, Mr. Hearn presented the Engineering & Construction Program Standard Reports.

Change Orders Report

The Change Orders Report reflected eight (8) new change orders:

- Casper – Reconstruct/Rehabilitate Parking Lot, 2 Changes: One (1), the toll booth will be reconstructed rather than moved due to extensive utility work needed for moving the building and for mitigating potential time out of service. Providing a new building at the new location ensures that the airport parking lot tolling will remain operational. Two (2), upon removal of pavement and 6" of existing material in Phase 3 area, proof rolling the subgrade soil exhibited pumping and yielding action, unsuitable for the proposed pavement section. An additional 3" of material will be removed, and geotextile stabilization fabric and additional crushed aggregate base course will be added.
- Kemmerer – Repairs to Concrete Fueling Apron, 1 Change: This is to route, clean and fill cracks in the concrete fueling apron constructed prior to this project. Sealing the cracks now will slow down the deterioration of the PCC pavement.
- Pinedale – Upgrade SRE Building, 1 Change: Additional days were granted due to a client-directed change in the wall finish type on the inside of the SRE Building. Additional time was needed to reschedule subs to complete work in sequence. 30 additional days granted. Substantial Completion moved from 11/29 to 12/29, 2019. Final Completion moved from 12/20 to 1/19, 2020.
- Rock Springs – Rehabilitate Taxiways A&B and Upgrade Lighting, 2 Changes: One the FAA requested various sign revisions during recent Part 139 inspection. Electrical materials lead time increased significantly since bid and an increase in contract time is required. Two (2), added a few signs and markings required by Part 139 inspection. Revised paint type from III to II for cost savings and to be consistent with other airfield markings
- Saratoga – Acquire SRE Attachments for Loader: Reduced unit cost of plow through negotiations.
- Thermopolis – Seal Coat and Mark Pavements: Changed substantial completion and final completion dates from 2019 to June 18/20, 2020, due to early fall cold weather.

Statewide Line Items Report

The Statewide Line Items Report reflected 11 new projects being added to the WACIP for FY2020, leaving the following remaining balances:

- Aviation Encouragement – \$45,000
- Marketing – \$320,000
- Marking Equipment – \$117,000
- NAVAID – \$28,946

E. PLANNING & PROGRAMMING PROGRAM UPDATE

Ms. Yaffa presented the Planning & Programming Program Update.

BlackCat

She highlighted that the Commission will now receive the newly updated forms from the BlackCat database

VII. UPDATES/DISCUSSIONS (CONTINUED)

E. PLANNING & PROGRAMMING PROGRAM UPDATE (CONTINUED)

BlackCat (Continued)

system in their packets, and that staff is negotiating adding an additional module for the Air Service Development Program.

Economic Impact Study

She explained that the division has received 450 survey responses from the original set of survey's distributed to the airports statewide, and that they recently distributed a survey to all airport tenants and managers.

E. UAS PROGRAM UPDATE

Ms. Taylor presented the UAS Program Update.

Consultant Selection

She announced that Hovecon was selected for consulting services and support to develop new policies and procedures on agency drone usage. She highlighted their vast experience in providing these services, noting that they currently run North Carolina's program, and are currently one of the largest provider in the nation.

UAS Taskforce

She explained that the UAS Taskforce has completed two meetings to date, and that once a consultant is on board, they hope to also create a charter group that will be able to provide additional focus and defined deliverables for the taskforce.

Grant Funding for UAS

She announced that the agency was recently awarded a STIC Grant to be split with the University of Wyoming's Technology Transfer Center. She explained that the University was given \$125k, which will be utilized by local and state agencies for implementing UAS programs, buying drones, certifying pilots, and identifying additional areas and uses for UAS moving into the future. She also conveyed that the agency is using their portion of the grant to purchase drones for use by the Highway Patrol for accident reconstruction.

VIII. OLD BUSINESS

There were no old business matters to discuss.

IX. REGULAR BUSINESS

Ms. Yaffa reviewed the Wyoming Aviation Capital Improvement Program (WACIP) modifications.

A. FY20 WACIP BUDGET MODIFICATIONS

She explained that the FY20 WACIP Budget Modifications consisted of nine (9) changes, resulting in an increase of \$175,428 in state funds, and \$5,937,000 in federal funds allocated to projects. The total remaining balance for FY20 is \$301,904.

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

Motions: It was moved by Vice Chairman Newton, seconded by Commissioner Schoonmaker, and carried to approve the FY20 WACIP Budget Modifications as presented.

B. FY21 PROPOSED WACIP BUDGET

She explained that the Proposed FY21 WACIP Budget represented numerous changes, resulting from incorporation of the requested changes from the airport sponsors through the Annual WACIP Update. FY21

IX. REGULAR BUSINESS (CONTINUED)

B. FY21 PROPOSED WACIP BUDGET (CONTINUED)

was presented as a “Proposed Budget,” and will remain in proposed status until final approval by the Commission at the March 2020 business meeting.

Recommendation: Ms. Yaffa recommended approval of the FY21 Proposed WACIP Budget as presented.

Motions: It was moved by Commissioner Duck, seconded by Commissioner Schoonmaker, and carried to approve the FY21 Proposed WACIP Budget as presented.

C. FY22-25 PROPOSED WACIP PLAN

She explained that the remaining years of the WACIP have been revised to incorporate the highest priority requested projects.

Recommendation: Ms. Yaffa recommended approval of the FY22-25 Proposed WACIP Plan as presented.

Motions: It was moved by Vice Chairman Newton, seconded by Commissioner Brown, and carried to approve the FY22-25 Proposed WACIP Plan as presented.

X. NEW BUSINESS

There were no new business matters to discuss.

XI. PRESENTATIONS

A. EMPLOYMENT SUMMARY PRESENTATION

Mr. Taylor Rossetti, the Agency’s Support Services Administrator provided a brief employment summary presentation.

XII. EXECUTIVE SESSION

There was no need for an Executive Session

XIII. ANNOUNCEMENTS & REMINDERS

Secretary Pfister announced that the Commission’s next business meeting is tentatively scheduled for January 23, 2020 in Cheyenne.

XIV. ADJOURNMENT

It was moved by Commissioner Brown, seconded by Chairman DeVore, and carried to adjourn the meeting. Chairman DeVore adjourned the meeting at 10:13 a.m., on Tuesday, December 17, 2019.ⁱ

ⁱ The previous day the Commission attended an education session and heard several presentation items from the Division, including a review of FY2019, information on federal eligibility, the Priority Rating Models, Commission priorities, and an overview of the BlackCat database system. Airport Sponsor presentations were also provided. This included information from Torrington Airport on their Taxiway Relocation and Runway Rehabilitation Project, and information from Pinedale Airport on their Apron Expansion Project. The session did not require any Commission action.