



Mark Gordon  
Governor  
K. Luke Reiner  
Director

# WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION MEETING MINUTES



Bill DeVore  
Chairman  
Telephone No.:  
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## **I. CALL TO ORDER**

A meeting of the Aeronautics Commission was held via teleconference, Friday, April 24, 2020. Chairman DeVore presided, calling the meeting to order at 1:32 p.m.

## **II. ROLL CALL**

*The following Commission members were present, constituting a quorum.*

Bill DeVore, Chairman, District 3  
Anja Bendel, Commissioner, District 1  
Pete Schoonmaker, Commissioner, District 5  
K. Luke Reiner, Ex Officio, WYDOT Director

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

## **III. INTRODUCTIONS**

*The following staff members were present.*

Brian Olsen, Administrator  
Cheryl Bean, Interim Planning & Programming Manager  
Sheri Taylor, UAS Program Manager  
Cheryl Porter, Grants & Programming Specialist  
Greg Hampshire, Analyst  
Mike Kahler, AG's Office

Katie Pfister, Commission Secretary  
Shawn Burke, Air Service Development Manager  
Phillip Hearn, Engineering & Construction Manager  
Melissa Palka, Engineer  
Adam Schutzman, Senior Planner  
Ryan Thompson, AG's Office

## **IV. ADJUSTMENTS TO AGENDA**

There were no adjustments made to the agenda.

## **V. APPROVAL OF MINUTES**

### **A. DRAFT MINUTES**

Commissioner Bendel abstained from voting. It was moved by Vice Chairman Newton, seconded by Commissioner McCormack, and carried to approve the minutes from the March 17, 2020, business meeting.

## **VI. UPDATES/DISCUSSIONS**

### **A. CHAIRMAN'S UPDATE**

Chairman DeVore presented the Chairman's Update.

#### Welcome

He welcomed Ms. Anja Bendel to the Commission, who will now represent Aeronautics Commission District One, which includes Laramie, Platte, and Albany counties.

### **B. DIRECTOR'S UPDATE**

#### COVID-19 Agency Impacts

He conveyed that the agency remains focused on employee care during this time, while still accomplishing its mission in a COVID environment. He noted that in terms of employee care, that roughly 27 percent of the

April 24, 2020

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## VI. UPDATES/DISCUSSIONS (CONTINUED)

### B. DIRECTOR'S UPDATE (CONTINUED)

Director Reiner presented the Director's Update.

#### COVID-19 Agency Impacts (Continued)

workforce is now teleworking, and commended the technology staff for their work in getting this accomplished. He also highlighted the many men and women that stepped in to create masks, sanitizers, and cleaning supplies, as well as those that have been out on the highways getting these items delivered each week.

In terms of safety, he conveyed that screens are now up in areas dealing with the public, including ports of entry and driver services offices, and that alternative work schedules are being utilized as well. In terms of mission, he conveyed that the highway patrol continues to provide law enforcement on our highways by utilizing no touch stops, and that no delays are anticipated for this construction season at this time.

He also noted that the agencies budget will be impacted by social distancing measures enacted, which caused major reductions in traffic on Wyoming's highway system, noting that traffic counts are 30 percent lower and commercial truck counts are 10 percent lower than the regular averages during this time, and that fuel tax revenues are also on the decline at this time.

#### CARES Act Funding

He conveyed that the federal government is distributing stimulus funding to states in order to cover COVID-19 related expenses, currently in three phases, and that \$1.25B is anticipated for Wyoming at this time. He stressed that CARES Act funding must follow strict guidelines, including that it must be used for a COVID related response between March and December of 2020, and cannot be money previously budgeted for in the most recent legislative session. He also highlighted additional funds already set aside with positive impacts to the state, including roughly \$50M to Wyoming Airports, and WYDOT funding from the Federal Transit Authority for \$28M.

#### Town Hall Meetings

He conveyed that he recently wrapped up 10 town hall meetings utilizing Google Hangouts for social distancing measures, which covered a legislative summary, WYDOT's current initiatives which include looking into comp time policies, pay and equity adjustments, a one pay system, work week definitions, and safety gear, and also included updates on the current COVID-19 situation at the agency. He noted that they were well received by the force, provided for great Q&A from the agencies men and women, and expressed his appreciation to Commissioner McCormack for his attendance and comments during one of these events.

### C. ADMINISTRATOR'S UPDATE

Administrator Olsen presented the Administrator's Update.

#### Welcome

He welcomed Ms. Bendel to the Commission, noting that given her experience, she will be a great addition to the agency.

#### COVID-19 Division & Aviation Industry Impacts

In terms of the Division, he conveyed that the majority of the Division is out on telework at this time, but that it is business as usual, and expressed appreciation to his staff for their flexibility and continued hard work and dedication during this transition. He commended Ms. Connie Golden, the Division's Flight Scheduling Coordinator, noting that she has taken extra time in sewing aerospace grade masks for the Department.

## VI. UPDATES/DISCUSSIONS (CONTINUED)

### C. ADMINISTRATOR'S UPDATE (CONTINUED)

#### COVID-19 Division & Airline Industry Impacts (Continued)

He noted that the only project temporarily on hold is the update to the priority rating models, as this work is better suited for in-face meetings, and will resume once deemed appropriate. He stressed that work continues on customer service and support, and staff continues diligently working on the Needs Analysis Study, the Aviation Economic Impact Study, the Airport Facility Directory, and that construction projects should proceed as scheduled at this time.

In terms of the airline industry, he conveyed that it has shrunk to levels unseen for over 60 years, noting that Airlines for America is reporting a 96 percent drop in passenger traffic, and a 98 percent drop in demand for future bookings for the next year. He stressed that this dramatic reduction has significantly reduced operating revenues for airports across the country, as well as for those in Wyoming, as airports depend on things such as landing, fuel flowage, and passenger facility charges.

#### CARES Act Funding

He conveyed that \$10B was allocated for airports across the country, and that stimulus funding was set aside in order to meet two objectives, which include an increased match on all fiscal year 2020 federal funded projects to 100 percent in the amount of \$500M, and the other is to get airports of all sizes through this crisis, with \$9.4B going to commercial service airports, and roughly \$100M going to general aviation airports.

### D. AIR SERVICE DEVELOPMENT PROGRAM UPDATE

Mr. Burke presented the Air Service Development Program Update.

#### COVID-19 Impacts to Air Service

In terms of impacts to air service, he conveyed that passenger volume in the United States is down 96 percent from last year, and that capacity reductions, parking more aircraft, and suspending routes in order to cut or match capacity to current demand will continue for the foreseeable future. He stressed that capacity is down 81 percent for the remainder of April, and airlines are taking less than 2 percent of booking volume over the next 11 months, which negatively affects revenues for that period, as they continue issuing refunds. He noted that 47 percent of the US Aircraft fleet is parked at this time.

#### CARES Act Funding & Air Service

In terms of CARES Act relief for air service, he noted that included in the plan is a provision for airlines that allows maintaining a baseline level of service to at least one hub, which will affect some of Wyoming's markets during this time with various reductions in flights.

In terms of the Capacity Purchase Agreement, he highlighted that at its inception that the CPA was meeting the intent of carrying more people at reduced costs, and that it was anticipated to come in below most of the financial caps for FY20 prior to COVID-19. He stressed that we are now anticipating hitting financial caps, but will not see anything above contracted amounts due to financial caps being in place.

He noted that SkyWest was recently directed by United to begin tagging flights under the Capacity Purchase Agreement, as Denver is currently down from five (5) banks to two (2), so Sheridan will now be tagged with Gillette, and Riverton will now be tagged with Rock Springs. He highlighted that this should provide additional cost savings to the state and communities by reducing the overall number of block hours flown, while still maintaining reasonable service levels.

## VI. UPDATES/DISCUSSIONS (CONTINUED)

### D. AIR SERVICE DEVELOPMENT PROGRAM UPDATE

#### Cheyenne Air Service

In terms of Cheyenne air service, he conveyed that flights were discontinued for Cheyenne as of April 7 in a mutual decision by the airline, CRAFT, and Cheyenne Regional Airport. He noted that the grant will be closed out upon receiving the final invoice, and funds will be recovered back into the Air Service Enhancement Account. He stressed that the airport and CRAFT are working with the City of Cheyenne to top off the remaining guarantee funding so that they are well positioned for future airline negotiations once demand begins to return.

#### Consultant Selection for Air Service Development

He announced that Mead and Hunt was selected as the Air Service Development Consultant, and that Mr. Joseph Pickering will again be working alongside the state in this venture.

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

#### ASEP Budget Forecast Report

The ASEP Budget Forecast Report reflected no changes.

#### CPA Budget Forecast Report

The CPA Budget Forecast Report reflected no changes.

#### Percent of Grant Projects by City Report

The Percent of Grant Projects by City Report reflected no changes.

### D. ENGINEERING & CONSTRUCTION PROGRAM UPDATE

Mr. Hearn presented the Engineering & Construction Program Update.

#### Seal Coat & Mark Project

He conveyed that bids were opened for the Seal Coat and Marking project, with one (1) bid received, and the bid came in roughly \$1M below the engineer's estimate.

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

#### Change Orders Report

The Change Orders Report reflected one (1) change order:

- Sheridan Airport – Rehabilitate & Expand Commercial Terminal Building: *There were unanticipated items discovered during the renovation, including additional asbestos abatement, material replacement above hold room, rooftop access ladder, door hardware and security for passenger vestibule, carpet, and additional corner guards.*

#### Statewide Line Items Report

The Statewide Line Items Report reflected two (2) new projects added to the Wyoming Aviation Capital Improvement Program (WACIP) for FY2020, leaving the following remaining balances:

- *Aviation Encouragement – \$31,434*
- *Marketing – \$273,200*
- *Marking Equipment – \$117,000*
- *NAVAID – \$23,743*

**VI. UPDATES/DISCUSSIONS (CONTINUED)**

**D. ENGINEERING & CONSTRUCTION PROGRAM UPDATE (CONTINUED)**

Bid Summary Report

The Bid Summary Report reflected bid letting information:

Newcastle Airport – Expand Hangar Apron & Taxilane & Extend Wildlife Fence

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
DRM, Inc.	\$657,165.00	-18.86%	\$0.00
Timberline Services, Inc.	\$707,042.50	-12.71%	\$0.00
Simon Contractors	\$734,740.00	-9.29%	\$0.00

Jackson Hole Airport – Acquire SRE (Loader & Blower) – Schedule I

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Kodiak America, LLC	\$302,000.00	-19.47%	\$15,100.00
Western States Equipment	\$345,991.09	-7.74%	\$17,299.55
Northern Truck Equipment Corp.	\$350,850.00	-6.44%	\$17,542.50
Myslik, Inc.	\$399,975.00	6.66%	\$19,998.75

Jackson Hole Airport – Acquire SRE (Loader & Blower) – Schedule II

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Western States Equipment	\$550,886.94	-2.02%	\$26,944.35

Casper Airport – Acquire SRE

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
M-B Companies, Inc.	\$811,851.00	8.25%	\$0.00

Gillette Airport – Seal Coat & Mark Pavements

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
American Road Maintenance	\$91,818.00	-42.61%	\$4,590.90

Sheridan Airport – Seal Coat & Mark Pavements

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
American Road Maintenance	\$443,299.40	-11.37%	\$22,164.97

Lusk Airport – Seal Coat & Mark Pavements

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
American Road Maintenance	\$78,282.00	-5.22%	\$3,914.10

Newcastle Airport – Seal Coat & Mark Pavements

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
American Road Maintenance	\$75,485.00	-54.25%	\$3,774.25

Douglas Airport – Seal Coat & Mark Pavements

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
American Road Maintenance	\$45,895.08	-70.58%	\$2,294.75

**VI. UPDATES/DISCUSSIONS (CONTINUED)**

**D. ENGINEERING & CONSTRUCTION PROGRAM UPDATE (CONTINUED)**

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

Bid Summary Report (Continued)

Worland Airport – Widen Taxiway C

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
71 Construction	\$551,833.00	13.59%	\$0.00
McGarvin Moberly Construction	\$686,113.87	41.23%	\$0.00

Buffalo Airport – Seal Coat & Mark Pavements

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
American Road Maintenance	\$67,083.20	-40.44%	\$3,354.16

Casper Airport – Seal Coat & Mark Pavements

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
American Road Maintenance	\$641,036.00	-37.66%	\$32,051.80

Cody Airport – Extend Excess Road & Expand Auto Parking

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Harris Trucking & Construction Co.	\$872,645.50	-28.38%	\$0.00
Nicholson Dirt Contracting	\$1,080,561.00	-11.31%	\$0.00

Casper Airport – Acquire ARFF Training Vehicle

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Oshkosh	\$976,255.00	-15.11%	\$0.00
Rosebauer	\$1,048,303.00	-8.84%	\$0.00

Casper Airport – ARFF Building & Training Facility Upgrades

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
GH Phipps	\$5,000,084.57	-27.18%	\$0.00
White Construction	\$6,483,000.00	-5.58%	\$0.00

**E. PLANNING & PROGRAMMING PROGRAM UPDATE**

Ms. Bean presented the Planning & Programming Program Update.

Economic Impact Study

She conveyed that the project is progressing along well, with bi-weekly project status meetings with the consultant, and that staff and the consultant are currently working on estimates for the number of travelers and spending at each airport.

Airport Facilities Directory

She conveyed that Mr. Schutzman is working diligently on pulling a variety of information together for the directory, which is scheduled for June, and that Mr. Schutzman is conducting a photo contest to select a cover, which will be up for Commission consideration in May.

## VI. UPDATES/DISCUSSIONS (CONTINUED)

Ms. Bean then presented the Planning & Programming Program Standard Reports.

### Administrative Approvals Report

The Administrative Approvals Report reflected the following changes:

- One (1) Administrative Approval for Casper-Natrona International Airport, in the amount of \$39.00, to acquire a carrier vehicle with a plow and broom.

### Recovered State Funds Report

The Recovered State Funds Report reflected the following changes:

- Two (2) project recoveries this period (3/7/20 – 4/17/20) for \$6,299, contributing to a total of \$93,637.11 recovered this fiscal year, to date.

## F. UAS PROGRAM UPDATE

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

### UAS Policies

She conveyed that the UAS Policies are now in final draft form for consideration, with signatures anticipated by Administrator Olsen and Director Reiner within the next week.

### Ops & Training Manuals

She conveyed that a small task force was formed and meets bi-weekly in order to fully review the Ops and Training manual, and that she anticipates it being in its final draft for approval in May.

### Drone Purchase for Highway Patrol

She conveyed that the anticipated drone purchase for Wyoming's Highway Patrol has been placed on hold at this time due to an order from the president halting all purchases of Chinese manufactured drones, which are currently the lowest priced items at this time.

## VII. OLD BUSINESS

There were no old business matters to discuss.

## VIII. REGULAR BUSINESS

Ms. Bean reviewed the WACIP.

### A. FY20 WACIP BUDGET MODIFICATIONS

The FY20 WACIP Budget Modifications Report consisted of many changes. The Federal CARES Act Stimulus Funding provided for an increase to 100% federal funding of projects currently budgeted for federal funds in FY20. New funds supplant the state funding match for Airport Improvement Program projects. As a result, state funds were reprogrammed to fund other needs for ongoing project(s).

Additionally, the CARES Act provided \$49,758,279 for operations and maintenance to federally eligible airports in Wyoming. These projects are included at the end of the Modifications Report as "CARES Act Operations". The airport sponsors will be able to expend these funds for a variety of purposes as operations; however, they may request to use these funds for airport development and other needs. Modifications will occur in subsequent FY20 reports.

## VIII. REGULAR BUSINESS (CONTINUED)

### A. FY20 WACIP BUDGET MODIFICATIONS (CONTINUED)

The remaining balance of \$769,113 is well above the usually desirable reserve of \$400,000; however, the Division believes it is necessary at this time to have a strong reserve due to unknowns in construction costs due to the potential impact of COVID19 on the industry.

*Recommendation:* Ms. Bean recommended approval of the FY20 WACIP Budget Modifications as presented. The Commission further directs the Division to consider all costs eligible that were accrued on the Federal CARES Act Stimulus Funding projects prior to this Commission Meeting but after January 20 for Operating expenses, and March 27 for Construction/Development costs.

*Motions:* It was moved by Commissioner McCormack, seconded by Commissioner Duck, and carried to approve the FY20 WACIP Budget Modifications as presented.

### B. FY21 WACIP BUDGET MODIFICATIONS

The reserve is \$810,805 in state funds. This is due to project(s) moving up to FY20 and will be reduced to a normal reserve level as the Division continues to rebalance with projects currently programmed in later years and which will provide benefit in moving up.

*Recommendation:* Ms. Bean recommended approval of the FY21 WACIP Budget Modifications as presented.

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

## IX. NEW BUSINESS

The commission discussed whether to proceed with officer elections this year given the current situation, and concurred that elections will be held off until the start of the 2021 calendar year.

## X. EXECUTIVE SESSION

There was no need for an executive session.

## XI. ANNOUNCEMENTS & REMINDERS

Secretary Pfister conveyed that the next meeting is currently scheduled to be held in Saratoga May 19-20, 2020; however, that this is still subject to change to a teleconference depending on the outlook of the COVID-19 situation as the meeting date draws closer.

## XII. ADJOURNMENT

It was moved by Vice Chairman Newton, seconded by Commissioner Bendel, and carried to adjourn the meeting. Chairman DeVore adjourned the meeting at 3:08 p.m., on Friday, April 24, 2020.