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Governor
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Director

Wyoming Department of Transportation AERONAUTICS COMMISSION



Bill DeVore
Chairman
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MEETING MINUTES

I. CALL TO ORDER

A meeting of the Aeronautics Commission was held via videoconference on Tuesday, December 15, 2020. Chairman DeVore presided, calling the meeting to order at 1:32 pm.

II. ROLL CALL

The following Commission members were present, constituting a quorum.

Bill DeVore, Chairman, District 3
Anja Bendel, Commissioner, District 1
Bruce McCormack, Commissioner, District 4
Sigsbee Duck, Commissioner, District at Large

John Newton, Vice Chairman, District at Large
Jerry Blann, Commissioner, District 2
Pete Schoonmaker, Commissioner, District 5
Director Reiner, Ex Officio, WYDOT Director

III. INTRODUCTIONS

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

Brian Olsen, Administrator
Cheryl Bean, Planning & Programming Manager
Sheri Taylor, UAS Program Manager
Sandra Scott, Transportation Commission Secretary
Connie Golden, Flight Scheduler

Katie Pfister, Commission Secretary
Shawn Burke, Air Service Development Manager
Phillip Hearn, Engineering & Construction Manager
Susan Elliott, Director's Executive Assistant
Pinedale Mayor Matt Murdoch

IV. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

V. PRESENTATIONS

A. End of Year Wrap-Up

Ms. Bean presented year-end wrap-up information for the FY2020 WACIP, which included administering \$78,809,056 in airport improvement grants as follows:

- State Funds – \$10,511,081
- Federal Pass-Through Funds – \$68,297,975
- Local Matches – \$2,293,852

She then provided a brief overview of allocations set aside for the FY2021-2022 biennium, which includes:

- State Funds – \$18,018,157
- Federal Funds – \$45,225,000

She explained that the WACIP was programmed under the assumption that state and federal funding will remain at the same levels as the previous biennium, except for CARES Act funding.

Mr. Hearn then provided an overview of what was funded in FY2020, which included 44 construction projects, 8 equipment projects, 5 standalone design projects, 3 planning projects, 18 NAVAID maintenance grants, 7 marking equipment grants, 6 marketing grants, and 8 aviation encouragement grants.

V. PRESENTATIONS (*Continued*)

A. End of Year Wrap-Up (*Continued*)

He also gave a breakdown of CARES Act funding allocations for FY2020, which included:

- 27 Development Grants – \$1,432,161
- 32 Operations Grants – \$21,338,703

Mr. Hearn then highlighted large impending projects, which include:

- Cheyenne – Reconstruct Runway 9/27 & Rehab Remaining
- Rock Springs – Construct Snow Removal Equipment Building & Convert Existing Building to Hangar
- Jackson – Reconstruct Runway
- Lander – Relocated Taxiway

B. Aeronautics Budget

Rodney Freier presented the Aeronautics Budget

He presented the Operating Budget for 2021 for the Aeronautics Division. The anticipated total WYDOT budget for Fiscal Year 2021 is about \$682.5M. Aeronautics funding comes from federal mineral royalties and severance payments and additional federal aviation funds.

For Fiscal Year 2021, the revenue breakdown is as follows:

- The Airport Improvement Program – \$31.4M
 - Federal Share – \$22.6M
 - State share – \$8.8M
- Air Service Enhancement – \$1.3M, all State funded
- Administration Programs – \$2.5M, all State funded
- Aircraft Operations – \$1.2M, self-sufficient internal service

Mr. Freier reported that the allocation of the revenue for Fiscal Year 2021 is as follows:

- Grants and Aid – \$32.6M
- Contractual Services – \$2.2M

These amounts include Airport Improvement, Air Service Enhancement, Contractual Services, Personal Services, Central Services, and space rental for Aeronautics building space.

VI UPDATES/DISCUSSIONS

A. Chairman's Update

Chairman DeVore presented the Chairman's Update.

General Comments

He said that he recently landed at the new Wheatland Airport. He stated that this facility went from the worst airport runways in Wyoming, to one of the nicest.

Lastly, he noted that Casper is a FedEx hub, and he was able to verify that they have had some of the vaccine arrive in Casper with plans to start vaccinations. He conveyed that he also learned from Commissioner Duck that Jackson is the recipient of the vaccine.

VI UPDATES/DISCUSSIONS (Continued)

B. Director's Update

Director Reiner presented the Director's Update.

He thanked Ms. Bean, Mr. Hearn and Mr. Freier for their presentations.

COVID-19 Update

He conveyed that while numbers are on the rise across the nation and state, the agency has seen limited internal spread, which speaks to the discipline of its force in following recommended CDC guidelines. He also conveyed that the agency is talking with the Department of Health regarding their prioritization plan for COVID-19 vaccination distribution to state agencies. He noted that Phase I of the plan includes medical professionals and law enforcement and stressed his plan to include dispatchers in that phase as well. He explained that Phase 1B includes other first responders, and he intends to see that snowplow drivers are included within this phase. He noted that the rest of the agency will fall within Phases II and III.

Commissioner Blann asked that Director Reiner clarify whether airport infrastructure falls within the health department's critical vaccine priority plan.

Director Reiner clarified that Mr. Olsen is working with the Department of Health to ensure that essential airport workers are included in the vaccine prioritization.

Administrator Olsen further clarified that he has been speaking with the Regional TSA Director on where airport personnel fit into the prioritization plan. He plans to work with the Department of Health regarding prioritizing the customs officer in Casper, tower employees, and ARFF operators.

Legislature and Joint Transportation Committee

Director Reiner said that the Joint Transportation, Highways & Military Affairs Committee (JTC) met November 30 and December 1, 2020. He noted that the committee heard the results of the Transportation Needs Analysis prepared by the Dye Management Group. Other topics discussed were autonomous vehicles and the proposed Road Usage Charge (RUC).

He also noted that the legislature has not determined whether it will hold its full 40-day session, or whether they will manage only a few necessary topics in January, and then reconvene in the spring. He explained that the agency is due to present its budget to the Joint Appropriations Committee in early January, and that there are no exception requests within the biennium budget.

C. Administrator's Update

Administrator Olsen presented the Administrator's Update.

Federal Legislative Updates

Mr. Olsen stated that lawmakers are working on a draft \$908B Coronavirus relief package that includes \$4B for airports and \$17B for airlines to continue the payroll support program through March. A total of \$3.4B is for commercial service airports, and \$50M is for general aviation airports, with funds at 100 percent federal match. Any airport that received 4 years of operating expenses

VI UPDATES/DISCUSSIONS (Continued)

Administrator's Update (Continued)

under the CARES Act would not be eligible for this funding. Administrator Olsen noted that the bill also includes an additional \$20M for the Small Community Air Service Development Program. He also conveyed that on December 11 Congress passed another continuing resolution to operate through December 18, and that lawmakers continue work on an omnibus spending package that includes funding for the US Department of Transportation.

State Legislative Updates

Administrator Olsen said that the Wyoming Airports Coalition brought forward for the Committee's consideration a bill that would provide an opportunity for local governments to create special airport districts. The bill passed through the Committee and is currently listed as Senate File 4.

COVID-19 Vaccine Distribution

Administrator Olsen stated that COVID-19 vaccine distribution is being called the biggest airlift since Berlin, and that the airlines, FedEx, and UPS have been working with the Federal Aviation Administration for months to strategize vaccine distribution. He noted that airlines are performing test runs for overnight distributions.

D. Air Service Development Program Update

Mr. Burke presented the Air Service Development Program Update.

General Matters

Mr. Burke told the commission that bookings continued to improve heading into December, but have noticeably slowed a bit due to the spike in COVID-19 cases and the subsequent travel advisories issued by the CDC. January flight schedules are complete except for Gillette, and flights will reduce to once daily. Thanksgiving was the best travel period since late March, but traffic slowed due to travel advisories. Airlines continue to look for additional federal relief to mitigate layoffs, and maintain the integrity of flight networks.

Mr. Burke said that total operating revenue is down 61% since March, forcing many airlines to take on debt to facilitate cash flow. Overall, Wyoming and other Western states are trending better than most states, and Wyoming has recovered the greatest number of passengers as measured by TSA Throughput.

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

a. ASEP Budget Forecast Report

The ASEP Budget Forecast Report reflected no changes.

CPA Budget Forecast Report

The CPA Budget Forecast Report reflected no changes.

b. Percentage of Grant Projects by City Report

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

c. CPA Budget Forecast Report

The Budget Forecast Report reflected no changes.

VI UPDATES/DISCUSSIONS (Continued)

E. Engineering & Construction Program Update

Mr. Hearn presented the Engineering & Program Update.

Staffing Update

Mr. Hearn announced that the Project Engineer position was filled, and congratulated Ms. Palka on her well-deserved promotion.

Operational Focus

Mr. Hearn conveyed that plan and design reviews are underway to prepare for the upcoming construction season.

a. Change Orders Report

The Change Orders Report reflected the following changes:

- Cody-Yellowstone Regional Airport – Extend Access Road and Expand Auto Parking: Access Road Overlay. Five additional working days to install lights that the airport acquired to match the city's standard, as well as install 30 road delineators for safety.
- Cowley-North Big Horn County Airport – Construct Wildlife Fence: Changed substantial completion date to April 30, 2021 and final completion date to May 31, 2021 for supply chain delays due to COVID. No change in contract cost.
- Evanston-Uinta County Airport – Reconstruct Apron, Phase IV: The pavement was thicker than expected (7" vs 4.5-5.5"), which meant there was less base than expected. The base thickness also varied significantly from 3-9". The base was removed, quantified, and regraded to create a uniform surface for the P-304 (CTB). Fifteen working days were also added for this work.
Hulett Municipal Airport - Upgrade Airfield Lighting: The plan was to use the buried conduit for wiring for the new pivot gate. During construction, it was discovered that the wiring was directly buried. This CO is to install direct buried conduit by boring under the existing pavement. Existing wiring for the wind cone, beacon, and REIL were not buried as deeply as expected and were hit when doing shoulder grading. While rerouting the wiring, it was also discovered that the transformer kept tripping the breaker. This change order takes care of these issues. CO2 did not include the counterpoise, so it is accounted for here.
- Newcastle-Mondell Field - Expand Hangar Apron and Taxilane and Extend Wildlife Fence: Polyethylene Slotted Drain Pipe was used instead of PVC pipe due to supply delays of PVC pipe from COVID-19. This resulted in a price reduction for the owner as PE is less expensive than PVC.
Rawlins Municipal Airport – Rehabilitate RW 4/22: Removed requirements that the airport be open from July 11 -August 2, 2020. This is no longer necessary due to summer events being cancelled. An additional coat of markings was needed between the time that the runway was grooved in the fall of 2020 and when it could be seal coated in the spring of 2021 so that the runway would have markings over the winter. Changed substantial completion date to December 18, 2020, (added 14 calendar days). There was a positive COVID-19 test on the electrical sub's crew, and they needed an additional 2 weeks to quarantine.
- Riverton-Central Wyoming Regional Airport – Install Backup Generator: The main circuit breaker was corroded and would not reset to its starting position after transferring power back to the ARFF building from the electrical vault, so a replacement for the main circuit breaker was required per the NEC.

b. Statewide Line Items Report

The Statewide Line Items Report reflected no changes.

VI UPDATES/DISCUSSIONS (Continued)

E. Engineering & Construction Program Update (Continued)

c. Bid Summary Report

The Bid Summary Report reflected the following changes:

Worland Municipal Airport – Acquire Mowing Equipment

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
C&B Operations	\$102,347.00	-17.99%	\$0.00
Stotz Equipment	\$103,400.00	-17.15%	\$0.00
Heart Mountain Equipment	\$115,000.00	-7.85%	\$0.00
Brown Co.	\$116,300.00	-6.81%	\$0.00

Casper – Natrona County International Airport – Repair Terminal Roof, Area B

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Dave Loden Construction	\$553,885.00	-3.67 %	\$0.00
B&M Roofing of Colorado	\$555,734.00	-3.35 %	\$27,786.70
Platinum Roofing	\$591,556.00	2.88 %	\$29,577.80

F. Planning & Programming Update Report

Ms. Bean presented the Planning & Programming Program Update.

General Matters

Economic Impact Study

She advised that they are wrapping up the study, which includes mailing of the publications, and working alongside the Wyoming Airports Coalition on the virtual rollout, which is anticipated in February.

Ms. Bean conveyed that the Priority Rating Model meetings are scheduled to commence January 6.

WACIP Update Process

Ms. Bean advised the WACIP approval during the Action Items portion of this meeting is a culmination of the entire WACIP Update Process that started in the summer of this year.

Additionally, Ms. Bean presented the Planning & Programming Program Standard Reports.

a. Administrative Approvals Report

The Administrative Approvals Report reflected no changes.

b. Recovered State Funds Report

The Recovered State Funds Report reflected the following changes:

- There were six project recoveries this period, for a total of \$43,693.

G. UAS Program Update

Ms. Taylor presented the UAS Program Update.

UAS Taskforce Update

Ms. Taylor said that work is underway to procure of a fleet management system for the UAS operations. The field has been narrowed down to two vendors and continues identifying funds to purchase drones. She announced that the Wyoming Highway Patrol has purchased nine drones, with their first mission

VI. UPDATES/DISCUSSIONS (Continued)

G. UAS Program Update (Continued)

slated for Jackson within the week, and eight pilots have been certified to date. Additionally, she advised that a UAS Safety Board has been formed to approve new use case scenarios for drone use.

VII. Action items

A. Draft Minutes

It was moved by Commissioner Blann, seconded by Commissioner Bendel, and carried to approve the minutes from the October 13, 2020 business meeting.

B. Consideration of Commission Policy on Revenue Generating Facilities

Mr. Hearn said that due to funding shortfalls directly related to COVID-19, as well as unfavorable bids for the locally funded fuel tank portion of the Expand Apron Project, the Town of Pinedale requests the Commission's consideration to allow a private entity to own and maintain the fuel tanks installed on the infrastructure paid for by state and local funds.

Background: As part of the federal apron expansion project, the Town of Pinedale also requested and received funding for state and local only funded site prep for a new fuel farm. Historically, airport sponsors own and maintain the fuel tanks themselves. This is a new situation that will potentially set a precedent for future requests and require a policy clarification during the next Commission policy update. The airport will own the infrastructure and lease it to the private entity owning the tanks.

Recommendation: Mr. Hearn recommended that the Commission approve the request by Pinedale to allow a private entity to own fuel tanks placed on infrastructure paid for in part by state funds with the following conditions:

- That the infrastructure will be leased to the private entity by the sponsor based on market rates
- Any changes needed to the infrastructure due to changes in the fuel systems or ownership thereof, are ineligible until the useful life of the fuel system is fulfilled, for a period of twenty (20) years.

Discussion: The first bullet should be changed from "based on market rates" to "based on costs, market rates, and other factors considered by the town of Pinedale and the Aeronautics Division". Commissioner Bendel also requested that Administrator Olsen or someone from his staff follow up as they make this arrangement with the private entity. Administrator Olsen advised that Aeronautics will do so and report back to the Commission.

Chairman DeVore announced that the Chair would entertain a motion to approve the request by the town of Pinedale to allow a private entity to own a fuel system placed on infrastructure paid for in part by state funds with the following conditions:

- The infrastructure will be leased to a private entity by the sponsor based on costs, market rates, and other factors considered by the town of Pinedale and the Aeronautics Division
- Any changes needed to the infrastructure due to changes in the fuel systems or ownership thereof, are ineligible until the useful life of the fuel system is fulfilled, for a period of twenty (20) years.

Motions: It was moved by Commissioner Duck, seconded by Commissioner Bendel, and carried to approve as adjusted.

Mayor Murdoch thanked the Chairman and the Commission.

VII. Action items (Continued)

C. Consideration of the FY21 Budget WACIP Modifications – Ms. Bean

The FY21 WACIP Budget Modifications consist of 24 changes, resulting in an increase of \$671,980 in state funds and \$18,491,466 in federal funds allocated to projects. The total remaining balance for FY21 is \$444,572 in state funds.

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

Discussion: Commissioner Schoonmaker asked if the reserve being held back is consistent with normal. Ms. Bean responded affirmatively.

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

D. FY22 Proposed WACIP Budget – Ms. Bean

The Proposed FY22 WACIP Budget represents numerous changes, resulting from incorporating the requested changes from the airport sponsors through the Annual WACIP Update. FY22 is presented as a “Proposed Budget”, and it will remain in Proposed status until Commission final approval, following the legislative session in the spring of 2021.

Recommendation: Ms. Bean recommended approval of the FY22 Proposed WACIP Budget as presented.

Motions: It was moved by Commissioner Schoonmaker, seconded by Commissioner Blann, and carried to approve the FY22 Proposed WACIP Budget as presented.

E. FY 23-26 Proposed WACIP Plan – Ms. Bean

The remaining years of the WACIP have been revised to incorporate the highest priority requested projects.

Recommendation: Ms. Bean recommended approval of the FY23-26 Proposed WACIP Plan as presented.

Motions: It was moved by Commissioner Duck, seconded by Commissioner McCormack, and carried to approve the FY23-26 Proposed WACIP Plan as presented.

F. Consideration of the Wyoming Aviation Hall of Fame

Mr. John Wagoner of the Wyoming Aviation Hall of Fame reviewed their selection of the 2021 Hall of Fame Inductee for Commission Concurrence.

Recommendation: Mr. Waggoner recommended concurrence for inducting Mr. Bob Hawkins into the Wyoming Aviation Hall of Fame.

Motions: It was moved by Commissioner McCormack, seconded by Commissioner Duck, and carried to approve the induction of Bob Hawkins into the Wyoming Aviation Hall of Fame for 2021.

NEW BUSINESS

There were no new business matters to discuss.

VIII. Executive Session

There was no need for an Executive Session

IX. ANNOUNCEMENTS & REMINDERS

Secretary Pfister announced that the Commission's next business meeting would be held on January 19, 2021, and that the schedule for the rest of 2021 is under review by Administrator Olsen.

X. Adjournment

It was moved by Commissioner McCormack, seconded by Commissioner Blann, and carried to adjourn the meeting. Chairman DeVore adjourned the meeting at 4:00 pm on December 15, 2020.