



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, January 31, 2020. Chairman DeVore presided, calling the meeting to order at 2:33 p.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

Bruce McCormack, Commissioner, District 4

Sigsbee Duck, District at Large

John Newton, Vice Chairman, District at Large

Doyle Vaughan, Commissioner, District 2

Pete Schoonmaker, District 5

K. Luke Reiner, Ex Officio, WYDOT Director

IV. INTRODUCTIONS

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

Brian Olsen, Administrator

Christy Yaffa, Planning & Programming Manager

Sheri Taylor, UAS Program Manager

Katie Pfister, Commission Secretary

Shawn Burke, Air Service Development Analyst

Phillip Hearn, Engineering & Construction Manager

V. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

VI. APPROVAL OF MINUTES

A. DRAFT MINUTES

It was moved by Commissioner McCormack, seconded by Commissioner Schoonmaker, and carried to approve the minutes from the December 17, 2019, business meeting.

VII. UPDATES/DISCUSSIONS

A. CHAIRMAN'S UPDATE

Chairman DeVore presented the Chairman's Update.

Officer Elections

He proposed postponing officer elections to May's business meeting, and the Commission concurred.

B. DIRECTOR'S UPDATE

Director Reiner presented the Director's Update.

Service Award Presentation

He presented Secretary Pfister with a service award for her years of service at the agency.

VII. UPDATES/DISCUSSIONS (CONTINUED)

B. DIRECTOR'S UPDATE (CONTINUED)

Employee Advisory Groups

He conveyed that following recent Employee Advisory Team meetings, WYDOT is exploring updates to agency time compensation policies.

Teton County Housing

He highlighted a recent meeting in Teton county with the City and County Housing Authority, Game and Fish, and Lower Valley Energy to try and resolve housing cost issues in Teton County for state employees, and that the department is working alongside other agencies on shared state employee housing moving forward.

Unfunded Needs Study

He explained that the agency is still working toward providing a list of unfunded needs to the consultant, and he hopes to have a final draft of the study by October 2020.

Legislative

He conveyed that the agency participated in the Joint Appropriations Committee meeting in January, discussing funding for an upgrade to the Revenue Information System and the state's interoperable communications system, WyoLink. He explained that other key items to watch throughout the session will include draft legislation on employee moving expenses, wildlife, and possible future tolling on I-80.

Emergency Personnel Safety

He stressed the importance of finding a solution for improving emergency personnel safety during the winter season, explaining that the agency recently had another strike to a snow plow bringing the number to 14 emergency vehicle crashes this season.

C. ADMINISTRATOR'S UPDATE

Administrator Olsen presented the Administrator's Update.

Aircraft Owners & Pilots Association (AOPA) Fly-In

He announced that Casper was selected to host the AOPA Large Regional Fly-In June 19-20, 2020.

Instrument Approach Decommissioning

He conveyed that in response to proposed Instrument Approach Decommissioning, staff looked into statewide impacts and found that there are likely far more aircraft unable to utilize a GPS approach due to equipment than previously assumed and that a backup system is needed to those GPS approaches. He explained that a letter from the agency was provided to the Federal Aviation Administration, as well as comments from the governor's office.

Federal Funding

He highlighted that the president signed FY2020 Federal Appropriation bills, which include an additional \$400M of supplemental discretionary funds that the state has competed well for in previous years.

VII. UPDATES/DISCUSSIONS (CONTINUED)

D. AIR SERVICE DEVELOPMENT PROGRAM UPDATE

Mr. Burke presented the Air Service Development Program Update.

Capacity Purchase Agreement (CPA)

He announced that services for Sheridan and Riverton commenced on January 12, 2020, and that numbers are in line with agency averages to date. He also highlighted that Gillette had a good December, gaining an additional 3,800 passengers, and that \$13,000 will be credited back to the agency for the fourth quarter.

Consultant Selection

He conveyed that he is still working toward hiring a consultant to help monitor and provide support for the Air Service Enhancement and CPA programs, and that he will be seeking airport sponsor feedback throughout this process.

Year-End Passenger Figures

He highlighted that 2019 was the most successful year today for passengers, seeing a 15 percent increase from the previous year, and totaling 1,346,849 passengers.

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

Budget Forecast Report

The 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 & Program Update.

Crack Seal & Seal Coat & Mark Project

He announced that the crack seal project bid letting is set for February 13, 2020, and that the seal coat and mark project will go out for bid solicitation soon.

Marking Equipment

He conveyed that all but two pieces have been delivered because of sponsor funding in Pinedale and Riverton, and that those sponsor's plan to bid separately in the summer of 2020.

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

Change Orders Report

The Change Orders Report reflected one new change order being added to the report:

- Saratoga Airport – Demolish Terminal Building: *Changed position of fence segment to be relocated; leaving building floor in place for parking.*

Statewide Line Items Report

The Statewide Line Items Report reflected 15 new projects being added to the Wyoming Aviation Capital Improvement Program (WACIP) for FY2020, leaving the following remaining balances:

- *Aviation Encouragement – \$42,500*
- *Marketing Equipment – \$117,000*
- *Marketing – \$320,000*
- *NAVAID – \$23,743*

VII. UPDATES/DISCUSSIONS (CONTINUED)

D. ENGINEERING & CONSTRUCTION PROGRAM UPDATE (CONTINUED)

Bid Summary Report

The Bid Summary Report reflected bid letting information:

Dixon Airport – Repair Runway 6/24

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
B Jackson Construction	\$405,689.60	22.15%	\$0.00
United Companies	\$456,794.00	37.53%	\$0.00
X Field Services	\$512,716.85	54.37%	\$0.00

Pinedale Airport – Reconstruct North GA Apron

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
HK Contractors	\$2,926,977.00	26.03%	\$0.00
DePatco, Inc.	\$3,336,688.88	43.67%	\$0.00

Torrington Airport – Relocate Taxiway B and Extend & Rehab Runway

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Simon Contractors (Scottsbluff, NE)	\$3,936,880.00	-8.77%	\$0.00
Esco Construction Co. (Evergreen, CO)	\$4,144,208.30	-3.96%	\$0.00
JTL Group dba Knife River (Cheyenne, WY)	\$4,453,946.00	3.22%	\$0.00

E. PLANNING & PROGRAMMING PROGRAM UPDATE

Ms. Yaffa presented the Planning & Programming Program Update.

Commission Priorities

She conveyed that the division would like the Commission’s guidance and feedback on the Commission’s priorities that are a part of the Airport Improvement Program Priority Rating Model, and that a workshop will take place at May’s business meeting.

PRM Committee Appointments

She announced that the division is in the process of convening two taskforces to provide updates to the Air Service Development and Airport Improvement programs. She explained that Mr. Burke recently sent an email to airport sponsors and various other stakeholders requesting applications, and that the division is also asking for two members of the Commission to participate in each of the taskforces. She noted that the deadline for application submittals is February 21, 2020, and that the results will be brought to the Commission for consideration on March 17, 2020.

BlackCat

She conveyed that work continues on adding an Air Service Development Program module into the BlackCat system, and that she also recently discussed additional reporting needs with the airport sponsors.

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

Administrative Approvals Report

The Administrative Approvals Report reflected no changes.

Recovered State Funds Report

The Recovered State Funds Report reflected no changes.

VII. UPDATES/DISCUSSIONS (CONTINUED)

E. UAS PROGRAM UPDATE

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

UAS Consultant

She conveyed that Hovecon has received their notice to proceed and recently attended a UAS Taskforce Charter meeting. She said deliverables will include helping with updates to the policies and procedures, and that a report will be developed mid-year and at the end of that year to track progress.

Autonomous Vehicle Taskforce

She conveyed that she will be a part of an Autonomous Vehicle Taskforce, which was put together to help Wyoming engage in its deployment.

VIII. OLD BUSINESS

There were no old business matters to discuss.

IX. REGULAR BUSINESS

Ms. Yaffa reviewed the WACIP modifications.

A. FY20 WACIP BUDGET MODIFICATIONS

The FY20 WACIP Budget Modifications consisted of nine changes. This resulted in a decrease of \$183,973 in state funds, an increase of \$1,422,526 in federal funds, and a remaining balance of \$855,477 in state funds.

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

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

B. FY21 PROPOSED WACIP BUDGET

The Proposed FY21 WACIP Budget Modifications consisted of two changes. This resulted in a decrease of \$66,667 in state funds, an increase of \$5,000,000 in federal funds, and a remaining balance of \$350,805 in state funds.

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

Motions: It was moved by Vice Chairman Newton, seconded by Commissioner McCormack, and carried to approve the FY21 Proposed WACIP Budget as presented.

C. FY22-25 PROPOSED WACIP PLAN

The FY22-25 Proposed WACIP Plan was provided for informational purposes only, no Commission action was taken.

X. NEW BUSINESS

There were no new business matters to discuss.

XI. EXECUTIVE SESSION

There was no need for an Executive Session

XII. ANNOUNCEMENTS & REMINDERS

There were no additional announcements or reminders.

XIV. ADJOURNMENT

It was moved by Commissioner Brown, seconded by Commissioner Vaughan, and carried to adjourn the meeting. [Click Here to Select Presiding Officer](#) adjourned the meeting at 3:38 p.m., on Friday, January 31, 2020.