



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 videoconference on Tuesday, June 23, 2020. Chairman DeVore presided, calling the meeting to order at 1:30 p.m.

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
K. Luke Reiner, Ex Officio, WYDOT Director

III. INTRODUCTIONS

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

Brian Olsen, Administrator
Cheryl Porter, Grants & Programming Specialist
Sheri Taylor, UAS Program Manager
Adam Schutzman, Senior Planner
Mike Kahler, AG's Office
Susan Elliott, Director's Executive Assistant

Katie Pfister, Commission Secretary
Shawn Burke, Air Service Development Manager
Phillip Hearn, Engineering & Construction Manager
Ryan Thompson, AG's Office
Sandra Scott, Transportation Commission Secretary
Connie Golden, Flight Scheduler

IV. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

V. APPROVAL OF MINUTES

A. DRAFT MINUTES

It was moved by Commissioner Blann, seconded by Commissioner Schoonmaker, and carried to approve the corrected draft meeting minutes from the June 23, 2020, business meeting.

VI. UPDATES/DISCUSSIONS

A. CHAIRMAN'S UPDATE

Chairman DeVore did not have a General Matters Update.

B. DIRECTOR'S UPDATE

Director Reiner presented the Director's Update.

COVID-19 Agency Impacts Update

He conveyed that his force remains strong, and continues to operate well during this environment. He noted that 20 percent of the workforce remains on telework at this time, and that this type of working environment shall remain at least for the foreseeable future. He stressed that the agency is in the process of planning for fall, and recently conducted a meeting with agency leaders to look at how to posture for what may come.

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VI. UPDATES/DISCUSSIONS (CONTINUED)

B. DIRECTOR'S UPDATE (CONTINUED)

COVID-19 Agency Impacts Update (Continued)

He highlighted that the agency continues work on relay runs to transport COVID related materials across the state, as well as to bring samples back to the state's lab, and that construction season remains in full swing, with roughly 65 projects going at this time.

CARES Act Request Update

He conveyed that the agency submitted 15 items related to COVID-19 expenditures to the Governor's office for reimbursement through the CARES Act relief package to date, and that items include but are not limited to, replacement items for the WyoLink system, upgrades to the Revenue Information System (RIS), and funding support for the Capacity Purchase Agreement (CPA).

Legislative Update

He conveyed that the agency provided testimony to three legislative committees recently. He noted that information relating to the proposed road user charge was provided to the Joint Appropriations Committee. The Block Chain Digital Task Force committee included discussion on the Revenue Information System (RIS), as well as the state's digital Real-ID driver license's, and whether they can be used as a statewide block chain identification card. He explained that the agency also testified before the Broadband Task Force regarding enhancements to broadband across the state, including the possibility of leveraging WyoLink towers to get internet service to remote locations by hanging WIFI repeaters on towers.

Federal Update

He conveyed that a potential fourth stimulus package is under consideration at this time, and would include \$50B in federal funding to state departments of transportation should it go through, and that efforts are also underway in the house from the Transportation and Infrastructure Committee to pass a reauthorization of the Fund America Surface Transportation (FAST) Act. He also conveyed that the Highway Trust Fund (HTF) could potentially be depleted by FY2021, due to the substantial reduction in fuel tax revenues, which could force the agency to borrow state funding to see us through the construction season.

State Budget Update

He conveyed that interstate traffic is down roughly eight percent from the previous year at this time, a 22 percent increase from March and April. He stressed that the reduction in travel resulted in an approximate \$11M shortfall in fuel tax revenues for the agency, and an approximate \$23M shortfall for FY2021 and FY2022.

He noted that the agency is in the process of building its operating budget for FY2021, and provided a presentation regarding guiding principles that will be utilized, which include:

- Ensuring a vibrant, safe and competent workforce, as employees remain the agencies top priority.
- Aligning expenditures with available revenue amounts and sources.
- Focusing on addressing identified critical life safety issues.
- Prioritizing WYDOT asset preservation based on conditions of the asset in order to meet established goals, including pavement, bridges, communications assets, information technology systems, facilities, fleet, and roadside features.

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VI. UPDATES/DISCUSSIONS (CONTINUED)

B. DIRECTOR'S UPDATE (CONTINUED)

State Budget Update (Continued)

- Improving operational effectiveness and efficiency, including aligning the fleet with the mission, building needs, information technology software and hardware, and agency staffing.
- Prioritizing activities to minimize negative impacts to the public.
- Addressing mobility and capacity through system improvements and enhancements to support and grow Wyoming's economy.

He also noted that the agency has taken the following actions in order to reduce expenditures and align with revenues:

- Lowered Wyoming highway standards (stayed within national safety standards) as funding became constrained; i.e. narrower roadway shoulders, steeper side slopes, etc.
- Reduced positions (manpower) by 10% since 2010
- Changed highway program strategy from Highway Improvement Program to Asset Preservation Program
- Reduced employee training costs – moved to more on-line training to reduce travel and per diem costs
- Fleet Management – increased mileage prior to trade in, have retained equipment longer and delayed purchase of very expensive equipment such as Rotary Snow Blowers
- Lengthened life of computers to 5 years
- Facilities and Equipment – Deferred on-going maintenance and building replacement to place funds on the roadway for the benefit of traveler safety and effectiveness of the highway system for the public
- Reduced maintenance budgets significantly– i.e., roadway-patching, chip sealing, etc.
- Wholesaled purchase of fuel for flight operations
- Coordinated bulk purchases with other public agencies

He also provided a brief presentation regarding a list of state-funded budget modifications, which included the following items for immediate focus and consideration:

- A fleet study to find possible fleet reductions or proper types of vehicles
- Looking into Statewide building leases to possibly reduce the number of leases
- A study of the long term viability, safety, impacts of e-permitting, and need of ports of entry
- Study the location and hours of driver services to see if reduced coverage is an option
- Hiring timing, i.e., not filling vacant positions for three months unless authorized by executive staff
- Repurposing Industrial Road Program (IRP) carry-over funds
- Limiting living snow fence funds paid to the State Forestry Division to secure rights-of-way and plant trees
- Eliminating National Highway Transportation Safety Administration matching funds for grants
- Reviewing employee out-of-state travel
- Eliminating FY 2021 exception request items from the budget
- Reducing ride requirements to trigger repaving secondary roads
- Limiting new WyoLink tower development to those essential to WYDOT operations.

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VI. UPDATES/DISCUSSIONS (CONTINUED)

B. DIRECTOR'S UPDATE (CONTINUED)

State Budget Update (Continued)

- No longer providing funding to small communities for community snowplow operations on state highways
- Reducing winter maintenance activities to save overtime pay
- No longer appropriating funds for the Industrial Road Program
- Not applying for discretionary grants that require state matching funds
- Closing select rest areas
- Opening seasonal mountain passes later to allow snowmelt
- Letting fewer state funded new construction projects
- Reducing summer maintenance activities

He also reviewed a handout regarding the agencies current federal mineral royalty expenditures, which depicted the following:

- Total Estimated FMRs for FY2020 – \$64,597,500
- WYDOT Programs and Operations Expenditures – \$33.4M
 - Could be replaced with additional highway user fees, such as added fuel tax
 - \$15.8M may require flexible funding
 - \$15.4M requires flexible funding

C. ADMINISTRATOR'S UPDATE

Administrator Olsen presented the Administrator's Update.

Personnel Update

He welcomed Mr. Zachary Jenson as the Division's newest intern, and noted that Ms. Cheryl Bean would be out for a few weeks following knee replacement surgery. He also noted that he is in the process of filling the Planning & Programming Manager vacancy, with hopes of having it filled within the next month.

Federal Update

He conveyed that on June 18 the House Transportation and Maritime Subcommittee held a virtual hearing on how to safely resume air travel with various key stakeholders, discussing items such as temperature checks, facial recognition technology, as well as additional funding relating to COVID-19 for airports and the aviation industry. He also highlighted that the same day the House Transportation and Infrastructure Committee approved a surface transportation bill coined as the Moving America Forward Act, which included a few items related to aviation. Current house language includes an increase in Airport Improvement Program funding from \$3.35B to \$4B per year through FY2025, as well as verbiage pertaining to the utilization of 2019 enplanement numbers for determining AIP apportionments.

Needs Analysis Study

He conveyed that the agency is toward the latter end of the exploratory phase, and that the division is currently working on asset valuation information to share with the consultant.

VI. UPDATES/DISCUSSIONS (CONTINUED)

D. AIR SERVICE DEVELOPMENT PROGRAM UPDATE

Mr. Burke presented the Air Service Development Program Update.

National & Statewide COVID-19 Impacts Update

He conveyed that airline capacity cuts have gone down, with July down by 55 percent, and August anticipated to be down roughly 40 percent. He noted that leisure travel is recovering slightly faster than business travel, with leisure travel down 82 percent, corporate travel down 91 percent year-over-year, and highlighted that the number of tickets anticipated for issuance over the next 11 months is growing roughly 3 percent per week. He stressed that average ticket pricing is down roughly 15 percent nationally, which indicates a loss of business traffic, which major airline carriers rely on. He also reported recent survey number regarding passenger settlement, which showed 68 percent of people expressed concern traveling internationally, 61 percent still have concerns traveling domestically, and 31 percent would like to increase leisure traffic but are unable to do so at this time.

FY2021 Capacity Purchase Agreement (CPA) Status Update

He highlighted a recent meeting with SkyWest and the four participating CPA airport sponsors to discuss how August schedules will look and to ensure that they are rightsizing demand. He noted that changes will occur in all locations for August, with standalone flights at all locations with once daily service that includes an overnight.

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

ASEP Budget Forecast Report

The ASEP Budget Forecast Report reflected the following changes:

- A posted recovery of \$360,297.82 in FY2020 from the early discontinuation of the Cheyenne's service to Dallas/ Ft. Worth.
- A \$20,000 reduction in forecasted grant support in FY2021 for Jackson's approved MRG request.

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 the following change for Fiscal Year 2020:

- The reduced maximum state match in Cheyenne for FY2020 from \$600,000, to the actual expended amount of \$239,702.18

E. ENGINEERING & CONSTRUCTION PROGRAM UPDATE

Mr. Hearn presented the Engineering & Construction Program Update.

General Construction Update

He conveyed that nine active construction projects are underway, and that the Wheatland runway project is finalizing paving work, and running smoothly. He also noted that Ms. Palka and Mr. Jenson recently went out to review and inspect airports participating in the statewide airport crack-sealing project, and that work is progressing well.

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VI. UPDATES/DISCUSSIONS (CONTINUED)**E. ENGINEERING & CONSTRUCTION PROGRAM UPDATE**

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

Change Orders Report

The Change Orders Report reflected the following change:

- One (1) Change Order for Pinedale – Ralph Wenz Field: Reduced unit prices for smaller apron schedules to match those of the main paving project. Added conduit for future use in security system. A reduction of \$18,212.30.

Statewide Line Items Report

The Statewide Line Items Report reflected the following change:

- One (1) new Aviation Encouragement project in the amount of \$2,500 for Thermopolis, and there were three projects cancelled due to COVID19.

Bid Summary Report

The Bid Summary Report reflected the following changes:

Pine Bluffs Municipal Airport – Construct GA Terminal Building

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Anderson-Shaw, Scottsbluff, NE	\$839,116.20	11.54%	\$0.00
Paul Reed Construction, Gering, NE	\$866,206.63	15.14%	\$0.00
Russell's Excavation, Morrill, NE	\$940,494.20	25.07%	\$0.00
Richardson Construction, Cheyenne, WY	\$950,494.20	26.35%	\$0.00
Eric Reichert Insul., Scottsbluff, NE	\$1,077,799.51	43.27%	\$0.00

Lusk Municipal Airport – Construct GGA Terminal Building

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Richardson Construction, Cheyenne, WY	\$735,682.50	-3.11%	\$0.00
Fuller Construction, Chadron, NE	\$788,275.00	3.82%	\$0.00
Paul Reed Construction, Gering, NE	\$830,409.06	9.37%	\$0.00
Hladky Construction, Gillette, WY	\$865,912.44	14.04%	\$0.00

VI. UPDATES/DISCUSSIONS (CONTINUED)**F. PLANNING & PROGRAMMING PROGRAM UPDATE**

Mr. Schutzman presented the Planning & Programming Program Update.

Economic Impact Study Update

He conveyed that the Economic Impact Study is progressing well and on schedule, and that communication with airports is ongoing for those that are showing lower numbers than they did during the 2013 study. He noted that surveys are still being processed for state agency users, and that initial work commenced on the Air Service Enhancement Programs return on investment segment.

Airport Facility Directory Update

He conveyed that the directory is progressing well, with distribution anticipated by August 1.

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VI. UPDATES/DISCUSSIONS (CONTINUED)

F. PLANNING & PROGRAMMING PROGRAM UPDATE (CONTINUED)

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

Administrative Approvals Report

The Administrative Approvals Report reflected two administrative approvals for FY2020 as follows:

- Cheyenne Regional Airport, Project No. ACYS51A, Construct Commercial Apron: An administrative approval in the amount of \$12,861.00.
- Dubois Municipal Airport, Project No. ADUB16A, Rehabilitate Apron and Install Apron Lighting: An administrative approval in the amount of \$193.00.

Recovered State Funds Report

The Recovered State Funds Report reflected no funds recovered. The total recovery for this year remains at \$100,546.46.

G. UAS PROGRAM UPDATE

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

Policies & Procedures Update

She conveyed that the draft policies and procedures are in the final round of staff review, with comments due by July 2, and that the procedures and safety management manuals are in final draft form for review by the taskforce at this time. She also expressed her appreciation to the taskforce and focus groups for their work in getting these tasks accomplished.

VII. OLD BUSINESS

There were no old business matters to discuss.

VIII. REGULAR BUSINESS

Ms. Porter reviewed the WACIP.

A. FY20 WACIP BUDGET MODIFICATIONS

The remaining balance of \$775,366 is above the usually desirable reserve of \$400,000. There are some projects with bid openings still ahead. The Division will move projects as necessary to balance the reserve.

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

Motions: It was moved by Commissioner Duck, seconded by Commissioner McCormack, and carried via a roll call vote to approve the FY20 WACIP Budget Modifications as presented.

IX. NEW BUSINESS

There were no new business matters to discuss.

X. EXECUTIVE SESSION

There was no need for an executive session.

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XI. ANNOUNCEMENTS & REMINDERS

Secretary Pfister conveyed that the next meeting is scheduled for July 21, 2020, at 1:30 p.m., and shall also be held via videoconferencing.

XII. ADJOURNMENT

It was moved by Commissioner Duck, seconded by Commissioner Blann, and carried to adjourn the meeting. Chairman DeVore adjourned the meeting at 3:05 p.m., on Tuesday, June 23, 2020.