



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 via teleconference, Tuesday, March 17, 2020. Chairman DeVore presided, calling the meeting to order at 10:00 a.m.

II. ROLL CALL

The following Commission members were present, constituting a quorum.

| | |
|--|---|
| Bill DeVore, Chairman, District 3 | John Newton, Vice Chairman, District at Large |
| Jerry Blann, Commissioner, District 2 | Bruce McCormack, Commissioner, District 4 |
| Pete Schoonmaker, Commissioner, District 5 | Sigsbee Duck, Commissioner, District at Large |
| 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 | Katie Pfister, Commission Secretary |
| Christy Yaffa, Planning & Programming Manager | Shawn Burke, Air Service Development Manager |
| Sheri Taylor, UAS Program Manager | Phillip Hearn, Engineering & Construction Manager |
| Cheryl Bean, Project Engineer | Cheryl Porter, Grants & Programming Specialist |
| Melissa Palka, Engineer | Greg Hampshire, Analyst |
| Adam Schutzman, Senior Planner | Ryan Thompson, AG's Office |
| Mike Kahler, AG's Office | Kyle Butterfield, Riverton Airport |
| Alex Nodich, Jviation | Glenn Januska, Casper Airport |
| Pete Illoway, Cheyenne Airport Board | Devon Brubaker, Rock Springs Airport |
| Bob Hooper, Cody Airport | Jack Skinner, Laramie Airport |
| Nathan Banton, Cheyenne Airport | Paul Griffin, Riverton Airport |
| Lori Olsen, Upton Airport | Basil Yap, Hovecon |
| Chuck Brown, Previous Aeronautics Commissioner | |

IV. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

V. APPROVAL OF MINUTES

A. DRAFT MINUTES

It was moved by Commissioner McCormack, seconded by Commissioner Duck, and carried to approve the minutes from the January 31, 2020, business meeting.

VI. UPDATES/DISCUSSIONS

A. CHAIRMAN'S UPDATE

Chairman DeVore presented the Chairman's Update.

Welcome & Farewell

He welcomed Mr. Jerry Blann to the Aeronautics Commission, announcing his replacement of

March 17, 2020

VI. UPDATES/DISCUSSIONS (CONTINUED)

A. CHAIRMAN'S UPDATE (CONTINUED)

Welcome & Farewell

Commissioner Vaughan, and highlighted his extensive background in the aviation industry. He also announced that this would be Ms. Yaffa's last Commission meeting as Planning & Programming manager, and thanked her for her faithful and dedicated service to the agency over the last 25 years.

B. DIRECTOR'S UPDATE

Director Reiner presented the Director's Update.

Farewell

Director Reiner reiterated the Chairman's sentiments in welcoming Commissioner Blann, and expressed his appreciation to Ms. Yaffa, noting that she served faithfully and well during her many years of service, and will be truly missed.

Legislative Updates

He provided an update regarding the 2020 legislative session, highlighting that various bills passed regarding wildlife crossings, and announced that a few of the proposed revenue generating bills had failed. Failed bills included the proposed three cent fuel tax increase, proposed funding for the upgrade of the state's Revenue Information System (RIS), proposed funding for the state's interoperable communications system referred to as WyoLink, and proposed legislation for future tolling along I-80. He also highlighted changes made regarding the 310 cap on the budget, which allows agencies more fiscal discretion in terms of managing workforces.

COVID-19

He expressed his appreciation to the Commission for its willingness to meet via teleconference in order to meet social distancing directives outlined by the CDC, which recommends keeping group gatherings under 10 people. He stressed that the agency will continue to accomplish its mission in a coronavirus environment, while also ensuring that all its employees remain safe and taken care of. He explained that many task forces are already underway; including a task force led by the Secretary of State to oversee state operations and critical government services, and a task force led by the State Treasurer to oversee transportation and infrastructure. He also announced that various policies are underway in terms of employee leave and teleworking options, and that he and his executive team would remain diligent, meeting several times per week as the situation continues to unfold.

C. ADMINISTRATOR'S UPDATE

Administrator Olsen presented the Administrator's Update.

Farewell

He expressed his gratitude to Ms. Yaffa for her mentorship over the years, and for being an exemplary leader and employee to the division for many years.

NASAO Legislative Briefing

He apprised the Commission of his recent attendance to the National Association of State Aviation Officials legislative briefing in Washington D.C. He noted that takeaways included that the Federal Aviation Administration remains focused on rural airports in terms of airport improvement program funding and that there will be a major focus on general aviation safety moving forward.

March 17, 2020

VI. UPDATES/DISCUSSIONS (CONTINUED)

C. ADMINISTRATOR'S UPDATE (CONTINUED)

COVID-19

He provided a staffing and industry update regarding the coronavirus situation, emphasizing that the Division remains open for business, and is fully prepared for teleworking should the need arise. He then stressed that the issue has rapidly overtaken the industry as its main concern, with mainline carriers reducing capacities by up to 50 percent for April, May, and beyond, and standing to lose a projected 70 percent of their total revenues in the coming months.

D. AIR SERVICE DEVELOPMENT PROGRAM UPDATE

Mr. Burke presented the Air Service Development Program Update.

Capacity Purchase Agreement (CPA)

Mr. Burke conveyed that the Capacity Purchase Agreement in Sheridan and Riverton had been progressing well, resulting in moving more travelers at decreased overall costs to the state. He noted that bookings were strong in both locations until recently, when the coronavirus situation began to unfold. He stressed that over the past week that statewide load factors regressed 18 percentage points for March when analyzing data against the previous year, and that load factors continue to regress through April, and have nearly flat lined through July. He emphasized that the Division will continue working closely with local sponsors and airline partners to consider reductions to capacity to match demand.

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

Budget Forecast Report

The Budget Forecast Report reflected the following changes:

- *An error in how the database report calculated available funds was discovered in January's report, which initially summed all appropriations, expenses, etc., from 2003-2018. This underreported the additional expenses budget line, and showed an additional \$401,377 available for granting. The report reverts back to include every fiscal year to ensure accuracy.*
- *Fiscal Year 2019:*
 - *Sheridan: Recovered \$309,417.30 from the Denver Air Connection (DAC) service.*
 - *Riverton: Recovered \$311,742.90 from the DAC service.*
 - *Cody: Recovered \$93,149.60 from the 2019 summer seasonal service to Chicago O'Hare.*

Percent of Grant Projects by City Report

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

- *Changes made to reflect the paid out amounts in FY19 for Sheridan, Riverton, and Cody.*

D. ENGINEERING & CONSTRUCTION PROGRAM UPDATE

Mr. Hearn presented the Engineering & Program Update.

Seal Coat & Mark Project

He announced that the Seal Coat & Mark projects were currently out for bid, with results anticipated in the coming weeks.

March 17, 2020

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

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

Change Orders Report

The Change Orders Report reflected two (2) new change orders added to the report:

- Kemmerer Airport – Relocate Fuel System: (Change Order 1) This is to rout, 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. (Change Order 2) Replacement of filter cartridges for Jet A fuel system with coalescing separator cartridges and installation of a water alarm sensor inside the filter housing.

Statewide Line Items Report

The Statewide Line Items Report reflected three (3) new projects added to the Wyoming Aviation Capital Improvement Program (WACIP) for FY2020, leaving the following remaining balances:

- Aviation Encouragement – \$35,000
- Marketing Equipment – \$117,000
- Marketing – \$320,000
- NAVAID – \$23,743

Bid Summary Report

The Bid Summary Report reflected bid letting information:

Dubois Airport – Acquire Truck, Dump Body, and Plow

| <u>Bidders</u> | <u>Proposal Amount</u> | <u>% Difference</u> | <u>Pref. Adjust.</u> |
|----------------------|------------------------|---------------------|----------------------|
| Floyd's Truck Center | \$148,110.00 | -4.45% | \$0.00 |
| Floyd's Truck Center | \$151,948.00 | -1.97% | \$0.00 |
| Floyd's Truck Center | 172,366.00 | 11.20% | \$0.00 |
| Peterbilt of Wyoming | 185,599.00 | 19.74% | \$0.00 |

Torrington Airport – Relocate TW A&B, Extend and Rehabilitate RW 2/20

| <u>Bidders</u> | <u>Proposal Amount</u> | <u>% Difference</u> | <u>Pref. Adjust.</u> |
|--|------------------------|---------------------|----------------------|
| Simon Contractors, Scottsbluff, NE | \$5,457,780.50 | -2.41% | \$0.00 |
| ESCO Construction, Evergreen, CO | \$5,784,032.80 | 3.42% | \$0.00 |
| JTL Group, dba Knife River, Cheyenne, WY | \$5,932,486.00 | 6.08% | \$0.00 |

E. PLANNING & PROGRAMMING PROGRAM UPDATE

Mr. Olsen & Mr. Schutzman presented the Planning & Programming Program Update for Ms. Yaffa.

Personnel

Mr. Olsen announced that Ms. Cheryl Bean would be filling in as the Interim Planning & Programming Manager following Ms. Yaffa's departure. Mr. Schutzman conveyed that recruitment efforts are underway for the Division's six month internship opportunity, with interviews taking place later in the week.

Wyoming Aviation Economic Impact Study

Mr. Shutzman conveyed that surveying continues around the state, with 75 percent of the airport manager surveys, and roughly 40 percent of the tenant surveys completed to date. He conveyed that surveys will be wrapped up by the end of May; thus allowing for a report to be written prior to the next legislative session.

March 17, 2020

VI. UPDATES/DISCUSSIONS (CONTINUED)

E. PLANNING & PROGRAMMING PROGRAM UPDATE (CONTINUED)

Wyoming Airport Directory

Mr. Schutzman conveyed that the Division is now working alongside BlackCat in an effort of creating an airport facilities directory that is easy to update and pull from the database system for distribution annually to pilots and various FBO's throughout the state.

Ms. Yaffa then 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 the following changes:

- Eighteen (18) project recoveries this period (1/24/2020 – 3/3/2020), resulting in \$109,698.64 in state funds returned to the Airport Improvement Program.

F. UAS PROGRAM UPDATE

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

Transportation Commission Presentation

She highlighted a recent presentation given to the Transportation Commission regarding impending UAS policies and procedures, which included discussion from the University of Wyoming's Technology Transfer Center regarding grant funding they received to support state and local entities in setting up drone programs throughout the state.

UAS Consultant

Ms. Taylor introduced the Division's UAS consultant, Mr. Basil Yap of Hovecon to the Commission to provide background information regarding his expertise in industry, and his goals and objectives regarding the agencies UAS task force. Mr. Yap conveyed that he has a longstanding background in the DOT industry, having developed an award winning UAS program for the North Carolina Department of Transportation, which included getting the first medical delivery operations, and organizing the first air taxi demonstration in the country as well. He conveyed that Hovecon's primary role with the task force has been to aid in creating draft policies, a safety management plan, standard operational procedures, and curriculum designed to aid in future pilot training.

VII. OLD BUSINESS

There were no old business matters to discuss.

VIII. PUBLIC COMMENTS

Mr. Brown announced his recent move from the Commission to the Wyoming Business Council, and expressed his appreciation to the Commission and division staff for his time on the Commission. Administrator Olsen expressed his gratitude to Mr. Brown for his support and guidance while on the Commission. Chairman DeVore and the rest of the Commission echoed Olsen's sentiments, wishing Mr. Brown well in his new role.

Ms. Lori Olsen of the Upton Airport conveyed that WACIP comments up for consideration later in the meeting

March 17, 2020

VIII. PUBLIC COMMENTS (CONTINUED)

were due to the airport's unique situation, given that it is a non-NIPIAS airport, which drastically reduces its Priority Rating Model (PRM) Score. She stressed the importance of the Commission's consideration in making an exception to their PRM score to allow funding for a Master Plan, as they are unable to proceed with necessary projects without one.

IX. REGULAR BUSINESS

Ms. Yaffa first presented the WACIP Sponsor Comments, followed by a review of the FY20 WACIP Budget Modifications, the Proposed FY21 WACIP Budget, and the Proposed FY22-25 WACIP Plan for Commission consideration.

A. FY20 WACIP BUDGET MODIFICATIONS

The FY20 WACIP Budget Modifications consists of eight (8) changes, resulting in an increase of \$338,495 in state funds, and an increase of \$808,699 in federal funds allocated to projects.

The total remaining balance in state funds for FY20 is \$666,881.

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

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

B. FY21 PROPOSED WACIP BUDGET

The final FY21 Proposed WACIP budget contains the Division's recommended modifications, resulting from airport sponsor comments. There have been no changes to FY21 since the last meeting.

The remaining balance of \$350,805 is slightly below the desired reserve of \$400,000; however, the Division is satisfied with the budget as proposed.

Commissioner Blann inquired as to whether he needed to recuse himself from voting due to FY21 modifications including projects for the Jackson Airport. Mr. Kahler advised him that it was appropriate in this particular instance to cast his vote.

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

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

C. FY22-25 PROPOSED WACIP PLAN

The remaining years of the WACIP have been revised as necessary to reflect sponsor comments and Division recommendations.

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

Motions: It was moved by Commissioner Duck, seconded by Commissioner Blann, and carried to approve the FY22-25 Proposed WACIP Plan as presented.

X. NEW BUSINESS

A. AIP PRIORITY RATING MODEL TASKFORCE

Ms. Bean presented the Airport Improvement Program (AIP) Priority Rating Model Task Force. The Airport Improvement Program (AIP) Priority Rating Model (PRM) is planned for review and update.

March 17, 2020

X. NEW BUSINESS (CONTINUED)**A. AIP PRIORITY RATING MODEL TASKFORCE (CONTINUED)**

Division staff extended an invitation to airport sponsors and consultants for an opportunity to serve on the Task Force, and to make recommendations for an update of the PRM for Commission consideration. Staff received thirteen (13) applications for the AIP PRM Task Force. The Task Force will be comprised of eleven (11) members, with three (3) commercial service airports, three (3) general aviation airports, one (1) consultant, two (2) staff members, and two (2) Aeronautics Commissioners. After vetting the applicants, staff recommends the following appointments:

Commercial Service Airports:

Devon Brubaker – Southwest Wyoming Regional Airport, Rock Springs

John Stopka – Sheridan County Airport

Michelle Anderson – Jackson Hole Airport

General Aviation Airports:

Lori Olsen – Upton Airport

Rajean Strube-Fossen – Hunt Field, Lander

Clay Baird – Fort Bridger Airport

Consultant:

Alex Nodich – Jviation, Denver

WYDOT Staff:

Phil Hearn – Engineering & Construction Program Manager

Cheryl Bean – Interim Planning & Programming Program Manager

Recommendation: Ms. Bean recommended approval of the AIP Priority Rating Model Task Force as presented.

Motions: It was moved by Commissioner Duck, seconded by Commissioner McCormack, and carried to approve the AIP Priority Rating Model Task Force as presented.

B. ASEP PRIORITY RATING MODEL TASKFORCE

Mr. Burke presented the Air Service Development (ASD) Program Priority Rating Model Task Force, which is due for revision. Therefore, staff solicited for applicants to serve on a Task Force to review the current PRM, and make recommendations for future revisions. Staff received seven (7) applications to serve on the ASD Task Force. The Task Force will be comprised of nine (9) members, with three (3) commercial service airports, two (2) staff members, two (2) Aeronautics Commissioners, one (1) representative of a local air service development organization, and one (1) member with subject matter expertise. After vetting the applicants, staff recommends the following appointments:

Serving Commercial Service Airports:

Glenn Januska – Casper/Natrona County International Airport

Jay Lundell – Northeast Wyoming Regional Airport

Bob Hooper – Cody-Yellowstone Regional Airport

WYDOT Staff:

Brian Olsen – Aeronautics Administrator

Shawn Burke – Air Service Development Program Manager

March 17, 2020

X. NEW BUSINESS (CONTINUED)

B. ASEP PRIORITY RATING MODEL TASKFORCE (CONTINUED)

Local Air Service Development Organization:

Renee' Obermueller – Sheridan County Critical Air Service Team

Subject Matter Expert:

Either the chairman or vice chairman of the Air Transportation Liaison Committee

Recommendation: Mr. Burke recommended approval of the ASEP Priority Rating Model Task Force as presented.

Motions: It was moved by Commissioner Schoonmaker, seconded by Commissioner Blann, and carried to approve the ASEP Priority Rating Model Task Force as presented.

C. COMMISSION MEMBER NOMINATIONS FOR PRM TASKFORCES

Chairman DeVore called for two (2) Commission member nominations for the Priority Rating Model Task Forces.

Motions: It was moved by Commissioner Schoonmaker, seconded by Vice Chairman Newton, and carried to appoint Chairman DeVore and Commissioner Duck to the PRM Task Forces.

D. STATEWIDE AIRPORT CRACK SEALING PROJECT

Mr. Hearn presented the Statewide Airport Crack Sealing Project. Bids for the 2020 Crack Seal Project were opened on February 13, 2020. One (1) bid was received. Participating airports include: Casper, Douglas, Gillette, Hulett, Lusk, Newcastle, and Sheridan.

Recommendation: Mr. Hearn recommended approval of awarding the 2020 Crack Seal contract to the low bidder, National Sealant & Concrete, LLC, and its subsidiaries of Abrams, WI, having pre-qualified in accordance with the rules and regulations adopted by the Transportation Commission of Wyoming.

Motions: It was moved by Commissioner Blann, seconded by Commissioner Duck, and carried to approve the Statewide Airport Crack Sealing Project as presented.

E. WYOMING AVIATION HALL OF FAME

Mr. John Waggoner & Mr. Kent Nelson of the Wyoming Aviation Hall of Fame Board presented the Wyoming Aviation Hall of Fame Nominations for Commission concurrence.

Recommendation: Mr. Waggoner recommended the induction of Doyle Vaughan and Dan Hawkins into the Wyoming Aviation Hall of Fame for 2020.

Motions: It was moved by Vice Chairman Newton, seconded by Commissioner Schoonmaker, and carried to induct Doyle Vaughan and Dan Hawkins into the Wyoming Aviation Hall of Fame for 2020.

XI. EXECUTIVE SESSION

Motions: It was moved by Commissioner Duck, seconded by Commissioner McCormack, and carried to go into Executive Session at 11:54 a.m. to receive information as classified confidential by law, in accordance with Wyoming State Statute 16-4-405(a)(ix). The regular business meeting resumed at 12:08 p.m.

XII. 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.

March 17, 2020

XIV. ADJOURNMENT

It was moved by Commissioner McCormack, seconded by Commissioner Blann, and carried to adjourn the meeting. Chairman DeVore adjourned the meeting at 12:12 p.m., on Tuesday, March 17, 2020.