



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 a videoconference on Tuesday, October 13, 2020. Chairman DeVore presided, calling the meeting to order at 1:31 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 Bean, Planning & Programming Manager
Sheri Taylor, UAS Program Manager
Mike Kahler, AG's Office
Sandra Scott, Transportation Commission Secretary
Connie Golden, Flight Scheduler

Katie Pfister, Commission Secretary
Shawn Burke, Air Service Development Manager
Phillip Hearn, Engineering & Construction Manager
Ryan Thompson, AG's Office
Susan Elliott, Director's Executive Assistant

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 Bendel, and carried to approve the draft meeting minutes from the August 18, 2020, business meeting.

B. DRAFT MINUTES

It was moved by Commissioner Blann, seconded by Commissioner McCormack, and carried to approve the draft meeting minutes from the September 16, 2020, business meeting.

VI. UPDATES/DISCUSSIONS

A. CHAIRMAN'S UPDATE

Chairman DeVore presented the Chairman's Update.

Commissioner Vaughan Update

He announced the recent passing of Commissioner Doyle Vaughan, expressing condolences to his family, and the Commission's gratitude for his commendable career and contribution to the aviation industry. Commissioner's Blann, McCormack, and Newton also expressed their appreciation and condolences.

October 13, 2020

VI. UPDATES/DISCUSSIONS (CONTINUED)

B. DIRECTOR'S UPDATE

Director Reiner presented the Director's Update.

COVID-19 Agency Impacts Update

He conveyed that the agency continues to operate well during this environment given the rapidly increasing case numbers throughout the state. He emphasized that while the agency has had several cases, there has not been a single instance of cross contamination at this time.

Federal Budget Update

He conveyed that an extension and continuing resolution had passed for the Fixing America's Surface Transportation (FAST) Act. Additionally, he highlighted that funds were added to the Highway Trust fund, and that future funding will be addressed following the 2020 presidential election.

State Legislative Update

He conveyed that the agency testified before the Joint Transportation, Highways & Military Affairs Committee on September 21, and highlighted the passage of a bill that would implement a Road Usage Charge (RUC) for people traveling on the state's highway system. He noted he is in the process of working through amendments to the bill based on committee recommendations, and changes will be considered at the next committee meeting.

Agency Budget Update

He conveyed that the Transportation Commission recently passed its budget, which went into effect October 1, and that it included various cost saving measures such as various rest area closures, program cuts to cities and counties, and 11 significant project delays. Additionally, he stressed that restricted travel and lowered fuel consumption from COVID-19 caused the agency to generate roughly \$4M less in fuel tax revenues used to fund Wyoming's roads.

C. ADMINISTRATOR'S UPDATE

Administrator Olsen presented the Administrator's Update.

Federal Legislative Update

He conveyed that he continues to track the status of the coronavirus relief package under consideration by congress, which would provide additional relief for airlines, a payment protection program, and funding for airports for lost revenues. He also highlighted that the recently passed continuing resolution included \$14B in general funding for the airport and airway trust fund, and that Aviation Excise Tax has been temporarily suspended in order to assist airlines through during this difficult time. Additionally, he highlighted that the Jackson Hole Airport recently received \$28.5M in end of year federal discretionary funding for their runway reconstruction project.

State Legislative Update

He conveyed that the Division testified before the Select Air Committee on September 23, which is still available for viewing via YouTube on the Legislative Services Office website.

VI. UPDATES/DISCUSSIONS (CONTINUED)

D. AIR SERVICE DEVELOPMENT PROGRAM UPDATE

Mr. Burke presented the Air Service Development Program Update.

Air Service Trends Update

He conveyed that Airlines for America is predicting that 2019 passenger traffic will likely not recover until 2023 to 2025. He stressed that international traffic is down 87 percent, and while bookings continue to improve, traffic remains predominantly for leisure and visiting friends and family. He noted that year-over-year traffic was down 70 percent in August, and 65 percent in September internationally. He also highlighted that the states trends have been recovering more quickly, with passenger traffic down 40 percent in August, and 38 percent in September. In terms of the Capacity Purchase Agreement, he conveyed that the division continues to work along SkyWest and the communities in order to fine-tune scheduling opportunities through the end of the year, and that flights have been added to pick up additional holiday traffic.

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

ASEP Budget Forecast Report

The ASEP Budget Forecast Report reflected the following changes:

- *FY2021: A reduction for Cheyenne from \$600,000 to \$527,551, which resulted in \$72,449 in additional state funds available for granting.*

CPA Budget Forecast Report

The CPA Budget Forecast Report reflected the following changes:

- *FY2020: Actual expenditures for the first year of the CPA were posted for FY2020 under the "Invoiced" column. For the first year, in all but one market, the invoiced expenditure was less than the cap, and the total was \$299,284.90 less than the annual total cap prior to CARES Act money being taken into consideration. Through the first year, \$1,101,227.16 in total was taken in CARES Act money, \$660,736.30 of that was for the state's 60% match. As a result, the state spent \$919,543.60 for the first year of the CPA, compared to the \$1,879,564.20 originally forecasted.*

Percent of Grant Projects by City Report

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

- *FY2021: A reduction for Cheyenne of \$72,449, which resulted in a reduction of their overall share of the ASEP funds.*

E. ENGINEERING & CONSTRUCTION PROGRAM UPDATE

Mr. Hearn presented the Engineering & Construction Program Update.

General Construction Projects Update

He conveyed that the Cheyenne Runway Project would soon go into winter shutdown following the summer's emergency repairs, and that the majority of the rehabilitation is slated for the following year. He also conveyed that the Rawlins Runway project had a slight delay due to thickness issues, and that the contractor turned things around quickly, and paving is now complete.

VI. UPDATES/DISCUSSIONS (CONTINUED)

E. ENGINEERING & CONSTRUCTION PROGRAM UPDATE (CONTINUED)

Staffing Update

He conveyed that interviews were recently completed, and that he anticipates an offer being made for the Project Engineer position in the near future.

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

Change Orders Report

The Change Orders Report reflected the following changes:

- Afton-Lincoln County Municipal Airport – Construct Taxilane E, F, Extend Taxilane B, and Relocate Connector A5: Revised project quantities to use borrow from an area on the airport that is currently an obstruction. Revised RCP pipe from 18" in the plans to 12", which was originally intended. Revised irrigation line and cap quantities due to hangars that conflict with the line. Revised the water main portion and instead constructed upsized sleeves for future flexibility.
- Buffalo-Johnson County Airport – Seal Coat & Mark Pavements: Added seal coat to the runway since the runway rehab project is getting pushed back.
- Casper-Natrona County International Airport – Seal Coat & Mark Pavements: Quantities were added for the apron, Taxiway B1, and parking lots due to favorable bids.
- Cowley-North Big Horn County Airport – Construct Wildlife Fence: Changed substantial completion date to April 30, 2021, and completion to May 31, 2021, for supply chain delays due to COVID. There was no change to the contract cost.

Statewide Line Items Report

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

<u>Aviation Encouragement</u>	<u>Marketing</u>	<u>Marking Equipment</u>	<u>NAVAID</u>
\$0.00	\$0.00	\$0.00	\$0.00

Bid Summary Report

The Bid Summary Report reflected the following changes:

Cheyenne Airport – Reconstruct Runway 9/27

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Simon Contractors	\$15,644,160.70	-19.22%	\$0.00
Interstate Highway Construction	\$17,463,916.29	-9.83%	\$0.00
ESCO Construction	\$18,522,478.60	-4.36%	\$0.00
Concrete Works of Colorado	\$20,604,557.10	6.39%	\$0.00

Rawlins Airport – Acquire SRE Attachments

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Honnen Equipment Co.	\$35,030.00	-9.25%	\$0.00
Stotz Equipment	\$40,300.00	4.40%	\$0.00

VI. UPDATES/DISCUSSIONS (CONTINUED)

E. ENGINEERING & CONSTRUCTION PROGRAM UPDATE (CONTINUED)

Bid Summary Report (Continued)

Sheridan Airport – Acquire SRE

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Fremont Motor Company – Schedule II	\$6,525.00	-78.25%	\$0.00
Myslik, Inc.	\$20,775.00	-30.75%	\$1,038.75

Laramie Airport – Acquire SRE

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Jack's Truck Center	\$676,996.00	2.53%	\$0.00
Transwest	\$662,425.00	.37%	\$33,121.25
M-B Companies	\$767,572.00	16.30%	\$38,378.60

Sheridan Airport – Acquire SRE

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Fremont Motor Company	\$49,227.00	9.39%	\$0.00

Pinedale Airport – Acquire Marking Equipment

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Sherwin Williams – Casper, WY	\$27,821.75	-0.64%	\$0.00

Riverton Airport – Acquire Marking Equipment

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Sherwin Williams – Casper, WY	\$28,595.00	2.13%	\$0.00

Casper Airport – Acquire Marking Equipment

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Sherwin Williams – Casper, WY	\$104,479.85	-5.02%	\$0.00

Cheyenne Airport – Acquire Marking Equipment

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Sherwin Williams – Casper, WY	\$104,479.85	-5.02%	\$0.00

Laramie Airport – Acquire Marking Equipment

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Sherwin Williams – Casper, WY	\$26,858.18	-4.08%	\$0.00

Rock Springs Airport – Acquire Marking Equipment

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Sherwin Williams – Casper, WY	\$26,858.18	-4.08%	\$0.00

VI. UPDATES/DISCUSSIONS (CONTINUED)

E. ENGINEERING & CONSTRUCTION PROGRAM UPDATE (CONTINUED)

Bid Summary Report (Continued)

Cody Airport – Acquire Marking Equipment

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Sherwin Williams – Casper, WY	\$26,858.18	-4.08%	\$0.00

Rawlins Airport – Rehabilitate RW 4/22

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Kilgore Companies dba Lewis & Lewis – Rock Springs	\$4,826,120.96	-1.05%	\$0.00
Simon Contractors	\$5,838,053.80	19.70%	\$0.00

Evanston Airport – Reconstruct Apron, Phase IV

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
CPCO dba Consolidated Paving & Concrete	\$619,359.76	6.50%	\$0.00

Jackson Airport – Mark Pavements (Emergency Request – Part 139 Inspection)

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Straight Stripe Painting – St. George, UT	\$275,621.40	41.42%	\$13,781.07
American Striping – Centennial, CO	\$383,943.70	96.99%	\$19,197.19

F. PLANNING & PROGRAMMING PROGRAM UPDATE

Ms. Bean presented the Planning & Programming Program Update.

WACIP Annual Update

She conveyed that the sponsor portion of the WACIP Annual update is complete, with staff review currently underway and on schedule for presentation to the Commission at the December business meeting. She noted that the Division followed up on its newly implemented processes through a survey, highlighted that the majority of responses were positive, and that we received useful feedback from the consultants and sponsors for moving forward.

Economic Impact Study Update

She conveyed that the study is nearing completion, with documents nearly finalized for publication and distribution. She also highlighted that trainings will be forthcoming by the consultant, and will include sessions for sponsors, consultants, and the Commission.

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

Administrative Approvals Report

The Administrative Approvals Report reflected no changes for this period.

Recovered State Funds Report

The Recovered State Funds Report reflected no changes for this period.

VI. UPDATES/DISCUSSIONS (CONTINUED)

G. UAS PROGRAM UPDATE

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

UAS Training Sessions

She conveyed that a three day training had been scheduled for the following week, and included a session on Part 107 licensing, a hands-on walkthrough of the Standard Operating Procedures, and demonstrations and hands-on training for flying various drones.

UAS Tracking Platform

She conveyed that she is in the process of looking at identifying future funding, as well as looking into vendors that can provide a logbook style platform for use on tracking log hours, maintenance, and various other records needed by the Federal Aviation Administration.

VII. OLD BUSINESS

Mr. Burke reviewed the ASD Priority Rating Model Taskforce modifications.

A. ASD PRIORITY RATING MODEL TASK FORCE

He requested personnel changes to the Air Service Priority Rating Model (PRM) Task Force. He explained that with the departure of Bob Hooper from Cody-Yellowstone Regional Airport, as well as to better accommodate scheduling for Commission members, that staff is requesting a replacement to fill the growth air service roll, and an additional commissioner to hopefully better meet scheduling needs.

Recommendation: Mr. Burke recommended appointing Ms. Kari Cooper to replace Mr. Bob Hooper on the Air Service Development Priority Rating Model Taskforce. He also requested an additional volunteer from the Commission in order to better meet scheduling needs.

Commissioner McCormack volunteered to partake in the Task Force.

Motions: It was moved by Commissioner Schoonmaker, seconded by Commissioner Blann, and carried to appoint Ms. Kari Cooper, and Commissioner Bruce McCormack to the Air Service Development Priority Rating Model Task Force.

VIII. REGULAR BUSINESS

Ms. Bean reviewed the FY21 WACIP Budget Modifications.

A. FY21 WACIP BUDGET MODIFICATIONS

She conveyed that modifications consisted of seven (7) changes, representing an increase of \$612,057 in state funds allocated to projects, and leaving a remaining balance of \$431,797. She also noted that modifications were due to anticipated changes in FAA funding or to facilitate projects. New 2021 requests from the annual update will be presented at the December business meeting.

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

Motions: It was moved by Commissioner Duck, seconded by Commissioner Blann, and carried to approve the FY21 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.

XI. ANNOUNCEMENTS & REMINDERS

Secretary Pfister conveyed that the next meeting is scheduled for December 15-16, 2020.

XII. ADJOURNMENT

It was moved by Commissioner McCormack, seconded by Commissioner Blann, and carried to adjourn the meeting. Chairman DeVore adjourned the meeting at 2:42 p.m., on Tuesday, October 13, 2020.