



Mark Gordon
Governor
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Wyoming Department of Transportation

AERONAUTICS COMMISSION



Sigsbee Duck
Chairman
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MEETING MINUTES

I. CALL TO ORDER

A meeting of the Aeronautics Commission was held via a videoconference on March 23, 2021. Chairman Duck presided, calling the meeting to order at 1:31 p.m.

II. ROLL CALL

The following Commission members were present constituting a quorum.

Sigsbee Duck, Chairman, District at Large	Bruce McCormack, Commissioner, District 4
Bill DeVore, Commissioner, District 3	Randy Harrop, Commissioner, District at Large
Anja Bendel, Commissioner, District 1	Steve Maier, Commissioner, District 5
Jerry Blann, Commissioner, District 2	

III. INTRODUCTIONS

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

Brian Olsen, Administrator	Sheri Taylor, UAS Program Manager
Cheryl Bean, Planning & Programming Manager	Connie Golden, Flight Scheduler
Shawn Burke, Air Service Development Manager	Susan Elliott, Director's Executive Assistant
Phillip Hearn, Engineering & Construction Manager	Mike Kahler, Sr. Assistant Attorney General
Kimberly Chapman, Aeronautics Commission Secretary	Ryan Thompson, Assistant Attorney General

IV. ADJUSTMENTS TO AGENDA

There were no adjustments to the agenda.

V. APPROVAL OF MINUTES

A. Draft Minutes

It was moved by Commissioner McCormack, seconded by Commissioner Blann, and carried to approve the minutes from the February 16, 2021, business meeting.

It was moved by Commissioner Bendel, seconded by Commissioner Maier, and carried to approve the minutes from the March 4, 2021, meeting.

VI. UPDATES/DISCUSSIONS

A. Chairman's Update

Chairman Duck presented his update.

Chairman Duck welcomed new Commissioners Steve Maier and Randy Harrop, and new Commission Secretary Kimberly Chapman.

B. Director's Update

The director was unable to attend due to legislative responsibilities, so there was no update.

VI. UPATES/DISCUSSIONS (Continued)

C. Administrator's Update

Administrator Olsen presented his update.

Welcome to New Commissioners & Secretary

Administrator Olsen added his welcome to new Commissioners, Steve Maier and Randy Harrop, and to Commission Secretary Kimberly Chapman.

Cheyenne Snowstorm

Administrator Olsen reported there were significant impacts from the historic snowstorm to both the aviation and highway divisions of WYDOT. Our teams, particularly on the highway side, performed marvelously to get our highways cleared.

Federal Legislative Update

Administrator Olsen reminded the group that the American Rescue Plan was signed into law by President Biden on March 11, 2021. It included \$8 billion to help airports respond to Covid-19; he is waiting to hear how much of that money will come to Wyoming airports. The distribution formulas should be fairly similar to the CRRSA (Federal Coronavirus Response and Relief Supplemental Appropriation Act) funding that we received at the end of 2020.

The American Rescue Plan also included \$14 billion to extend the payroll support program for airlines through September 30, 2021.

Administrator Olsen reported that he is waiting to learn how much will be included for aviation in the Biden administration's infrastructure plan. There is also work happening for next year's appropriation's package; he will provide more information about it at a later date.

State Legislative Update

Administrator Olsen provided an update on two bills that are particularly impactful to aviation. Senate File 4, the airports districts bill, provides a mechanism for local governments to create airport districts. Administrator Olsen is hopeful it will continue through the process.

Senate File 6, a public works contracting requirements bill, would require airports to use WYDOT's prequalified contractors list for most projects, with very few exceptions. Administrator Olsen said the list is extensive, so he did not feel it would have a significant impact on airports. This bill also continues to move through the legislative process.

Airport News

Administrator Olsen attended the soft grand opening of the new terminal at the Laramie Regional Airport. The terminal is open and everything is running smoothly. He believes that an official grand opening will occur later in the spring, and he encouraged the commissioners to attend.

D. Air Service Development Program Update

Mr. Burke presented the Air Service Development Program Update and a brief summary of his program.

VI. UPATES/DISCUSSIONS (Continued)

D. Air Service Development Program Update (Continued)

1. General Matters

a. Booking Trends

Mr. Burke reported that bookings are up for May, June, and July. June and July are looking particularly strong with markets like Casper/Salt Lake City and Cody/Salt Lake City trending very well into the summer.

b. Cheyenne Suspension

Mr. Burke reported that starting April 15th air service into Cheyenne will be suspended with the last departing flight to conduct runway reconstruction. A partial runway re-open is expected around July 1st, at which point flights are expected to return. Negotiations are still taking place with SkyWest for service from July 1st onward for United Express flights between Cheyenne and Denver.

2. Standard Reports

a. ASEP Budget Forecast Report

There are no changes to this report.

b. CPA Budget Forecast Report

There are no changes to this report.

c. Percentage of Grant Projects by City Report

There are no changes to this report.

E. Engineering & Construction Program Update

Mr. Hearn presented the Engineering & Construction Program Update and a brief summary of his program.

1. General Matters

a. Staffing Update

Mr. Hearn reported that a tentative verbal offer has been extended to an applicant for the open engineer position. The offer has been accepted, but the hiring process hasn't been completed to make it official.

2. Standard Reports

a. Change Orders Report

Mr. Hearn reported one new reconciliation change order.

b. Statewide Line Items Report

Mr. Hearn reported that there were 5 new line items. These included two for aviation encouragement grants, two for NAVAID maintenance contract updates, and one for AWOS repair at Thermopolis.

c. Bid Summary Report

Mr. Hearn reported that there was one new bid result for the Sheridan County Airport, Long Term Parking Lot project.

VI. UPATES/DISCUSSIONS (Continued)

F. Planning & Programming Program Update

Ms. Bean presented the Planning & Programming Program Update and a brief summary of her program.

1. General Matters

a. Priority Rating Model Task Force - status of update process

Ms. Bean reported that the priority rating model is being updated and the task force will have their recommendations ready for Commission approval at the May meeting. Once approved as a draft, the recommendations will be open for public comment. The task force is composed of three Aeronautics Commissioners, representatives from commercial service airports, representatives from general service airports, and an airport consultant.

2. Standard Reports

a. Administrative Approvals Report

Ms. Bean reported there were no administrative approvals this period.

b. Recovered State Funds Report

Ms. Bean reported there were no recovered state funds this period (February 9 to March 5, 20212).

The total recovered funds for this FY is \$44,310.00.

G. UAS Program Update

Ms. Taylor presented the UAS Program Update and a brief summary of her program.

1. General Matters

a. Fleet Management System

Ms. Taylor reported that following her update last month, the selection of a fleet management systems vendor was halted because the system did not perform as expected. A new vendor was successfully tested, and will offer a significant cost saving over the previous vendor. A final decision will be made soon, and Ms. Taylor will update the commission at next month's meeting.

VII. OLD BUSINESS

There were no old business matters to discuss.

VIII. REGULAR BUSINESS

A. FY21 WACIP Budget Modifications - Ms. Bean

There are were no modifications for this period.

The total remaining balance in state funds for FY21 is \$574,912.

B. FY22 WACIP Budget Modifications - Ms. Bean

No changes have been made to the FY22 proposed budget.

C. FY23-26 WACIP Plan—Ms. Bean

No changes have been made to the FY23-26 proposed WACIP budget.

IX. NEW BUSINESS

A. Consideration of the Statewide Airport Crack Sealing Project - Mr. Hearn

Mr. Hearn informed the commission that bids for the 2021 Crack Seal Project were opened on Thursday March 11, 2021. Four bids were received. Participating airports included Afton, Big Piney, Dubois, Evanston, Fort Bridger, Jackson, Kemmerer, Pinedale, and Rock Springs.

Recommendation: Mr. Hearn recommended to approve the award of the 2021 Crack Seal contract to the low bidder, Hardrives Construction, Inc., and its subsidiaries of Billings, MT, 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 Bendel, and unanimously carried to approve the award of the 2021 Crack Seal contract to Hardrives Construction, Inc.

X. EXECUTIVE SESSION

There was no need for an executive session.

XI. ANNOUNCEMENTS/REMINDERS

- A. Commission Secretary Chapman announced that the Commission's next business meeting would occur Tuesday, April 20, 2021 at 1:30 p.m. via teleconference.
- B. Administrator Olsen let the commission know he is watching a bill in the legislature to name a section of highway near Cody after Senator Hank Coe. At next month's meeting, the division will provide an update on that legislation and bring a memorial resolution to the commission for consideration.
- C. Following a question from Commissioner Blann, Administrator Olsen confirmed that the April meeting will be virtual, but he hopes the May meeting will be in-person in Saratoga.

XII. ADJOURNMENT

- A. It was moved by Commissioner McCormack to adjourn the meeting. Chairman Duck adjourned the meeting at 2:17 p.m. on March 23, 2021.