



Mark Gordon  
Governor  
K. Luke Reiner  
Director

# Wyoming Department of Transportation AERONAUTICS COMMISSION

## MEETING MINUTES



Bill DeVore  
Chairman  
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### I. CALL TO ORDER

A meeting of the Aeronautics Commission was held via a videoconference on February 16, 2021. Chairman DeVore presided, calling the meeting to order at 1:34 pm.

### II. ROLL CALL

*The following Commission members were present, constituting a quorum.*

Bill DeVore, Chairman, District 3	Jerry Blann, Commissioner, District 2
Anja Bendel, Commissioner, District 1	Pete Schoonmaker, Commissioner, District 5
Bruce McCormack, Commissioner, District 4	Director Reiner, Ex Officio, WYDOT Director
Sigsbee Duck, Commissioner, District at Large	

### III. INTRODUCTIONS

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

Brian Olsen, Administrator	Shawn Burke, Air Service Development Manager
Cheryl Bean, Planning & Programming Manager	Phillip Hearn, Engineering & Construction Manager
Sheri Taylor, UAS Program Manager	Susan Elliott, Director's Executive Assistant
Sandra Scott, Transportation Commission Secretary	
Connie Golden, Flight Scheduler	

### IV. ADJUSTMENTS TO AGENDA

The awards presentation was moved to the last item under regular business

### V. APPROVAL OF MINUTES

#### A. **Draft Minutes**

It was moved by Commissioner Blann, seconded by Commissioner McCormack, and carried to approve the draft meeting minutes from the December 15, 2020 business meeting.

### VI. UPDATES/DISCUSSIONS

#### A. **Chairman's Update**

Chairman DeVore presented his update.

He commented that Aeronautics, airport projects, Air Service Enhancement and planning projects are moving along despite the difficulties caused by COVID and thanked staff and Commissioners for their diligence and patience.

#### B. **Director's Update**

Director Reiner presented WYDOT's update.

#### COVID Update

He commented that COVID infection numbers are down across the state and in WYDOT. Some vaccinations have been administered and WYDOT is working with the Wyoming

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## **B. Director's Update (Continued)**

### COVID Update (Continued)

Department of Health on vaccination priorities and were able to get WYDOT's pilots moved up to Priority Phase 1B7 and Drivers Services staff and Port of Entry officers moved up to Priority Phase 1B10. The rest of WYDOT employees are in Phase 1C and below.

### WYDOT Budget

Director Reiner conveyed WYDOT will receive \$63M under the COVID Phase II package. Most will go toward preserving the state's ground transportation assets.

### Legislature

He advised that beginning March 1, committee hearings will start. Legislators will be in the Capitol, and testimony will be via Zoom.

Director Reiner shared that he is cautiously optimistic that the 9 cent fuel tax bill will be introduced. Also in committee is a \$5 increase in vehicle registration to support the Revenue Information System (RIS), a 40-year-old computer program that must be replaced before it fails.

Chairman DeVore asked if the \$5 increase in vehicle registration will totally fund the RIS. Director Reiner responded that it would pay for most of it.

He advised that the employees moving expense bill has advanced through its committee.

He shared that WYDOT is watching two safety bills.

- 1) The Primary Seatbelt Law made it out of committee
- 2) The Senate File 3, Automated Vehicle Identification allows WYDOT to ticket vehicles in specific instances:
  - overweight loads in posted areas
  - work zone infractions when workers are present.

### Kudos

Director Reiner congratulated and expressed his appreciation to Administrator Olsen and staff and the Public Affairs office, who worked together in a technically challenging environment to produce a phenomenal virtual press conference for the Wyoming Airports Economic Impact Study.

He also thanked Chairman DeVore for his patience and leadership during this challenging environment this past year.

## **C. Administrator's Update**

Administrator Olsen presented the Administrator's Update.

### Federal Legislative Update

Administrator Olsen conveyed that Wyoming is slotted to receive just over \$10M of the \$2B set aside for airports from the coronavirus relief bill signed at the end of 2020. The funding does not require a local match. There may be a special commission meeting required to approve the funding, depending on the timing.

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**C. Administrator's Update (Continued)**

Federal Legislative Update (Continued)

The FY21 Omnibus Spending Bill sets aside \$3.35B for the Airport Improvement Program (AIP) and an additional \$400M in supplemental discretionary spending. WYDOT will work with the FAA and local sponsors on projects to bring some of the discretionary funding into the state. The bill does require local match, but there is a proposal in the current relief package from the House Transportation and Infrastructure Committee to set aside funds for the local match for all FY21 projects.

State Legislative Update

Administrator Olsen advised that the Aeronautics Division is watching Senate File 4, the airports districts bill, which provides a mechanism for local governments to create airport districts.

Aeronautics is also watching Senate File 6, Public Works Contracting Requirements, which would require airports to prequalify contractors for most projects, using WYDOT's prequalification list.

2020 Wyoming Airports Economic Impact Study Press Conference

Administrator Olsen commented that the virtual press conference on February 10 went extremely well and expressed appreciation to the Governor, Director Reiner, and Chairman Devore for their parts; the exceptional panelists Mike Wandler, Diane Shober, Josh Dorrell and Devon Brubaker; Jim Elwood of Jackson Hole Airport who was the emcee; and the work of Aeronautics and Public Affairs staff.

Staff Update

Administrator Olsen advised that he is conducting interviews this week for the Aeronautics Commission Secretary position.

Update for Commissioners

All Commissioners should be set up with a wyboards.gov email account. Aeronautics will send packets next month to both that email and current email addresses. If any commissioner needs assistance with their wyboards.gov email account, please contact Brian or Connie.

Administrator Olsen also thanked Chairman DeVore for his work and leadership as chairman these past three years.

Discussion:

Commissioner Blann asked Administrator Olsen what the priorities are for COVID vaccinations for TSA agents at the state's airports. Administrator Olsen responded that he believes that TSA agents statewide are 1B priority. The difference would be the rates at which people are being vaccinated from county to county.

**D. Air Service Development Program Update**

Mr. Burke presented the Air Service Development Program Update.

1. General Matters

a. 2020 Air Service Passenger Numbers Recap

Mr. Burke reported that statewide there were 394,000 enplanements, which is down

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**D. Air Service Development Program Update (Continued)**

1. General Matters (Continued)

42% from the prior year; however, this figure exceeds the national trend, which is down about 60%. Wyoming lost the fewest passengers in 2020 of any US state.

b. Capacity Purchase Agreement Schedules

He reported that Capacity Purchase Agreement schedules at the CPA airports are at once daily. Looking forward, capacity improves each month in March, April, May and June.

c. Priority Rating Model

Mr. Burke advised that the second meeting on the Priority Rating Model for the Air Service Development Program was delayed until February 23.

d. Small Community Air Service Development Grant

He conveyed that WYDOT, along with the four CPA airports and Cheyenne, are pursuing a Small Community Air Service Development Grant for marketing through the Capacity Purchase Agreement, and in Cheyenne through the ASEP.

2. Standard Reports

a. ASEP Budget Forecast Report

There were no changes to the ASEP Budget Forecast Report

b. CPA Budget Forecast Report

The CPA Budget Forecast Report reflected the following changes:

FY 2021 was changed to show:

- 1) The invoiced payments made to date
- 2) \$976,336.72 was utilized from CARES Act funding and added as a credit to FY 2021.

c. Percent of Grant Projects by City Report

There were no changes to the Percent of Grant Projects by City Report.

**E. Engineering & Construction Program Update**

Mr. Hearn presented the Engineering & Construction Program Update.

1. General Matters

a. Staff Update

Mr. Hearn reported that the Engineering II position advertised has received some applicants and interviews should start soon.

b. IDEA Website Update

Mr. Hearn explained the IDEA website is hosted by Applied Pavement Technologies, the consultant that does Aeronautics's Pavement Management Program. The site shows pavement details, inspections, and forecasted pavement conditions. They are currently compiling all of the 2020 data and it will be live on the IDEA website soon. The IDEA website can be accessed on the Aeronautics website.

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**E. Engineering & Construction Program Update (Continued)**

2. Standard Reports

a. Change Orders Report

Mr. Hearn reported that there were eight new change orders.

b. Statewide Line Items Report

Mr. Hearn advised there were 13 new line items. Twelve of these new items are for NAVAID Maintenance grants.

c. Bid Summary Report

Mr. Hearn reported that there were no new bid results.

**F. Planning & Programming Program Update**

Ms. Bean presented the Planning & Programming Program Update.

1. General Matters

a. Economic Impact Study

Ms. Bean reported that the Economic Impact Study rollout had 15 attendees from the media on the live conference and 92 viewers on the live YouTube. The next steps are to keep the video and information in the forefront. The reports, videos and graphics are posted on the Aeronautics website.

b. Priority Rating Model

Ms. Bean advised that three meetings on the AIP Priority Rating Model have occurred with one more scheduled in March. She stated that she will be able to provide recommendations to the Commission in April or May. After the Commission approves the model, it will go out for public comment. It should then be ready to use for this year's WACIP update.

c. Staff Update

Ms. Bean reported that Aeronautics staff member A.J. Schutzman will be attending flight school with the Wyoming Army National Guard as a Blackhawk Helicopter pilot. The flight training is one year, although he will be out longer, starting in May.

2. Standard Reports

a. Administrative Approvals Report

Ms. Bean reported that there was one approval for \$725.

b. Recovered State Funds Report

Ms. Bean reported that there were no recovered state funds from December 4 through February 8.

**G. UAS Program Update**

Ms. Taylor presented the UAS Program Update.

1. General Matters

a. Flight Management Platform Selection

Ms. Taylor advised that Kittyhawk has been selected for the Flight Management System for the UAS Program. This flight management system will allow tracking

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**G. UAS Program Update (Continued)**

1. General Matters (Continued)

of preflight checklists, missions, post flight check forms, pilot hours, drone hours, and drone maintenance schedules, all of which will assist with FAA reporting requirements.

b. Drone Vendor Flight Training

The Wyoming Highway Patrol took delivery of nine drones, and the vendor trained six troopers and Ms. Taylor for three days in Cheyenne. They were also able to see and track the training sessions in the Kittyhawk Flight Management System in a demo mode.

c. Concept of Operations Approval for Photogrammetry and Surveying

Ms. Taylor reported that Photogrammetry and Survey had a gravel pit mapping project, as well as some other similar mapping projects, recently approved by the Safety Management Board.

**VII. OLD BUSINESS**

There were no old business matters to discuss.

**VIII. REGULAR BUSINESS**

**A. WACIP Sponsor Comments Report**

Ms. Bean advised the Sponsor Comments report consists of comments submitted by airport sponsors for the FY 2021 (current) budget; the FY 2022 proposed budget; and the FY 2023-2026 proposed plan.

Staff response to each comment is included in the report as well as the fiscal impact to state funds for changes the staff recommends or intends to incorporate when funding becomes available. Staff has incorporated the recommended changes into the presented WACIP as a result of this process.

**B. Consideration of the FY21 WACIP Budget Modifications**

Ms. Bean presented the FY21 WACIP Budget Modifications

- The FY21 WACIP Budget Modifications consist of five changes, resulting in an increase of \$22,230 in state funds, and an increase of \$373,824 in federal funds allocated to projects.
- The total remaining balance in state funds for FY21 is \$425,390.

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

Motions: It was moved by Commissioner Bendel, seconded by Commissioner Blann, and carried to approve the FY21 WACIP Budget Modifications as presented.

**C. FY22 Proposed WACIP Budget**

Ms. Bean advised the FY22 Proposed WACIP Budget incorporates the changes made as a result of sponsor comments. It is provided for information only. The commission will vote on the FY22 WACIP Budget after the legislative session.

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**VIII. REGULAR BUSINESS (Continued)**

**D. FY23-26 Proposed WACIP Plan**

Ms. Bean presented the FY23-26 proposed WACIP Plan, provided for information only.

**E. Commissioners Pete Schoonmaker and John Newton Award Presentations**

Director Reiner virtually presented the awards for exiting Commissioner Schoonmaker and Commissioner Newton. Chairman DeVore read the plaques for each Commissioner that will receive them. Administrator Olsen expressed his appreciation to the Commissioners.

**IX. NEW BUSINESS**

**A. Consideration of Officer Elections - Chairman**

Nominations: One nomination was received by Commissioner DeVore to elect Commissioner Duck as Chairman.

Motions: It was moved by Commissioner McCormack, seconded by Commissioner Blann, and carried to approve Commissioner Duck as Chairman.

The gavel was passed to newly-elected Chairman Duck to conclude the meeting.

**B. Consideration of Officer Elections - Vice Chairman**

Nominations: One nomination was received by Commissioner Duck to elect Commissioner McCormack as Vice Chairman.

Motions: It was moved by Commissioner DeVore, seconded by Commissioner Schoonmaker, and carried to approve Commissioner McCormack as Vice Chairman.

**X. EXECUTIVE SESSION**

There was no need for an Executive Session.

**XI. ANNOUNCEMENTS/REMINDERS**

Chairman Duck announced that our next business meeting will be held on Tuesday, March 23, 2021 at 1:30 pm via Zoom.

**XII. ADJOURNMENT**

It was moved by Vice Chairman McCormack, seconded by Commissioner DeVore, and carried to adjourn the meeting. Chairman Duck adjourned the meeting at 2:44 pm on February 16, 2021