



Mark Gordon
Governor

WYOMING Aeronautics Commission

DEPARTMENT OF TRANSPORTATION

Sigsbee Duck, Chairman

(307) 777-4015



K. Luke Reiner
Director

MEETING MINUTES

I. CALL TO ORDER

A meeting of the Wyoming Department of Transportation (WYDOT) Aeronautics Commission was held via videoconference on October 18, 2022. Chairman Sigsbee Duck presided, calling the meeting to order at 1:32 p.m.

II. PLEDGE OF ALLEGIANCE

Chairman Duck led the attendees in the Pledge of Allegiance.

III. ROLL CALL

The following commission members were present, constituting a quorum.

Jerry Blann, Commissioner, District 2

Bruce McCormack, Vice Chairman, District 4

Bill DeVore, Commissioner, District 3

Steve Maier, Commissioner, District 5

Commissioners Anja Bendel and Randy Harrop were absent. Director Luke Reiner, ex officio, was also absent.

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

Brian Olsen, Aeronautics Administrator

Sheri Taylor, Unmanned Aircraft Systems
Manager

Mariah Johnson, Air Service Development
Manager

Mike Kahler, Senior Assistant Attorney General

Phillip Hearn, Engineering & Construction
Manager

MacKenzie Sewell, Assistant Attorney General

Cheryl Bean, Planning & Programming Manager

Kimberly Chapman, Commission Secretary

Susan Elliott assisted with virtual meeting management.

IV. ADJUSTMENTS TO AGENDA

Ms. Chapman informed the commission that Administrator Olsen would be providing the director's update as Director Reiner was unable to attend the meeting.

V. APPROVAL OF MINUTES

It was moved by Commissioner Blann, seconded by Commissioner Maier, and unanimously carried to approve the minutes from the September 23, 2022, business meeting.

VI. UPDATES/DISCUSSIONS

A. CHAIRMAN'S UPDATE

Chairman Duck recognized all of the staff and thanked them for supporting the commission and division. He also recognized his fellow commissioners and shared his appreciation for their collegiality and commitment to Wyoming air service.

B. DIRECTOR'S UPDATE

Director Reiner was unable to attend. Administrator Olsen provided a brief update on his behalf. Mr. Olsen conveyed the director's regrets for missing the meeting.

Federal

Congress was unable to reach agreement on an appropriations bill, so the federal government is currently operating under a continuing resolution.

National Electric Vehicle Infrastructure (NEVI) Plan

WYDOT's NEVI plan, which outlines how Wyoming will meet the program requirements established in the Infrastructure Investment and Jobs Act (IIJA), was approved by the U.S. Department of Transportation (USDOT). WYDOT asked for 11 exceptions to different program requirements and only three were approved. However, the state will still be able to proceed with the first phase of the plan with minimal issues. The next step will be to publish a request for proposals to solicit bids on installing electric charging stations.

Wyoming Highway Patrol (WHP) News

Sheriff Tim Cameron, from Maryland, has been selected to lead the WHP as its new colonel. Sheriff Cameron has many years of law enforcement experience and will start in January 2023. A transition plan is currently in effect.

Town Halls

WYDOT has hosted a number of town hall meetings with employees. All commissioners are invited to attend any of the remaining sessions and will be given a chance to address the participating employees. Ms. Chapman will send out the Zoom link to any commissioner who would like to attend.

C. ADMINISTRATOR'S UPDATE

Administrator Olsen presented the Administrator's Update.

Federal and National Updates

Advanced Air Mobility (AAM)

Mr. Olsen reported on some first steps to prepare the national aviation infrastructure and airspace system for AAM. On September 26th, the Federal Aviation Administration (FAA) released an engineering brief on vertiport design. The brief provides preliminary guidance to agencies and groups interested in planning and designing a vertiport.

Mr. Olsen expressed interest that standards for AAM and drones are being developed, because they will prepare the country for operation of these technologies in the near future.

Federal Budget

As previously mentioned, the federal government is operating under a continuing resolution. It was passed at the end of September and will fund government programs until December 16, 2022. Congress will have multiple bills to consider once it resumes session following the elections, including funding the USDOT.

Expedited Delivery of Airport Infrastructure Act

The Expedited Delivery of Airport Infrastructure Act was passed and signed into law at the end of September 2022. This act will allow airports to use up to \$1 million of Airport Improvement Program (AIP) funds to incentivize contractors to complete AIP-funded projects early or on time. The use of funds must be justified, and it does limit amounts based upon project size, however, Mr. Olsen shared that this could be very beneficial for Wyoming airports.

State Updates

Joint Minerals, Business, and Economic Development Committee Meeting

Mr. Olsen shared that Ms. Johnson will be presenting the annual air service update to the Joint Minerals Committee on October 27, 2022. Committee meetings are live-streamed on the legislature's YouTube channel. Ms. Chapman will provide commissioners with the necessary information.

Joint Transportation, Highways, and Military Affairs Committee (JTC) Meeting

Mr. Olsen reported that the JTC will meet in Cheyenne on November 2 and 3, 2022. WYDOT will provide testimony on a variety of topics, but nothing aviation related.

Division News

American Association of State Highway and Transportation Officials (AASHTO) Annual Meeting

Mr. Olsen will attend the AASHTO Annual Meeting in Orlando, Florida this week. He is attending on behalf of the National Association of State Aviation Officials (NASAO) to present their priorities for FAA reauthorization. Mr. Olsen shared that the two organizations have a good working relationship, and that typically AASHTO will review and adopt NASAO's proposals.

Mr. Olsen will be presenting to the Transportation Policy Forum and he anticipates good discussion and dialogue about the proposals. He is hopeful that the proposals are adopted by AASHTO as he feels they include the interests of small, rural states and communities.

D. AIR SERVICE DEVELOPMENT PROGRAM UPDATE

Ms. Johnson presented the Air Service Development Program Update.

General Matters

September Traffic

Ms. Johnson reported that traffic in September decreased as expected, but most airports still had strong load factors. Gillette, Riverton, Rock Springs, and Sheridan all had load factors over 70 percent. Rock Springs and Sheridan had load factors of 83 and 82 percent respectively.

Future Bookings

Ms. Johnson reported that all markets look strong for the next few months. Current projections show that both November and December will outperform September.

General Industry News

Delta Airlines reported a pre-tax income of just under \$1 billion and an operating margin over 10 percent in their third quarter earnings report. Delta reported record third quarter revenues despite passenger traffic hovering at 18 percent below 2019 levels, and this was because average revenue per mile was up 23 percent for the quarter. Delta filled 87 percent of its available seats during the third quarter and reported robust recovery from transatlantic routes.

United, American, and Southwest airlines will all report their third quarter performance later this week, but it is expected that those airlines will have similarly strong performance as well.

Industry capacity recovery continues to be constrained by the pilot shortage. For mainline operations, the critical issue is shifting between the ability to hire enough pilots and managing training requirements for newly hired pilots. Regional airlines continue to suffer from pilot shortages and difficulties finding enough pilots to fly existing routes. Another significant issue for the airlines is that Boeing and Airbus are both having difficulty delivering new aircraft on time.

Standard Reports

Air Service Enhancement Program (ASEP) Budget Forecast Report

Ms. Johnson reported no changes to the ASEP Budget Forecast Report.

Capacity Purchase Agreement (CPA) Budget Forecast Report

Ms. Johnson reported no changes to the CPA Budget Forecast Report.

Percent of Grant Projects by City Report

Ms. Johnson reported no changes to the Percent of Grant Projects by City Report.

E. ENGINEERING AND CONSTRUCTION PROGRAM UPDATE

Mr. Hearn presented the Engineering and Construction Program Update.

General Matters

FY 2023 Project Focus

Mr. Hearn reported that the project managers and analysts have completed the Wyoming Aviation Capital Improvement Plan (WACIP) update reviews, and Mr. Hearn and Ms. Bean are currently reviewing the projects.

Mr. Hearn and his team are working to close out projects from 2022. A few projects will cease for winter and resume next spring. The team's major focus is on design, specifications, and plan reviews for next year's projects.

Standard Reports

Change Orders Report

Mr. Hearn reported one new change order this month.

Statewide Line Items Report

Mr. Hearn reported no new line items.

Bid Summary Report

Mr. Hearn reported no new bid results.

F. PLANNING AND PROGRAMMING PROGRAM REPORT

Ms. Bean presented the Planning and Programming Program Update.

General Matters

Final FY 2022 WACIP

Ms. Bean reported that a final report will be provided in the November packet. Final closeout of FY 2022 has been completed, and the accounts have been balanced to zero. Ms. Bean thanked Cheryl Porter for her efforts to accomplish the closeout.

Status of WACIP Update

As mentioned earlier in the meeting, Ms. Bean shared that she and Mr. Hearn are reviewing the WACIP updates. They are scheduled to meet with the FAA in a couple of weeks to complete programming coordination. Once the FAA has made their funding recommendations, Ms. Bean and Mr. Hearn will determine state funding recommendations.

Ms. Bean shared that normally during this process, the team does not program any additional funds into the current program year, but this year will be an exception because of the extra IJA funds. She informed the commission that there will be quite a bit of programming of these extra funds over the next couple of months.

Mr. Olsen thanked Ms. Bean and Mr. Hearn for all of their work on the WACIP update.

Standard Reports

Administrative Approvals Report

Ms. Bean reported that there were three administrative approvals this period totaling \$33,280 to facilitate the closeout of FY 2022. There were no administrative approvals for FY 2023.

Recovered State Funds Report

Ms. Bean reported that there were two project recoveries, but no state funds were recovered in September. Total state funds recovered in FY 2022 are \$1,156,063.

G. UNMANNED AIRCRAFT SYSTEMS PROGRAM UPDATE

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

General Matters

Transportation Research Board (TRB) Project Panel

Ms. Taylor reported that she has been nominated to serve on the Transportation Research Board's UAS Flight Proficiency Certification Pilot Program for state DOTs. The panel's task is

to develop a flight proficiency plan that states can implement after pilots receive their Part 107 license. For the last several months, the group has worked to develop an extended training course that will offer pilots more advanced skills than the basic flight skills offered in the proficiency course currently available. The final deliverable will be an outline of proven methods to demonstrate flight proficiency.

Advanced Air Mobility Coordination and Leadership Act

On September 26th, the U.S. Senate passed the Advanced Air Mobility Coordination and Leadership Act. The act directs the USDOT to form an AAM interagency working group to plan and coordinate efforts related to safety and infrastructure, physical security, cybersecurity, federal investments, and more. The working group is tasked with making recommendations for the federal role in the AAM sector and must complete their work within a year. A report with a recommended national strategy will be submitted to Congress at that time.

VII. REGULAR BUSINESS

FY2023 WACIP BUDGET MODIFICATIONS

Ms. Bean reported 10 modifications this period for an increase in state funds of \$158,759 and a decrease in federal funds of \$542,674 toward projects. The remaining balance of state funds is \$1,680,295.

Action: It was recommended by Ms. Bean, moved by Commissioner DeVore, seconded by Commissioner Blann, and unanimously carried to approve the FY2023 WACIP budget modifications, as presented.

VIII. EXECUTIVE SESSION

There was no need for an executive session.

IX. ANNOUNCEMENTS/REMINDERS

Commission Activities

Ms. Chapman announced that the commission's next business meeting will be held November 15, 2022, via videoconference. The next in-person meeting will be held December 13 and 14, 2022, in Cheyenne.

Ms. Chapman presented a proposed commission meeting schedule for 2023. No comments or feedback were provided, so the proposed dates are confirmed.

The remaining WYDOT town hall sessions will be held on October 25th in Thermopolis and on October 31st in Cheyenne. All commissioners are invited to attend either in person or virtually.

X. ADJOURNMENT

It was moved by Commissioner DeVore to adjourn. Chairman Duck adjourned the meeting at 2:11 p.m. on October 18, 2022.