



Mark Gordon  
Governor  
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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 Tuesday, August 18, 2020. Chairman DeVore presided, calling the meeting to order at 1:33 p.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
Anja Bendel, Commissioner, District 1	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
Cheryl Bean, Planning & Programming Manager	Shawn Burke, Air Service Development Manager
Sheri Taylor, UAS Program Manager	Phillip Hearn, Engineering & Construction Manager
Mike Kahler, AG's Office	Ryan Thompson, AG's Office
Sandra Scott, Transportation Commission Secretary	Susan Elliott, Director's Executive Assistant
Connie Golden, Flight Scheduler	Wendy Volk, CRAFT

## **IV. ADJUSTMENTS TO AGENDA**

There were no adjustments made to the agenda.

## **V. APPROVAL OF MINUTES**

### **A. DRAFT MINUTES**

It was moved by Commissioner Bendel, seconded by Commissioner Blann, and carried to approve the draft meeting minutes from the June 23, 2020, business meeting.

## **VI. UPDATES/DISCUSSIONS**

### **A. CHAIRMAN'S UPDATE**

Chairman DeVore presented the Chairman's Update.

#### General Aviation Industry Update

He conveyed that the general aviation industry in Casper appears to be rebounding since its significant decline in March, due to COVID-19.

### **B. DIRECTOR'S UPDATE**

Director Reiner presented the Director's Update.

#### COVID-19 Agency Impacts Update

He conveyed that the agency has roughly 20 percent on telework at this time, and continues to operate well

## VI. UPDATES/DISCUSSIONS (CONTINUED)

### B. DIRECTOR'S UPDATE (CONTINUED)

#### COVID-19 Agency Impacts Update

in this environment. He stressed that while the agency has had 10 individual instances of potential COVID-19 infection, it has not spread within the organization due to the precautionary measures in place. He highlighted that the agency has over 60 construction projects statewide underway at this time.

#### State Budget Update

He conveyed that daily traffic counts have increased slightly since March, and are now down roughly 10 percent from the previous 3 to 5 years, which has caused a slight decrease to the original estimated shortfall of \$11M by September 30. He stressed that the agency has spent just 73 percent of its budget for the current fiscal year, which will be carried over to the following fiscal year to help offset fuel tax revenue losses. He explained that additional budget saving measures were recently executed by the agency, including but not limited to the recent closure of 10 rest areas, and decreased hiring. He also noted that the FY2021 Draft Budget will be presented to the Transportation Commission at their September business meeting.

#### State Legislative Update

He conveyed that the Agency is set to present draft legislation to the Joint Transportation Committee September 21-22, which includes proposed alternative funding sources for the agency, including the possibility of a Road Usage Charge (RUC).

### C. ADMINISTRATOR'S UPDATE

Administrator Olsen presented the Administrator's Update.

#### Federal Legislative Update

He conveyed that he continues to track all proposed federal legislation in regard to aviation, including the HEALS Act, which proposes an additional \$10B in relief funding for airports through 2025 at a 100 percent federal match share. Other items include a proposed spending bill for the US Department of Transportation, a bill regarding AIP entitlement apportionments that would allow for use of 2018 or 2019 enplanement numbers, and bill that would allow airports to use up to a million dollars of federal money per project in order to incentivize contractors to finish projects earlier.

#### CARES Act Funding Update

He highlighted that the agency was recently approved to receive roughly \$4.2M in CARES Act Funding for use on the Capacity Purchase Agreement.

#### Staffing Update

He announced that Ms. Cheryl Bean was selected as the Planning & Programming Manager, and that the division is currently working through the process of having the Project Engineer vacancy filled.

#### Historical Information Update

He conveyed that the Planning & Programming group is in the process of putting together a two-page document on the history of the Division and Commission for future distribution.

## 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 forecasting that commercial air traffic will be down 60 percent in 2020, 40 percent in 2021, with a full rebound not anticipated until 2023, and that load factors remain below 50 percent nationally at this time. He highlighted that for the month of July, passenger traffic for the state was down just 53 percent as compared to 73 percent nationally.

#### CARES Act Funding Update

He conveyed that work is underway to determine distribution of the \$4.2M of CARES Act Relief funding, and that he anticipates that the majority of expenses incurred to the state and local sponsors will be offset through the month of December for the Capacity Purchase Agreement.

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

#### ASEP Budget Forecast Report

The ASEP Budget Forecast Report reflected the following changes:

- *FY2020: A reduction in grant support from the original \$250,000 to reflect the actual paid amount to Jackson Hole Air Improvement Resources for winter 19/20 service on American Airlines, which resulted in an additional \$110,000 in available funds.*

#### CPA Budget Forecast Report

The CPA Budget Forecast Report reflected no changes.

#### Percent of Grant Projects by City Report

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

- *Project Number ASJACO8: Project moved to finalized, and is now captured on the report. This resulted in an additional \$140,000 being accounted for under Jackson, increasing their share to 5.97% of expended ASEP funds to date.*

### E. ENGINEERING & CONSTRUCTION PROGRAM UPDATE

Mr. Hearn presented the Engineering & Construction Program Update.

#### General Construction Update

He conveyed that roughly 20 active construction projects are underway. He also noted that the Seal Coat & Mark project had a slight delay due a positive COVID-19 case amongst one of its subcontractors. He stressed that all other subcontractors have tested negative to date, and that completion is still anticipated before winter.

#### Fly-In's

He conveyed that Fly-In's have resumed around the state, with events scheduled in Dubois and Green River August 22, Wheatland August 29, and in Thermopolis September 9.

**VI. UPDATES/DISCUSSIONS (CONTINUED)**

**E. ENGINEERING & CONSTRUCTION PROGRAM UPDATE**

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

Change Orders Report

The Change Orders Report reflected the following changes:

- Casper-Natrona County International Airport – ARFF Building & Trailing Facility Upgrades, Acquire Training Vehicle: The addition of the EcoEFP foam testing system to the vehicle will keep the standard fixed rate foam proportioning system while allowing firefighters to test the foam proportion when on board the truck as opposed to on the ground. The addition of the EcoEFP system to the truck will decrease the environmental concerns due to foam discharging, as well as provide firefighters the ability to test the system without incurring the expense of using foam for each test.
- Casper-Natrona County International Airport – Acquire Carrier Vehicle with Plow & Broom: Removal of airfield radio purchase from contract. Airport will purchase radio and ship to contractor for installation.
- Douglas-Converse County Airport – Rehabilitate Runway 11/29 Lighting: Multiple items to reflect changes in plans due to current site configuration/conditions including utilization of some existing cans and unanticipated removal of some lights, etc.
- Laramie Regional Airport – Expand Commercial Terminal Building: Various revisions to the interior, including addition of baggage carousel and addition of nursing/mother’s room to secure area.
- Rawlins Municipal Airport-Harvey Field – Rehabilitate Runway 4/22: Removed requirements that the airport be open from July 11-August 2, 2020. This is no longer necessary due to summer events being cancelled.
- Sheridan County Airport – Rehabilitate & Expand Commercial Terminal Building: Removal of door hardware; removal of gate podium; addition of electric window shades; relocation of TSA equipment infrastructure; relocation of apron high mast light master switch; addition of high mast LED light fixture. Unanticipated items discovered during renovation, including these major items: additional asbestos abatement, material replacement above hold room, rooftop access ladder, door hardware and security for passenger vestibule, carpet, additional corner guards.
- Laramie Regional Airport – Rehabilitate Runway 3/21 & Associated Work: Adjustment of pavement edge lights, purchase of spare parts for new airfield signs, reduction of line item for pavement repair.

Statewide Line Items Report

The Statewide Line Items Report reflected seven (7) 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>
\$25,792.00	\$162,861.99	\$119,828.00	\$23,743.00

Bid Summary Report

The Bid Summary Report reflected the following changes:

Torrington Municipal Airport – New Snow Removal Acquisition

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
CMI-TECO	\$126,993.00	-31.36%	\$0.00
Floyd’s Truck Center	\$133,277.00	-27.96%	\$0.00
McCandless Truck Center	\$148,262.00	-19.86%	\$0.00

**VI. UPDATES/DISCUSSIONS (CONTINUED)**

**E. ENGINEERING & CONSTRUCTION PROGRAM UPDATE**

Bid Summary Report (Continued)

Riverton Regional Airport – Acquire SRE Carrier Vehicle with Broom

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Jack's Truck Center	\$431,466.00	-28.09%	\$0.00
Kodiak America	\$430,000.00	-28.33%	\$21,500.00

Riverton Regional Airport – Acquire SRE 1-Ton P/U with Plow & Deicer

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Fremont Chevrolet Buick	\$65,262.00	-18.42%	\$0.00
Jack's Truck Center	\$79,994.00	-0.01%	\$0.00

Powell Municipal Airport – Extend Taxiway A, Schedule I

<u>Bidders</u>	<u>Proposal Amount</u>	<u>% Difference</u>	<u>Pref. Adjust.</u>
Nelson Dirt Contracting	\$605,465.00	9.09%	\$0.00
Mountain Construction Company	\$692,660.70	24.80%	\$0.00

Cheyenne Regional Airport – Reconstruct Runway 9-27, Phase II

<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

**F. PLANNING & PROGRAMMING PROGRAM UPDATE**

Ms. Bean presented the Planning & Programming Program Update.

Economic Impact Study Update

She conveyed that the Economic Impact Study is progressing well, and that draft executive summaries are anticipated within the month.

Airport Facility Directory Update

She conveyed that the Airport Facilities Directory is under staff review at this time, with final publication anticipated within the next few weeks.

PRM Taskforce Committees

She conveyed that staff is in the process of sending out proposed dates for a meeting.

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

Administrative Approvals Report

The Administrative Approvals Report reflected the following changes:

- Kemmerer Airport – Relocate Fuel System: A \$3,370 increase in state funds for actual project cost through earlier change order for upgrading filter system to accommodate Prist additive.

## VI. UPDATES/DISCUSSIONS (CONTINUED)

### F. PLANNING & PROGRAMMING PROGRAM UPDATE (CONTINUED)

#### Administrative Approvals Report (Continued)

- Sheridan Airport – Rehabilitate & Expand Commercial Terminal Building: An increase of \$2,618 in state funds for actual project costs for various items adjusted throughout the project by change orders.

#### Recovered State Funds Report

The Recovered State Funds Report reflected the following changes:

- Period of June 11, 2020 – August 6, 2020: A total of \$50,547.99 in state funds recovered from 14 projects.

### G. UAS PROGRAM UPDATE

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

#### Policy

She conveyed that the director signed the recently developed UAS policies into effect on July 22, 2020, and that working manuals are on Administrator Olsen's desk for consideration and review.

#### SOP & Part 107 Training

She conveyed that training for Part 107 and SOP are in development, with the first in-person training anticipated the weekend of September 21, and future trainings anticipated on a quarterly basis moving forward.

## VII. OLD BUSINESS

There were no old business matters to discuss.

## VIII. REGULAR BUSINESS

Ms. Bean reviewed the FY20 and FY21 WACIP Budget Modifications.

### A. FY20 WACIP BUDGET MODIFICATIONS

She conveyed that the remaining balance was \$611,156, and that Division staff would program all remaining funds prior to September's meeting for the biennium closeout.

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

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

### B. FY21 WACIP BUDGET MODIFICATIONS

She conveyed that the remaining balance was \$640,805, and that as the reserve exceeds the standard \$400,000, that it would be rebalanced during the impending WACIP update process.

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

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

## **IX. NEW BUSINESS**

Mr. Burke reviewed CRAFT's ASEP Application.

### **A. CRAFT'S ASEP APPLICATION**

He conveyed that the Cheyenne Regional Air Focus Team (CRAFT) requested \$527,551 in state funds from the Air Service Enhancement Program (ASEP), for flights on SkyWest Airlines marketed as United Express to Denver. He noted that service would likely begin November 11, 2020, and remain until runway reconstruction commences in the summer of 2021, at which time a new contract term will need to be renegotiated. He explained that service would be similar to the existing SkyWest/United Express flights in Laramie, Rock Springs, Gillette, Riverton, and Sheridan, consisting of one daily flight from November through February, and two daily flights from February through May, or when runway construction begins. He emphasized that service would help the airport retain TSA capabilities, and help to secure federal funding on Capital Improvement Program projects, and that staff regards the project as a good use of state funds under the program.

*Recommendation:* Mr. Burke recommended approval of CRAFT's request for service on SkyWest Airlines marketed as United Express to Denver, with a state match of 60% not to exceed \$527,551.

*Discussion:* Ms. Volk of CRAFT expressed her appreciation to the Commission for their support.

*Motions:* It was moved by Commissioner McCormack, seconded by Commissioner Bendel, and carried to approve CRAFT's request as presented.

## **X. EXECUTIVE SESSION**

There was no need for an executive session.

## **XI. ANNOUNCEMENTS & REMINDERS**

Secretary Pfister conveyed that the next meeting is scheduled for September 10, 2020, at 1:30 p.m. via videoconferencing.

## **XII. ADJOURNMENT**

It was moved by Commissioner McCormack, seconded by Commissioner Blann, and carried to adjourn the meeting. Chairman DeVore adjourned the meeting at 2:32 p.m., on Tuesday, August 18, 2020.