



Mark Gordon
Governor
K. Luke Reiner
Director

Wyoming Department of Transportation

AERONAUTICS COMMISSION



Sigsbee Duck
Chairman
Telephone No.:
(307) 777-4015

MEETING MINUTES

I. CALL TO ORDER

A meeting of the Aeronautics Commission was held via a videoconference on April 20, 2021. Chairman Duck presided, calling the meeting to order at 1:30 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.

Sigsbee Duck, Chairman, District at-large	Randy Harrop, Commissioner, District at-large
Anja Bendel, Commissioner, District 1	Steve Maier, Commissioner, District 5
Jerry Blann, Commissioner, District 2	Bruce McCormack, Commissioner, District 4
Bill DeVore, Commissioner, District 3	Director Reiner, Ex Officio, WYDOT Director

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

Brian Olsen, Administrator	Ryan Thompson, Assistant Attorney General
Cheryl Bean, Planning & Programming Manager	Bucky Hall, CY AIR representative
Phillip Hearn, Engineering & Construction Manager	Kari Cooper, JH AIR representative
Shawn Burke, Air Service Development Manager	
Kimberly Chapman, Aeronautics Commission Secretary	

Susan Elliott and Sandy Scott assisted with meeting management.

IV. ADJUSTMENTS TO AGENDA

There were no adjustments to the agenda.

V. APPROVAL OF MINUTES

A. Draft Minutes

It was moved by Commissioner Blann, seconded by Commissioner McCormack, and unanimously carried to approve the minutes from the March 23, 2021, business meeting.

VI. CORRESPONDENCE

A. Letter to Governor Gordon from Natrona Avionics-Casper Air Service

A piece of personal correspondence regarding a local aviation business was shared with the commission.

VII. UPDATES/DISCUSSIONS

A. Chairman's Update

Chairman Duck presented the Chairman's Update.

Chairman Duck reported that drafts of the Priority Rating Model updates for both Air Service Development and the Airport Improvement Program will be ready soon, and the commission will review them at the May meeting. Following that meeting, the drafts will go out for public comment.

B. Director's Update

Director Reiner presented the Director's Update. He welcomed the new commissioners and thanked them for their attendance at the previous week's New Commissioner Orientation.

COVID-19 Update

Director Reiner informed the commission that WYDOT has one active case. Administration is strongly encouraging employees to get vaccinated, and the return-to-work plan will be based on vaccination levels. Employees are expected to be back in to work by July 1, 2021. The WYDOT mask policy will expire May 1, 2021, and following that date masks will be optional in WYDOT facilities.

Legislative Session Update

The director updated the commission on outcomes from the General Session of the legislature.

Broadband

Two bills passed that will support the expansion of broadband: HB0015 (Department of Transportation communication facilities) and HB0014 (Rights of way along public ways). WYDOT is working with broadband providers to streamline the installation process.

Revenue

Bills on fuel tax, road usage charge (RUC), and tolling all failed and could have long-term revenue implications. HB0254 (Transportation computer system) passed and will raise funds to replace the computer system used by Driver Services and others.

Safety

Two safety bills (rear-facing child safety seats and primary seat belt) failed to pass. A bill on remote enforcement using automated vehicle identification systems in Teton Pass active work zones also failed.

Employee Support

A moving expenses bill, which would have helped with career and leadership development of WYDOT employees, also failed to pass.

Director Reiner informed the commissioners that they could best support WYDOT by sharing agency successes with state legislators. The director also asked the commissioners to support the Wyoming County Commissioners Association as they lead fundraising initiatives for WYDOT.

Budget

State

Director Reiner informed the commission that work has begun on the FY22 budget. The effects from the legislature will have an impact on the budget.

Federal

Director Reiner briefed the commission on three federal legislative issues.

The FAST (Fixing America's Surface Transportation) Act is a five-year plan to fund federal highway and public transportation systems. An "earmark" funding process has been reinstated in conjunction with the reauthorization of the FAST Act. Three projects were submitted under each appropriations and authorization.

VII. UPDATES/DISCUSSIONS (continued)

B. Director's Update (continued)

The American Rescue Plan does not specifically designate money for transportation, but WYDOT is working with the Governor's office to create opportunities to fund highway projects.

The American Jobs Plan will provide funding for major infrastructure and transportation projects. Wyoming has proposed four major projects: a new interchange between I-25 and I-80; rerouting I-80 between Laramie and Rawlins, so that it follows Highway 30; tunnel repairs along I-80 at Green River and in the Wind River Canyon; and a tunnel under Teton Pass.

C. Administrator's Update

Administrator Olsen presented the Administrator's Update.

Federal Legislative Updates

Administrator Olsen updated the commission on several federal legislative issues.

The division has worked closely with the FAA to begin the grant process for the CRRSA (Federal Coronavirus Response and Relief Supplemental Appropriation Act) funds. Wyoming received approximately \$10 million. About 65% of the funds have been allocated, and about 20% of the funds have been granted to Wyoming airports.

The American Rescue Plan includes funds for airports, but the FAA is still developing distribution formulas.

Administrator Olsen reported that the division has been working with the Wyoming Airports Coalition and the FAA to put together a list of projects to submit for the federal earmark process. The Coalition did submit projects to Wyoming's congressional delegation; those earmarks would be for FY22 appropriations.

Administrator Olsen has been working with NASAO and other aeronautics administrators to select focus areas for the American Jobs Plan. The leading candidates are general aviation airports and alternative fuels for aircraft.

The current FAA reauthorization runs through 2023. Discussions have begun on what the priorities will be for the next reauthorization.

State Legislative Updates

Administrator Olsen provided an update on two aviation bills from the recent General Session. Senate File 4, the airports districts bill, failed to pass despite the lobbying efforts of the Wyoming Airports Coalition. Senate File 6, a public works contracting requirements bill, also failed. Administrator Olsen expects work to continue on both issues in future sessions.

Wyoboards Email Accounts

Administrator Olsen reminded the commissioners to please use their Wyoboards email accounts. He encouraged commissioners to reach out to Commission Secretary Kimberly Chapman for help resolving any issue(s) with his or her account.

D. Air Service Development Program Update

Mr. Burke presented the Air Service Development Program Update.

1. General Matters

a. Booking Trends

Mr. Burke reported that future bookings for the summer are increasing as load factors improve. Sheridan and Gillette are expected to offer twice-daily flights, -except for Tuesdays and Saturdays in May. Similar schedules are expected for all the airports during the summer months. As tourism increases to Yellowstone in the summer, Jackson's scheduled to have a 63% increase in departures compared to 2019. Cody will be up 12% in number of departures from May through August.

2. Standard Reports

a. ASEP Budget Forecast Report

There were no changes to this report.

b. CPA Budget Forecast Report

There were no changes to this report.

c. Percent of Grant Projects by City Report

There were no changes to this report.

E. Engineering & Construction Program Update

Mr. Hearn presented the Engineering & Construction Program Update.

1. General Matters

a. Staffing Update

Mr. Hearn welcomed Tim Dolan back to WYDOT Aeronautics as the Aviation Engineer.

b. IDEA Update

Mr. Hearn briefed the commission on the Interactive Data Exchange Application (IDEA), which is the division's airport pavement management program. He demonstrated some of the site's features so commissioners would know how to find pavement/inspection data.

2. Standard Reports

a. Change Orders Report

There were no new change orders to report.

b. Statewide Line Items Report

Mr. Hearn reported two new line items, both for NAVAID maintenance.

c. Bid Summary Report

Mr. Hearn reported two new bids: one new bid for the Afton project and three bidders for Jackson project.

Mr. Hearn also informed the commission that the bidding process was started for the seal coat mark project, and the bid results will be included in next month's packet.

F. Planning & Programming Program Update

Ms. Bean presented the Planning & Programming Program Update.

1. General Matters
 - a. Staff update
Ms. Bean informed the commission that A.J. Schutzman will be leaving in early May to complete his Black Hawk pilot training.

2. Standard Reports
 - a. Administrative Approvals Report
There were no Administrative Approvals for this period.

 - b. Recovered State Funds Report
Ms. Bean reported that there were no project recoveries this period.

Total state fund recoveries for the year equal \$44,310.

Commissioner Bendel left the meeting at 2:14 p.m.

G. UAS Program Update

Administrator Olsen presented the UAS Program Update on behalf of Ms. Taylor.

1. General Matters
 - a. WYDOT UAS Training Sessions
Administrator Olsen reported that training will be offered May 11-13, 2021, to help drone pilots attain their FAA Part 107 License, and 16 people are signed up for the course. About the same number of people are signed up for training on UAS standard operating procedures. Following these trainings, there will be close to 25 trained drone pilots in the department.

 - b. UAS Fleet Management System
Ms. Taylor is procuring a fleet management platform. Skyward is the selected provider, and Ms. Taylor will focus on implementing the new system.

VIII. OLD BUSINESS

A. Senator Hank Coe Memorial Resolution

Administrator Olsen presented a memorial resolution written in honor of the late senator for the Commission's consideration.

Recommendation: Administrator Olsen recommended the adoption of the memorial resolution for Senator Hank Coe.

Action: It was moved by Commissioner Blann, seconded by Commissioner DeVore, and carried unanimously to adopt the memorial resolution in honor of Senator Hank Coe.

IX. REGULAR BUSINESS

A. Consideration of the FY21 WACIP Budget Modifications

Ms. Bean reported the FY21 WACIP budget modifications. Two increases were programmed. The remaining balance is \$545,708 in state funds.

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

Action: It was moved by Commissioner McCormack, seconded by Commissioner Maier, and unanimously carried to approve the FY21 WACIP budget modifications.

B. Consideration of the Proposed FY22 WACIP Budget

Ms. Bean presented the final FY22 Proposed WACIP budget. It contains the division's recommendations, resulting from airport sponsor comments.

One additional change/correction was made in the amount of \$96,000 in state funds to make the Dubois apron project complete (PRM 40). The remaining balance of \$258,634 is below the desired reserve of \$400,000; however, the division is satisfied with the budget as proposed.

Recommendation: Ms. Bean recommended approval of the final FY22 Proposed WACIP Budget, as presented.

Action: It was moved by Commissioner Blann, seconded by Commissioner Harrop, and unanimously carried to approve the Proposed FY22 WACIP budget.

C. Consideration of the Proposed FY 23-26 WACIP Plan

Ms. Bean reported the remaining years of the WACIP have been revised as necessary to reflect sponsor comments and division recommendations.

Recommendation: Ms. Bean recommended approval of the final FY23-26 Proposed WACIP Plan as presented.

Action: It was moved by Commissioner DeVore, seconded by Commissioner Maier, and carried unanimously to approve the proposed FY23-26 WACIP plan.

X. NEW BUSINESS

A. Consideration of the Cody-Yellowstone Air Improvement Resources ASEP Application

Mr. Burke informed the commission that Cody-Yellowstone Air Improvement Resources (CY AIR) is requesting a state match from the Air Service Enhancement Program of 40% not to exceed \$63,106.40 to support peak weekly seasonal service to Chicago-O'Hare International Airport. Staff regards this project as a good use of state funds for accomplishing the intended benefits of the Air Service Enhancement Program (ASEP).

Bucky Hall with CY AIR provided a statement in support of the request.

Recommendation: Mr. Burke recommended approval of CY AIR's request for service on United Airlines to Chicago O'Hare at a state match of 40% not to exceed \$63,106.40.

Action: It was moved by Commissioner Maier, seconded by Commissioner McCormack, and unanimously carried to approve CY AIR's request for service on United Airlines to Chicago O'Hare at a state match of 40% not to exceed \$63,106.40.

B. Consideration of the first Jackson Hole Air Improvement Resources ASEP Application

Mr. Burke reported that Jackson Hole Air Improvement Resources (JH AIR) is requesting two separate grants from the ASEP. The first request is for continuing service to Dallas/Fort Worth International Airport on American Airlines. Staff regards this request as a good use of state funds to accomplish the intended benefits of the Air Service Enhancement Program.

Kari Cooper with JH AIR provided a presentation to support these two requests.

Recommendation: Mr. Burke recommended approval of JH AIR's request for service on American Airlines to Dallas-Fort Worth International airport at a state match of 40% not to exceed \$140,000.

Action: It was moved by Commissioner Harrop, seconded by Commissioner Maier, and carried to approve JH AIR's request for service on American Airlines to Dallas-Fort Worth International Airport at a state match of 40%, not to exceed \$140,000.

Commissioner Blann recused himself from the discussion and vote.

C. Consideration of the second Jackson Hole Air Improvement Resources ASEP Application

Mr. Burke informed the commission that JH AIR's second request is a grant of \$60,000 from the ASEP at a state match of 40% to continue service to Atlanta Hartsfield/Jackson International Airport. Staff regards this project as a good use of state funds for accomplishing the intended benefits of the Air Service Enhancement Program.

Recommendation: Mr. Burke recommended approval of JH AIR's grant request for service on Delta Air Lines to Atlanta, at a state match of 40% not to exceed \$60,000.

Action: It was moved by Commissioner McCormack, seconded by Commissioner DeVore, and carried to approve JH AIR's grant request for service on Delta Air Lines to Atlanta, at a state match of 40% not to exceed \$60,000.

Commissioner Blann recused himself from the discussion and vote.

XI. EXECUTIVE SESSION

There was no need for an Executive Session.

XII. ANNOUNCEMENTS/REMINDERS

A. Commission Secretary Chapman announced that the commission's next business would be held May 18-19, 2021 in Saratoga. The two-day meeting will consist of a workshop, business meeting, and tour of Saratoga and Rawlins airports.

B. Chairman Duck read out the memorial resolution to Senator Hank Coe. Various commissioners then shared their memories of the late senator.

C. Kari Cooper with JH AIR announced the Airline Rendezvous will be held in Jackson August 30 - September 1, 2021. She encouraged all commissioners and division staff to attend.

XIII. ADJOURNMENT

A. It was moved by Commissioner DeVore and carried to adjourn the meeting. Chairman Duck adjourned the meeting at 2:48 p.m. on April 20, 2021.