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Governor
K. Luke Reiner
Director

Wyoming Department of Transportation AERONAUTICS COMMISSION



Sigsbee Duck
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MEETING MINUTES

I. CALL TO ORDER

A meeting of the Aeronautics Commission was held in Saratoga, Wyoming on Wednesday, May 19, 2021. Chairman Duck presided, calling the meeting to order at 8:33 a.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	Bruce McCormack, Commissioner, District 4
Anja Bendel, Commissioner, District 1	Steve Maier, Commissioner, District 5
Jerry Blann, Commissioner, District 2	Randy Harrop, Commissioner, District At-large
Bill DeVore, Commissioner, District 3	

IV. INTRODUCTIONS

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

Brian Olsen, Administrator	Mike Kahler, Senior Assistant Attorney General
Cheryl Bean, Planning & Programming Manager	Wendy Volk, Cheyenne Regional Air Focus Team President
Shawn Burke, Air Service Development Manager	Leah Whitfield, The Aviation Planning Group Planner
Sheri Taylor, Unmanned Aircraft Systems (UAS) Manager	Devon Brubaker, Southwest Wyoming Regional Airport Director
Phillip Hearn, Engineering & Construction Manager (via Zoom)	Aaron Durst, Rawlins Airport Board Chairman
Kimberly Chapman, Aeronautics Commission Secretary	

Susan Elliott and Sandy Scott assisted with virtual meeting management.

V. ADJUSTMENTS TO AGENDA

There were no adjustments to the agenda.

VI. APPROVAL OF MINUTES

A. Draft Minutes

It was moved by Commissioner Blann, seconded by Commissioner DeVore, and carried to approve the minutes from the April 20, 2021, business meeting.

VII. UPDATES/DISCUSSIONS

A. Chairman's Update

Chairman Duck presented the Chairman's Update.

Chairman Duck reminded the group that memorial services for former Commissioner Doyle Vaughan will take place on Friday, June 11, 2021, at 10:30 a.m. The celebration of life will be held at the First Baptist Church in Jackson, Wyoming.

B. Director's Update

Administrator Olsen presented the Director's Update.

Joint Transportation Committee

Administrator Olsen reported that Director Reiner is currently attending the Joint Transportation Committee meeting in Casper. In addition to educating new legislators on transportation issues, the director will also be discussing the Dye Management Needs Study/Report, a transportation needs study which estimates an annual funding gap of \$354 million. About \$44 million of that shortfall includes aviation/aeronautics funding needs.

WYDOT Town Hall Meetings

Administrator Olsen conveyed Director Reiner's appreciation to Commissioners McCormack and Bendel for their participation in the WYDOT town halls held in April.

C. Administrator's Update

Administrator Olsen presented the Administrator's Update.

Department Updates

Administrator Olsen reported the department is currently transitioning employees back into the office. Everyone is expected to be back by July 1. A new telework policy is being prepared which may allow more opportunities for teleworking.

Federal Legislative Update

Administrator Olsen provided brief updates on three federal legislative issues.

American Rescue Plan – Administrator Olsen reported that he is still waiting to hear how much money Wyoming Airports will receive. Federal Aviation Administration (FAA) Headquarters is reviewing the distribution formulas, so we should hear something soon.

Federal Earmarks – This division had submitted a list of airport projects for potential consideration, but at this time, our congressional delegation is not moving forward with the process.

American Jobs Plan – Administrator Olsen has been working with the National Association of State Aviation Officials to help determine aviation priorities.

D. Air Service Development Program Update

Mr. Burke presented the Air Service Development Program Update.

1. General Matters

a. April Traffic

Mr. Burke reported that the majority of recent traffic is from leisure-based travelers; business traffic has been slower to recover. Data from Transportation Security Administration or TSA checkpoints shows that in April: Cody was up 6 percent, Casper was down 35 percent, Cheyenne was down 76 percent, Gillette was down 36 percent, Jackson Hole was up 34 percent, Laramie was down 22 percent, Riverton was up 100 percent, Rock Springs was down 50 percent, and Sheridan was up 100.8 percent. These numbers were in comparison to April 2019 traffic.

b. Booking Trends

Mr. Burke reported that booking trends are looking good for the summer. Sheridan, Riverton, and Gillette are predicted to have record-breaking months.

2. Standard Reports

a. ASEP Budget Forecast Report

The ASEP Budget Forecast Report reflects the following changes:

FY 2021 was changed to show -

Forecasted grant support was reduced by \$64,893.60, with Cody/CY AIR's approved grant request resulting in a forecasted FY2021 ending balance of \$1,935,633.33.

FY 2022 was changed to show -

Forecasted grant support was reduced by \$50,000 with Jackson/JH AIR's approved grant request resulting in a forecasted FY2022 ending balance of \$2,170,083.33.

b. CPA Budget Forecast Report

The CPA Budget Forecast Report reflects the following changes:

FY 2021 was changed to show -

Invoiced Year-to-date figures have been updated to reflect billed amounts in March 2021; 64 percent of contract cap amounts have been billed, not taking into account Coronavirus Aid, Relief, and Economic Security or CARES Act funds.

c. Percent of Grant Projects by City Report

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

Cody-Yellowstone Regional Airports FY 2021 grant request now shows as approved and reflects the reduced state share of \$63,106.40.

E. Engineering & Construction Program Update

Mr. Hearn presented the Engineering & Construction Program Update.

1. General Matters

a. Pavement Management Update

Mr. Hearn reported the crack seal project is underway. Melissa Palka, project engineer, will be conducting inspections this week. The seal coat and mark project will be delayed by a month due to supply chain issues, specifically a paint shortage.

b. General Projects Update

Mr. Hearn reported that currently the program has nine active projects. The Cheyenne runway project will be delayed for an unknown, but significant, amount of time due to a cement shortage.

2. Standard Reports

a. Change Orders Report

Mr. Hearn reported one new change order for an end-of-project reconciliation.

b. Statewide Line Items Report

Mr. Hearn reported one new line item for an aviation encouragement grant.

c. Bid Summary Report

Mr. Hearn reported three new bids.

F. Planning & Programming Program Update

Ms. Bean presented the Planning & Programming Program Update.

1. General Matters

a. Recent Joint Planning Conference for HSG, U68, and GEY

Ms. Bean updated the Commission on three Joint Planning Conferences that had taken place the previous month for the Hot Springs County, Cowley, and Greybull airports. All three airports expressed that they have substantially increased demand for hangars due to the influx of people into their communities or overflow from others.

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 the Recovered State Funds Report reflects no changes.

The total recoveries for this fiscal year are \$44,310.

G. UAS Program Update

Ms. Taylor presented the UAS Program Update.

1. General Matters

a. Part 107 & Standard Operating Procedures Training

Ms. Taylor reported that 18 students from WYDOT recently participated in trainings to prepare them to obtain their commercial UAS license from the FAA.

UAS Program Update *continued*

b. Skyward Implementation

Ms. Taylor reported that work continues on implementing Skyward, the new fleet management system for WYDOT UAS Program.

VIII. OLD BUSINESS

There were no old business matters to discuss.

IX. REGULAR BUSINESS

A. Consideration of the FY21 WACIP Budget Modifications

The Coronavirus Response and Relief Supplemental Appropriations or CRRSA Act federal stimulus funding provides for an increase to 100 percent federal funding for development projects currently budgeted for federal funds in FY21. Staff continues to reprogram projects to reflect this on projects recently bid and to then reprogram available state funds to other needed projects.

The remaining balance in FY21 is \$614,818.

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 carried unanimously to approve the FY21 WACIP Budget Modifications.

B. FY22 WACIP Budget

Ms. Bean reported there were no modifications to FY22. The remaining balance in FY22 is \$268,834.

C. FY23-26 WACIP Plan

Ms. Bean reported there were no changes to FY23-26 plan.

X. NEW BUSINESS

A. Consideration of the Cheyenne Regional Air Focus Team (CRAFT) ASEP Application

CRAFT is requesting a state match of 60 percent, not to exceed \$840,000, from ASEP to continue service on United Express operated by SkyWest to Denver International Airport (DIA). This service would take place from July 1, 2021, (postponed until August 1, 2021, due to construction delays) to June 30, 2022, and would consist of one to two daily flights depending on the month of service.

Wendy Volk, president of CRAFT, provided a statement in support of the application.

A. Recommendation: Mr. Burke recommended approval of CRAFT's grant request from ASEP for a state match of 60 percent, not to exceed \$840,000, for service on United Express operated by SkyWest to DIA.

Action: It was moved by Commissioner Harrop, seconded by Commissioner Blann, and unanimously carried to approve CRAFT's grant request.

Before the next agenda items, Cheryl Bean and Shawn Burke provided a brief presentation to the Commission on the process to update the Priority Rating Models (PRM). Chairman Duck, Commissioner Blann, and Commissioner McCormack commended the staff, commissioners, and other representatives who served on the PRM task forces and thanked them for their work.

B. Consideration of the Proposed Draft Priority Rating Model for Air Service Development (ASD)

Mr. Burke presented the 2021 revision of the ASD Priority Rating Model. Following Commission approval of the draft document, it will be posted for public comment. A final consideration for approval is anticipated for the July WAC meeting.

Recommendation: Mr. Burke recommended approval of the draft ASD Priority Rating Model Update as presented for public comment.

Action: It was moved by Commissioner Bendel, seconded by Commissioner Blann, and carried unanimously to approve the draft ASD Priority Rating Model update as presented for public comment.

C. Consideration of the Proposed Draft Priority Rating Model for Airport Improvement Program (AIP)

Ms. Bean presented the 2021 revision of the AIP Priority Rating Model. Following Commission approval of the draft document, it will be posted for public comment. A final consideration for approval is anticipated for the July WAC meeting.

Recommendation: Ms. Bean recommended approval of the draft 2021 AIP Priority Rating Model update as presented for public comment.

Action: It was moved by Commissioner Blann, seconded by Commissioner Maier, and carried unanimously to approve the draft AIP Priority Rating Model update as presented for public comment.

D. Consideration of Draft Commission Policy Updates

Ms. Bean presented the amended Commission policies document to the Commission. Following approval, the draft document will go out for public comment with final consideration for approval anticipated for the July WAC meeting.

Recommendation: Ms. Bean recommended approval of the draft Commission policies, as amended, for public comment with associated state match decreases provided in Policy AIP8 to be effective beginning in FY23.

Action: It was moved by Commissioner McCormack, seconded by Commissioner Harrop, and unanimously carried to approve the draft Commission policies, as amended, for public comment.

XI. PRESENTATION(S)

The commission received two presentations:

- 1) Leah Whitfield, Senior Aviation Planner with The Aviation Planning Group, provided an overview of the recently completed Rawlins Airport Master Plan to the Commission. Aaron Durst, Chair of the Rawlins Airport Board, fielded questions following the presentation.
- 2) Devon Brubaker, Airport Director at Southwest Regional Airport, updated the Commission on the progress of the commercial terminal project.

XII. EXECUTIVE SESSION

There was no need for an Executive Session.

XIII. ANNOUNCEMENTS/REMINDERS

A. June Meeting

Commission Secretary Chapman announced that the Commission's next business will be held on June 15, 2021, at 1:30 p.m. via Zoom webinar.

B. Saratoga Airport Tour

In preparation for a tour of the Saratoga Airport, Ladd Sanger, board member, briefed the Commission on current projects and future plans. Current projects include the ramp expansion project, upgrading the entry road and parking lot (aesthetics and drainage), getting a straight-in approach for the runway, and a new GPS departure procedure. Future needs for the airport include the downslope of the runway (necessitating a runway expansion), the airport's Master Plan, electrical upgrades of taxiway lights, and the construction of additional hangars. Mr. Sanger shared that with a change to airport landing fees, revenue has increased and the airport will be self-sustaining within 12-24 months. An example of community support included the funding of a maintenance road about the perimeter of the airport.

XIV. ADJOURNMENT

A. It was moved by Commissioner Blann to adjourn the meeting. Chairman Duck adjourned the meeting at 10:26 a.m. on May 19, 2021.