



Mark Gordon
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 Wyoming Department of Transportation (WYDOT) Aeronautics Commission was held via videoconference on August 17, 2021. Chairman 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.

Sigsbee Duck, Chairman, District At-large

Steve Maier, Commissioner, District 5

Jerry Blann, Commissioner, District 2

Randy Harrop, Commissioner, District At-large

Bill DeVore, Commissioner, District 3

Director Reiner, Ex Officio, WYDOT Director

Bruce McCormack, Commissioner, District 4

Commissioner Anja Bendel was absent.

IV. INTRODUCTIONS

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

Brian Olsen, Aeronautics Administrator

Kimberly Chapman, Commission Secretary

Cheryl Bean, Planning & Programming Manager

Mike Kahler, Senior Assistant Attorney General

Phillip Hearn, Engineering & Construction Manager

Ryan Thompson, Assistant Attorney General

Sheri Taylor, Unmanned Aircraft Systems (UAS) Manager

Nathan Banton, Deputy Director of Aviation, Cheyenne Regional Airport

Shawn Burke, Air Service Development Manager

Connie Golden 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 DeVore, seconded by Commissioner McCormack, and unanimously carried to approve the minutes from the July 20, 2021, business meeting.

VII. UPDATES/DISCUSSIONS

A. Chairman's Update

Chairman Duck presented the Chairman's Update.

Airline Rendezvous will be August 30 through September 1, and the Wyoming Airports Coalition will have their annual conference in Casper on September 8-10, 2021. The Aeronautics Commission will attend the conference and hold their regular business meeting on September 10th. Chairman Duck looks forward to seeing fellow commissioners at both meetings.

B. Director's Update

Director Reiner was testifying to the Joint Transportation Committee at their meeting in Rawlins, so Administrator Olsen presented the Director's update.

COVID-19 Update

WYDOT continues to monitor the health of its workforce, but COVID-19 case numbers are rising. While the department is not tracking vaccinations, the assumption is the percentage of WYDOT's workforce that is vaccinated is similar to the general public.

Federal Legislation

The formula funding for surface transportation in the bipartisan infrastructure bill recently passed by the U.S. Senate is favorable for Wyoming. The department hopes the bill passes in the U.S. House of Representatives in its current state.

State/Department Budget

WYDOT has been working on its operating budget for a number of months. The completed budget will be presented to the Transportation Commission in September for their review and approval. The funding level for the Aeronautics Division is similar to previous years.

Retain & Recruit Employees

WYDOT is still struggling to retain and recruit employees. Some positions like maintainers, snowplow operators, state troopers, and engineers are particularly hard to fill.

C. Administrator's Update

Administrator Olsen presented the Administrator's Update.

Federal Legislative Issues

On August 10, 2021 the Senate passed the bipartisan infrastructure bill, and will now move to the House for consideration. In its current form, the bill appropriates \$25 billion in funding from the General Fund. The bill would provide funding for several different programs/projects, including \$15 billion for Airport Infrastructure Grants, \$5 billion for a new airport terminal program, and \$5 billion for Federal Aviation Administration (FAA) facilities and equipment. These funds will be available annually from FY2022 through FY2026.

For the Airport Infrastructure Grants, the local match will mirror the current match for Airport Improvement Program (AIP) grants but eligibility will slightly more broad than AIP requirements. Current projections show that \$2.5 billion will be provided annually for primary airports, and \$500 million for non-primary and general aviation airports.

Of the \$5 billion set aside for the new airport terminal project, 20 percent of the funding will go to small hub airports and about 10 percent will go to non-hub/non-primary airports. Mr. Olsen anticipates that the process to obtain these funds will be extremely competitive, so it is difficult to predict how much might come to Wyoming.

Mr. Olsen reminded the commission that while the bill has good traction, significant changes could be made to the bill in the House.

Following a question from Chairman Duck, Mr. Olsen reviewed the current funding percentages for AIP projects. Under the AIP, a minimum of 90 percent of project funds are from the federal grant for general aviation airports, with a state match of six percent and a local match of four percent. For commercial service airports, the federal grant covers 93.75 percent of project costs, with a state match of 3.75 percent and 2.5 percent for the local match. Mr. Olsen

clarified that the funding for the Airport Improvement Grants will be formula-based. Division staff will help airports plan for potential grant matches during the WACIP Update Process.

Fuel Shortages

During the last 60 days, the western US has experienced an extremely tight supply of Jet-A fuel. To help alleviate the shortages, Governor Gordon signed an executive order on July 20, 2021, suspending regulations on driving hours for fuel delivery. Mr. Olsen believes that all Wyoming airports have a supply of Jet-A at present. WYDOT will continue to monitor the situation and assist airports and other users where possible. Other neighboring states have extended their executive orders on driving hour regulations, but Governor Gordon has not yet taken any action to extend his executive order.

D. Air Service Development Program Update

Mr. Burke presented the Air Service Development Program Update.

1. General Matters

a. Cheyenne Air Service

Before reporting on Cheyenne air service, Mr. Burke informed the commission on the effects of the delta variant on booking trends. While a decline in bookings between summer and fall seasons is normal, the decline is more severe this year because of the resurgence of the Delta variant of COVID-19. The division is closely monitoring the situation so that adjustments can be made to the capacity in declining markets in the Capacity Purchase Agreement, as needed.

Mr. Burke reported that due to construction delays, the resumption of air service in Cheyenne has been pushed back a few time. He now anticipates that, at the earliest, air service will resume in late October. Due to these delays, the Cheyenne Regional Air Focus Team's Air Service Enhancement Program (ASEP) application will be resubmitted to commission for approval at next month's meeting, with updated air service dates.

2. Standard Reports

a. ASEP Budget Forecast Report

Mr. Burke reported no changes to the ASEP Budget Forecast Report.

b. CPA Budget Forecast Report

Mr. Burke reported the following change to the CPA Budget Forecast Report. Final invoices were received for FY 2021 which ended June 30th. Every airport except Rock Springs was under the contractual cap. The total state share was \$622,597 less than the forecasted amount, but factoring in the CARES Act credit received by the state increases the amount saved to \$1,598,630.

c. Percent of Grant Projects by City Report

Mr. Burke reported 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. Cheyenne Runway Project

Mr. Hearn introduced Mr. Nathan Banton, Deputy Director of Aviation at Cheyenne Regional Airport, and invited him to give the commission an update on the runway project.

Mr. Banton reported that after successfully laying a test strip of concrete on August 4th, the contractor was able to start production paving on August 5th. Since that time, however, the rate of production paving has been sporadic due to a number of factors, including supply chain issues, production delays, and labor shortages. At the present, two and a half lanes out of eight total have been installed.

Mr. Banton concurred with Mr. Burke that late-October is the earliest possible time that commercial air service could resume. Based on the contractor's current estimates, paving will be completed the week of September 6th. With the variability of the production paving process, Mr. Banton shared that he is hesitant to set a specific date to resume air service until all of the concrete has been laid.

b. PCI Inspections Pending August/September

Mr. Hearn reported that the annual PCI inspections will begin in early September in southeast Wyoming. The PCI inspections are the next phase of the pavement management program.

2. Standard Reports

a. Change Orders Report

Mr. Hearn reported five new change orders.

Following a question from Commissioner DeVore, Mr. Hearn explained a change order was needed for the Fort Bridger Airport project due to an incorrect calculation of hold bars needed. The budget was able to absorb any resulting costs.

b. Statewide Line Items Report

Mr. Hearn reported two new line items for AWOS repair and marketing grant.

c. Bid Summary Report

Mr. Hearn reported one new bid.

F. Planning & Programming Program Update

Ms. Bean presented the Planning & Programming Program Update.

1. General Matters

a. 2021 Wyoming Aviation Capital Improvement Program (WACIP) Update Process

Ms. Bean reported that the WACIP Update process will launch within the next few days. The draft WACIP will be presented to Commission in December, with consideration for approval in January. The process was delayed slightly due to programming issues in BlackCat Aviation Data Management System, but the delay will not impact either the airports or the Commission.

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 four projects with recovered funds totaling \$84,776.78 this period, and \$144,385.78 for this fiscal year.

G. UAS Program Update

Ms. Taylor presented the UAS Program Update.

1. General Matters

a. Rescheduled Skydio Demonstration

Ms. Taylor reported that the demonstration originally scheduled for July 22nd has been rescheduled to August 25, 2021, at 8:00 a.m. Four missions will be flown during the demonstration: two will take place in the morning in Laramie and on Happy Jack Road outside of Cheyenne, and the remaining missions will occur in and around Cheyenne in the afternoon. Ms. Taylor will provide a report on the demonstration at the September meeting.

IX. REGULAR BUSINESS

A. Consideration of the FY21 WACIP Budget Modifications

The report includes allocations for 100% federal match and allocations to other projects.

The remaining balance in FY21 is \$786,965 in state funds.

Action: It was recommended by Ms. Bean, moved by Commissioner Blann, seconded by Commissioner Maier, and carried to approve the FY21 WACIP Budget Modifications as presented.

B. FY22 WACIP Budget Modifications

Ms. Bean reported that there were no modifications this period.

The remaining balance is \$258,634.

C. FY23-26 WACIP Plan

Ms. Bean reported that the FY23-26 plan was shared for informational purposes only.

X. NEW BUSINESS

There was no new business to consider this month.

XI. EXECUTIVE SESSION

There was no need for an executive session.

XII. ANNOUNCEMENTS/REMINDERS

A. Commission Activities

Ms. Chapman announced that the Commission's next business meeting would be held on Friday, September 10, 2021, at 10:00 a.m. in Casper, Wyoming. The meeting will be held in conjunction with the Wyoming Airports Coalition annual conference.

B. CPA Comments

Chairman Duck thanked Commissioner McCormack for his earlier comments on the CPA, and recognized the time and effort that staff and the planning committee put into this program to make it a success.

C. JTC Meeting

Mr. Olsen reminded the commission and guests that the Joint Transportation, Highways and Military Affairs Committee is meeting today and tomorrow in Rawlins. The meeting is also being livestreamed on the Wyoming Legislature's channel on YouTube.

D. CPA Report

Division staff are working on a report detailing the cost-per-passenger of the CPA. The report will be completed and sent to the commission soon.

XIII. ADJOURNMENT

- A. Commissioner Blann moved to adjourn the meeting. Chairman Duck adjourned the meeting at 2:15 p.m. on August 17, 2021.