



Mark Gordon
Governor

WYOMING Aeronautics Commission

DEPARTMENT OF TRANSPORTATION

Sigsbee Duck, Chairman

(307) 777-4015



K. Luke Reiner
Director

MEETING MINUTES

A workshop for the Wyoming Department of Transportation (WYDOT) Aeronautics Commission was held in the Planning Conference Room of the WYDOT Planning Building, Cheyenne, on February 23, 2023. The workshop began at 1:45 p.m.

The following commission members were present, constituting a quorum.

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	Luke Reiner, Ex Officio, WYDOT Director
Bruce McCormack, Commissioner, District 4	

The following WYDOT staff were present and participated in the workshop.

Brian Olsen, Aeronautics Administrator	Julie Newlin, Policy & Planning Supervisor
Phillip Hearn, Engineering & Construction Manager	Sandra Sanderson, Strategic Planning Analyst
Cheryl Bean, Planning & Programming Manager	Kimberly Chapman, Commission Secretary
Sheri Taylor, Unmanned Aircraft Systems (UAS) Manager	

Other attendees included: Mike Kahler, Senior Assistant Attorney General; Tim Dolan, Airport Engineer, WYDOT; Aaron Buck, Yellowstone Regional Airport; Robert Gill, Sheridan County Airport; Jim Elwood, Jackson Hole Airport; and Michelle Anderson, Jackson Hole Airport.

Introductions & Overview of WYDOT Strategic Plan

Administrator Olsen and Director Reiner began the session by providing the Commission with the history of WYDOT’s current strategic plan and Aeronautics’ place in the plan. The director also spoke about the agency’s Guiding Principles, which are used for all major decision-making processes. The group specifically talked about boosting the workforce through compensation initiatives including the Governor’s proposed salary increases, incremental wage increases, and cost-of-living adjustments. Commissioners were also advised on how to legally advocate for WYDOT with legislators (educate, inform, and offer opinions, but never encourage a specific vote).

Priority Rating Model (PRM) Presentation

In a presentation to the Commission, Ms. Bean explained how the priorities fit into the PRM and influence funding decisions in the Wyoming Aviation Capital Improvement Plan (WACIP) process. Previous commission priorities focused on safety, security, and maintenance. Ms. Bean also explained the difference between foundational and PRM priorities; the former having a more broad scope and the latter mainly relating to project funding prioritization.

Roundtable Discussion on Priorities

Mses. Newlin and Sanderson guided the commissioners through a discussion of topics of interest from several documents relating to aviation and WYDOT. Each commissioner was asked to name his or her top three priorities for aviation in Wyoming for the next two to three years. After each priority was recorded, the group was asked to decide if it was a challenge to be overcome or an opportunity to leverage.

Four themes emerged during the discussion: maintaining infrastructure, commercial air service, education and public outreach, and funding. The Commission developed those areas into the following priorities:

1. Maintaining existing core airport infrastructure, including general aviation airports.
2. Stimulate and improve commercial air service (CPA, ASEP, etc.).
3. Education and Public Outreach (messaging).
 - a. Economic impact of aviation and potential opportunities;
 - b. Air service contracts—educating the public;
 - c. Industry issues—staffing, traffic, etc.;
 - d. Funding;
 - e. UAS and drones;
 - f. Marketing;
 - g. Unified messaging—talking points for various audiences to be used by commissioners.

Next Steps

Division staff will revise and expand these first-draft priorities to connect them, where possible, to the PRM. The revised priorities will be presented to the Commission for comment and approval within the next two to three months.

The workshop concluded and the meeting adjourned at 4:50 p.m.