



Mark Gordon  
Governor  
K. Luke Reiner  
Director

# WYOMING DEPARTMENT OF TRANSPORTATION

## AERONAUTICS COMMISSION

### DRAFT MEETING MINUTES



Bill DeVore  
Chairman  
Telephone No.:  
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#### I. CALL TO ORDER

A meeting of the Aeronautics Commission was held via a videoconference on Wednesday, September 16, 2020. Chairman DeVore presided, calling the meeting to order at 10:00 a.m.

#### II. ROLL CALL

*The following Commission members were present, constituting a quorum.*

Bill DeVore, Chairman, District 3  
Anja Bendel, Commissioner, District 1  
Bruce McCormack, Commissioner, District 4  
Sigsbee Duck, Commissioner, District at Large

John Newton, Vice Chairman, District at Large  
Jerry Blann, Commissioner, District 2  
Pete Schoonmaker, Commissioner, District 5  
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  
Cheryl Bean, Planning & Programming Manager  
Sheri Taylor, UAS Program Manager  
Mike Kahler, AG's Office  
Sandra Scott, Transportation Commission Secretary

Katie Pfister, Commission Secretary  
Shawn Burke, Air Service Development Manager  
Phillip Hearn, Engineering & Construction Manager  
Susan Elliott, Director's Executive Assistant  
Lori Olsen, Upton Municipal Airport

#### IV. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

#### V. OPENING REMARKS

##### A. AGENCY & DIVISION UPDATES

###### AGENCY UPDATES

Director Reiner presented a few brief updates relating to the agency.

###### COVID-19 Updates

He conveyed that 20 percent of the agencies workforce remains on telework at this time. He noted that telework policies are under development and review at this time, as well as the possibility of telework becoming a permanent concept where appropriate, as this could lead to significant fiscal reductions moving forward.

###### Employee Fatalities

He conveyed that the agency recently had two employee fatalities, one not job-related. Ms. Shirley Samuelson passed away while on the job while operating a sweeper on Teton Pass. She had stepped away from her vehicle, and although the emergency break was utilized at the time, the machine still rolled down the hill and over the top of her. Ms. Myriah Stinson passed away while driving through a storm on I-90 where she lost control of her own vehicle.

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## **A. AGENCY & DIVISIONAL UPDATES (CONTINUED)**

### Federal Budget Updates

He conveyed that the agency remains diligent on tracking updates regarding an extension on the Fixing America's Surface Transportation (FAST) Act, as well as a continuing resolution.

### Rest Area Closures

He conveyed that the agency would begin the process of winterizing its nine closed rest areas, which includes turning off the water, and reducing electricity as much as possible.

### Legislative Matters

He conveyed that the agency testifies before the Joint Transportation, Highways & Military Affairs Committee (JTC) September 21-22, 2020, regarding the proposed Road Usage Charge (RUC), as well as various other statutory language updates needed at this time.

### Board E-Mail Addresses

He conveyed that per guidance recently received from Governor Gordon's office, that all of the agencies commission members will soon be assigned wyoboards.gov email addresses, noting that Secretary Pfister would begin implementing this process within the month.

## **DIVISION UPDATES**

Administrator Olsen presented a few brief updates relating to the Division.

### Federal Legislation

He conveyed that negotiations remain ongoing in terms of an additional COVID-19 relief package, and emphasized that only some of the proposals include additional relief to airports at this time.

### COVID-19 Entry Strategy on International Travel

He conveyed that the United States Government is removing requirements for directing all flights carrying international passengers to 15 designated airports, and discontinue enhanced entry health screenings of those passengers.

### Wheatland Airport Runway Project

He conveyed that he and Ms. Bean recently attended the Wheatland Airport Runway Grand Opening and Fly-In, held August 29, noting that the runway and taxiway looked great, and that the project has now reached a successful completion.

### Legislative Update

He conveyed that the Agency will provide its annual update for air service to the Select Air Committee on September 23, 2020, noting that Secretary Pfister would provide event viewing details prior to the meeting.

## **VI. STANDARD REPORT**

### **A. RECOVERED STATE FUNDS REPORT**

The Recovered State Funds Report reflected the following changes:

- Period of August 8, 2020 – September 11, 2020: A total of \$35,056.88 in state funds recovered from 10 projects.

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## VII. ACTION ITEMS

Ms. Bean reviewed the FY20 WACIP Budget Modifications, as well as the Upton Municipal Airport's Deviation Request.

### A. FY20 WACIP BUDGET MODIFICATIONS

She conveyed that this was the final WACIP approval for the biennium, and staff programmed all remaining 2020 funds, as they cannot carry over to future biennium's.

She noted that the 2020 WACIP as presented included a partial increase for the Deviation Request from Upton, which included an increase to the match by one level, from 60/40 to 80/20.

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

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

### B. UPTON MUNICIPAL AIRPORT'S DEVIATION REQUEST

She conveyed that Upton recently provided a written request for a deviation to the standard match for their Master Plan project. The standard match for planning projects is 60/40 per Commission policy. The deviation request was for a 90/10 match, which equated to a match of \$90,000 in state funds, and \$10,000 in local funds.

She noted that the 2020 WACIP only included a partial increase for the Deviation Request from Upton, explaining that Division staff may only recommend and program a maximum increase to the match by one level, bringing the match to \$80,000 in state funds, and \$20,000 in local funds. She indicated the Staff believed the request to have merit for the full deviation amount.

She conveyed that if the Commission desired, they could make a motion to increase the match to 90/10. She explained that as this is the end of the biennium, it would necessitate a 2020 project being reduced by \$10,000 in order to maintain a balanced budget. She emphasized that Division staff had identified the Rock Springs SRE Building as the final sweep project, and that should the Commission choose to increase Upton's match, that the Rock Springs project would receive \$10,000 less than previously programmed. She noted that Division staff informed Rock Springs that the amount programmed in the WACIP would be the maximum they could receive, and that it may be a lesser amount.

*Recommendation: As staff may only recommend up to an 80/20 match without further direction from the Commission, Ms. Bean did not provide a Division recommendation.*

*Discussion: Ms. Lori Olsen of the Upton Municipal Airport appealed to the Commission for approval of her request given small community hardships due to the COVID-19 pandemic, as revenue generating events had been cancelled within their community. She also expressed her sincere appreciation to the Commission for their support of the Master Plan at whatever funding level they deemed appropriate.*

*Motions: It was moved by Commissioner Schoonmaker, seconded by Commissioner Duck, and carried to approve the Upton Master Plan Deviation Request to a 90/10 match. Increase the Upton Master Plan by \$10,000 state to a total of \$90,000 state, decreasing the Rock Springs SRE Building by \$10,000 state.*

## VIII. EXECUTIVE SESSION

There was no need for an executive session.

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**IX. ANNOUNCEMENTS & REMINDERS**

Secretary Pfister conveyed that the next meeting is scheduled for Tuesday, October 13, 2020, at 1:30 p.m. via videoconferencing.

**X. ADJOURNMENT**

It was moved by Commissioner Blann, seconded by Commissioner McCormack, and carried to adjourn the meeting. Chairman DeVore adjourned the meeting at 10:37 a.m., on Wednesday, September 16, 2020.