



Mark Gordon
Governor

WYOMING *Aeronautics Commission*

DEPARTMENT OF TRANSPORTATION

Sigsbee Duck, Chairman

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K. Luke Reiner
Director

MEETING MINUTES

A workshop for the Wyoming Department of Transportation (WYDOT) Aeronautics Commission was held in the I-80 Room of the WYDOT-U Training Center, Cheyenne, on December 15, 2021. The workshop began at 1:30 p.m.

The following commission members were present, constituting a quorum.

Anja Bendel, Commissioner, District 1
Jerry Blann, Commissioner, District 2
Bill DeVore, Commissioner, District 3

Steve Maier, Commissioner, District 5
Randy Harrop, Commissioner, District At-large
Luke Reiner, Ex Officio, WYDOT Director

Vice Chairman Bruce McCormack was absent.

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

Brian Olsen, Aeronautics Administrator
Phillip Hearn, Engineering & Construction
Manager
Cheryl Bean, Planning & Programming Manager
Sheri Taylor, Unmanned Aircraft Systems (UAS)
Manager
Cheryl Porter, Grants & Programming Specialist

Rodney Freier, Budget Manager
Julie Newlin, Policy & Planning Supervisor
Sandra Sanderson, Strategic Planning Analyst
Kimberly Chapman, Commission Secretary

Other attendees included: Mike Kahler, Senior Assistant Attorney General; Greg Hampshire, Aeronautics Analyst, WYDOT; Tim Dolan, Airport Engineer, WYDOT; and Melissa Palka, Project Engineer, WYDOT.

WYDOT Operating Budget Overview

The first presentation to the commission was from Rodney Freier, Budget Manager at WYDOT. Mr. Freier outlined WYDOT’s anticipated budget for FY2022, including timelines and revenue breakdowns. WYDOT revenue comes from three primary sources: federal agencies, such as the Federal Highway Administration, the Federal Aviation Administration, Federal Transit Administration, etc., provide \$337,929,768 or 47.81% of the revenue; highway user fees contribute \$217,601,614 or 30.78% of budgetary revenue; and other state revenue accounts for \$151,342,996 or 21.41% of the budget.

Mr. Freier also provided the commission with more detail specific to the Aeronautics Division’s revenue allocations and expenditures. Most of the state funds used for Aeronautics comes from federal mineral royalties, which is unrestricted funding.

Priority-Setting Session

Mr. Olsen shared that the commission will be reevaluating its commission priorities during the February 23, 2022 meeting. Julie Newlin, with WYDOT’s Program Performance Team, and Sandra Sanderson, Senior Strategic Planner, provided the commission with an overview of the priority-setting session. Ms.

Newlin and Sanderson shared a draft agenda, discussed each stage of the process, and gave commissioners an opportunity to ask any questions they had about the session.

UAS Update

Ms. Taylor provided a UAS program overview to the commission. She reported on the use of consultants, the progress of the UAS taskforce, and on the newly purchased fleet management system. WYDOT has purchased 17 drones, to date, for Wyoming Highway Patrol, Aeronautics, Public Relations, Photogrammetry and Surveying, and construction. Missions are flown to assist in numerous operational activities at WYDOT, including but not limited to: crash scene reconstruction, search and rescue, work site safety inspection, surveys, and educational/informational photos and videos.

Ms. Taylor also shared that 24 students have taken part in Part 107 and SOP training sessions offered around the state. More trainings are planned for 2022.

Aeronautics Division “Year in Review”

Airport Improvement Program (AIP) Annual Report

Ms. Bean reported that the AIP administered \$58,971,302 in airport improvement grants in 2021. Fifty-nine percent of that total came from federal funds and the remaining 40 percent came from federal non-budgeted funds and state/local sources. Most funding went to airport improvement projects, but the AIP also funded crack seal, pavement management, NAVAID maintenance, marketing and promotions, aviation encouragement, AWOS, and windsock projects.

Ms. Bean also provided a breakdown of the different state and federal funds used in the FY2021 budget.

Engineering and Construction Report

Mr. Hearn updated the commission on the seal coat and mark and crack seal projects, and provided information on amounts of materials used during 2021. Mr. Hearn reported on the total number of funded projects for 2021, including 37 construction, three equipment, 10 design, and two planning. Additionally, several grants were awarded: 19 for NAVAID maintenance, four for marketing, and eight for aviation encouragement.

Mr. Hearn also informed the commission of upcoming, major projects for 2022 in Jackson, Lander, Evanston, and Sheridan. Following a question about the Cheyenne runway reconstruction, he provided a brief summary of the project from start to completion.

BlackCat Training

Ms. Porter reviewed some of the basic features of the BlackCat Aviation Data Management System for the commissioners. If any commissioner would like a more in-depth tutorial, please contact Ms. Porter. She is happy to help commissioners and staff learn how to use the system.

The workshop concluded and the meeting adjourned at 4:30 p.m.