



Matthew H. Mead
Governor
William T. Panos
Director

WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION MEETING MINUTES



Peter G. Schoonmaker
Chairman
Telephone No.:
(307) 777-4015

WYDOT Commissioners Orientation & Training Session

The Aeronautics, Public Safety Communications, and Transportation Commission's met in Room 409 of the Pathfinder Building, at Laramie County Community College in Cheyenne, June 6th – 7th, 2017. The orientation and training session convened on June 6, 2017 at 1:00 P.M.

Aeronautics Commission Members:

Bill DeVore, Vice Chairman, Casper
John Newton, Commissioner, Cody
Chuck Brown, Commissioner, Wheatland
Bruce McCormack, Commissioner, Cody
Sigsbee Duck, Commissioner, Rock Springs
Katie Pfister, Aeronautics Commission Secretary

Communications Commission Members:

Mark Harshman, Chairman, Casper
Brian Eggleston, Vice Chairman, Riverton
Dwane Pacheco, Commissioner, Rock Springs
Jonathan Downing, Commissioner, Cheyenne
Doug Frank, Commissioner, Glenrock
Lindy Glode, Commissioner, Saratoga (attended only on June 7, 2017)
Leslie Shakespeare, Commissioner, Fort Washakie
Bob Symons, Communications Commission Administrative Support

Transportation Commission Members:

Bob Ruwart, Vice Chairman, Wheatland (attended only on June 7, 2017)
Mike Larson, Commissioner, Lusk
Rick Newton, Commissioner, Buffalo
Louie Pfrangle, Commissioner, Worland
Phil Schmidt, Commissioner, Casper
Sandra Scott, Transportation Commission Secretary

Also present at and participating in the meeting was William T. Panos, WYDOT Director, Gregg Fredrick, Chief Engineer (day two only), Pat Lewis, Chief Technology Officer, Amy Surdam, Aeronautics Administrator, and Brian Olsen, Aeronautics Engineering & Construction Manager.

Training Instructors: Katherine Castaneda, Deputy Human Resources Manager; Brian Foster, Human Resources Manager; Mike Kahler, Senior Assistant Attorney General; Julie Daniels, Southeast Area Community Development Educator for the University of Wyoming Extension Office; Kimberley Chapman, Area University Extension Educator, Community Development, University of Wyoming; and members of the Future Farmers of America (FFA), Central High School High Plains Chapter, Hunter Galuzzo (Chairman), Sarah Dey, Hannah Lane, Claire Lake, Rudy Nesvik, Elizabeth Barbour, Aaron Kersh, and Ty Berry, Cheyenne Central High School FFA Instructor.

Those absent: Aeronautics Commissioners Pete Schoonmaker (Sheridan) and Doyle Vaughn (Jackson), and Communications Commissioners Mike Choma (Casper), Skip Hornecker (Lander), and David Gier (Rawlins).

1. Opening Comments: Director Panos welcomed the commissioners and WYDOT staff, and advised that the purpose of the training was to bring the commissions together to work toward a common goal and to assist WYDOT in becoming an even better agency.

Training topics included anti-discrimination, workplace violence prevention, ethics and Executive Order 97-4, Commission roles and responsibilities, effective meetings, and parliamentary procedure.



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2. Anti-Discrimination and Workplace Violence Prevention: Mr. Brian Foster, Human Resources Manager, and Ms. Katherine Castaneda, Deputy Human Resources Manager, led the anti-discrimination and workplace violence prevention training. Like all state employees, commissioners are required to attend this training. Ms. Castaneda covered the State of Wyoming Executive Order 2000-4, Anti-discrimination Policy.

Director Panos asked if WYDOT has had any anti-discrimination violations within the agency. Ms. Castaneda indicated she has not seen direct violations, but she occasionally receives complaints that “closely dovetail” off of the items noted in the anti-discrimination policy. Those infractions were resolved within a very short period of time.

Mr. Foster covered the State of Wyoming Executive Order 2001-1, Workplace Violence Policy.

Commissioner Newton asked Mr. Foster to explain when workplace violence would apply to the Commissions. Mr. Foster felt that workplace violence could potentially occur if a constituent got upset during a Commission meeting.

3. Ethics, Lobbying, Conflicts of Interest, and Wyoming Statutes Pertaining to Commissions: Mr. Kahler presented information about Executive Order 1997-4, Executive Branch Code of Ethics. Mr. Kahler introduced himself and explained his responsibilities as the legal representative for the Commissions.

Mr. Kahler provided handouts, including “Orientation for Transportation Commissioners,” “Definition of ‘Lobbying’ Versus Providing Information,” excerpts from the Wyoming statutes regarding ethics, an ethics document prepared by the Wyoming Attorney General representatives, and the 2012 State of Wyoming Board Handbook, and he shared highlights from these handouts. Two (2) boards and commissions training videos are also available on Governor Mead’s website. Commissioners were encouraged to view them as an additional learning tool.

Secretary Scott asked Mr. Kahler to discuss the Wyoming Open Meetings Act and the Public Records Act. Mr. Kahler shared information about the Acts and gave applicable examples of potential violations of the statutes.

4. The first day of the orientation and training session recessed at 4:07 P.M., on Tuesday, June 6, 2017.
5. The second day of the orientation and training session convened at 8:00 A.M., on Wednesday, June 7, 2017.

Commissioners Ruwart and Glode, and Mr. Gregg Fredrick, WYDOT Chief Engineer, joined the training session.

Ms. Daniels and Chapman led the Commissions’ roles and responsibilities training, beginning with an exercise in ethical practices and a question and answer session about the Commissions’ mission and goals. Information was also provided about the limitations of the Commissions’ authority, communicating with elected officials, and commissioner appointments.

Discussion ensued about the commissioners’ roles in communicating with the media. Director Panos advised that WYDOT’s Public Information Office is available to assist with media inquiries.

Commission ethics and conflicts of interest were also covered, including circumstances when a commissioner should recuse himself/herself from voting.

Commission-related Wyoming Statutes were also addressed at the training session.

The FFA High Plains Chapter provided a mock meeting demonstration of proper parliamentary procedure.

Ms. Chapman led the effective meetings portion of the training. Topics included being productive, sufficient planning and preparedness, commitment, respect, engaging in discussion, members taking ownership in what is being discussed, and managing discussion topics to stay on task.

6. The orientation and training session adjourned at 2:00 P.M., on Wednesday, June 7, 2017.