



## North Dakota Aeronautics Commission

Tuesday, October 29<sup>th</sup>, 2024 – 9:00 AM  
Aeronautics Commission Conference Room  
Bismarck, ND

Chair Kim Kenville called the meeting of the North Dakota Aeronautics Commission to order at 9:00 AM on Tuesday, October 29<sup>th</sup>, 2024, and roll call was taken.

### **COMMISSIONERS PRESENT:**

Kim Kenville, Chair  
Kyle Humann, Member  
Warren Pietsch, Member  
Rodney Schaaf, Member  
Steve Blazek, Member

### **STAFF PRESENT:**

Kyle Wanner, Director  
Mike McHugh, Aviation Education Coordinator  
Adam Dillin, Airport Planner  
Grant Erwin, Airport Planner  
Gaye Niemiller, Admin Officer

### **OTHERS PRESENT:**

Ashley Roll, Attorney General's Office  
Andrea Bowman – NDSU Extension Leadership & Civic Engagement Program Coordinator

**Board Training:** Andrea Bowman from NDSU Extension was in attendance and provided off-site training for the Commission, NDAC staff, and Ashley Roll from the Attorney Generals office. Training topics covered in the training included communication, effective meeting management, basic parliamentary procedure for efficient meetings, the board's ethical, fiduciary and accountability role, and open meeting laws.

The training ended at 12:00pm and the Commission meeting resumed at 12:45pm.

**8/6/24 Meeting Minutes:** Steve made a motion to approve the minutes as written. Kyle H. seconded the motion. All yays, no nays. Motion carried.

**Financial Statements:** Gaye reviewed the financial statements for July, August, and September, 2024.

**NDAC Staff Activity Report** - Kyle W. highlighted some dates and activities from the Staff Activity Report.

Included in those updates was information related to the Dunseith Port of Entry expansion and future impacts to the International Peace Garden airport.

Discussion was also held regarding the status of the LaMoure airport where the airport is working with the city to acquire land to elevate its NPIAS status. The airport has also been working to protect additional buildings to be constructed within the runway protection zone of the airport.

An update was also provided regarding the engineering firm selection process and the terminal project that the Fort Yates airport is currently undertaking.

The NDAC staff completed between 40-50 airport capital improvement meetings this Fall, and the planners have completed and submitted the final 5010 inspections for this year's federal airport inspection contract.

**2024 FAA Funding Recap:** Kyle W. shared a listing that was received from the FAA regarding the total FAA grants received by North Dakota Airport Sponsors in FY2024. He also provided historical information and background on past FAA funding levels.

**Aviation Education Program Update:** Mike provided the Commission with a presentation on the success and status of the 2024 aviation education programs. He discussed the current budget and allocation of funds and compared those numbers to historical budget funding. He also discussed the programs that are associated with receiving grant funds, including, FTAP, Internship, Museums, High School Programs, Career Expos, and Workforce Development.

**Fargo AirSho Documentation:** The Commissioners received a letter from the Fargo AirSho, thanking the commission for their support and sponsorship of the 2024 Fargo Airsho STEM Expo, along with additional documentation providing in-depth and well-rounded information on the Expo as a whole. The report was received, and the staff will move forward with grant reimbursement.

**40 Under 40 Award:** The Commission reviewed the options of reward packages available for Kyle W.'s selection as part of the Airport Business 40 Under 40 awards. This is an award that honors professionals in the airport workforce throughout North America. Kyle W. appreciated the nomination and was honored to be considered for the award. A recommendation was made for the commission to acquire a plaque, 20 additional copies of the magazine, and logo rights. Kyle H. made a motion for up to \$700.00 for the award. Rodney seconded the motion. Steve made a friendly amendment to reflect up to \$750.00 for the commission to include a purchase five additional copies of the magazine for each Commissioner. Rodney seconded the amended motion. All yays, no nays. Motion carried.

**2026 NASAO Conference:** Kyle W. provided the Commissioners with information on the national selection of Grand Forks as the site for the 2026 NASAO Conference. Gaye and Janell are on the site planning committee for the 2026 conference and will remain an active part of the conference planning and hosting all the way through the 2026 conference. Kyle W. asked the commission for approval for Gaye and Janell to attend the 2025 NASAO Conference in Alaska to partake in representing North Dakota and provide information to attendees about the 2026 conference in Grand Forks. Rodney made a motion to approve the office to close for the duration of the conference so that the entire staff can attend the 2025 NASAO conference. Warren seconded the motion. All yays, no nays. Motion carried.

**State Project Updates:** NDAC Staff provided the commission with updates on each of the major statewide projects that are ongoing.

**PCI Study:** The PCI consultant team completed all pavement inspections and the NDAC staff should be receiving the raw PCI data to analyze in the coming months.

**SASP/Economic Impact Study** – The NDAC staff is working with the system plan consultant on developing the performance indicators and measures for the study.

**IPG Airport Pavement Rehab** – Nothing major to report as the pavement rehabilitation project is still anticipated to kick-off during Summer of 2025.

**Commissioner Reports** – None.

**Other business** – Next meeting tentatively set for December 12<sup>th</sup> at 9:00 a.m.

Meeting adjourned at 2:47pm.