



## North Dakota Aeronautics Commission

Friday, October 4, 2019 – 12:45 PM  
Aeronautics Commission Conference Room  
Bismarck, ND

Chairperson Kim Kenville called the meeting of the North Dakota Aeronautics Commission to order at 12:45 PM on Friday, October 4, 2019.

### **COMMISSIONERS PRESENT:**

Kim Kenville, Chairperson  
Cindy Schreiber-Beck, Member  
Jay B. Lindquist, Member  
Kyle Humann, Member

### **STAFF PRESENT:**

Kyle Wanner, Director  
Mike McHugh, Education Coordinator  
Nels Lund, Planner  
Adam Dillin, Planner  
Gaye Niemiller, Admin Officer

### **OTHERS PRESENT:**

Andy Peek, FAA  
Dave Anderson, FAA  
Rebecca MacPherson, FAA  
Anthony Dudas, Williston Airport Manager

Kim called the meeting to order at 12:45 p.m. and roll call was made.

8/19/19 Meeting Minutes – Approved as is.

Financial Statements - Gaye reviewed the July, 2019 and August, 2019 financial statements. No changes were requested.

Director Monthly Recap - Kyle reviewed and highlighted a few topics from the Director Monthly Recap.

Review of Aeronautics Audit Report – Kyle reviewed the audit information and informed the Commission that the auditors did not identify any exceptions or defaults to the audit and therefore no formal or informal recommendations were made.

Review Aircraft Activity Record – Kyle reviewed the Aircraft Activity Record with the Commission, which reflects usage from 9/3/18 to 5/30/19.

Education grants – ED 20-02 AOPA Symposium – Mike/Kim reviewed the education request from Leslie Martin, who is an aviation technology high school teacher in Grand Forks. The Request is to provide funds to aid in costs associated with attending the AOPA High School STEM symposium. The Request is for \$581.87. Cindy made a motion to fund 100% of the requested expenses up to the requested amount of \$581.87. Jay B. seconded the motion. Cindy – y, Jay B. – y, Kyle H. – y, Kim – abstained. Motion passed.

State “Be Legendary” branding – Mike discussed the potential of Aeronautics Commission utilizing the “Be Legendary” branding in our email closures, letterhead, business cards, etc. Due to time constraints on the meeting it was suggested that the everything remains as is for now and the Commission can revisit this at a later date as needed.

GEN-6 – Commissioner Portfolio Policy Review – Kim reviewed the proposed commission portfolio changes. Cindy made a motion to accept the changes to the commissioner portfolios as written, except to change the reference of Military Relations to Military Liaison. Kyle H. seconded the motion. All yays, no nays. Motion passed.

HR-4 – Director Evaluation Policy Review – Kim reviewed the changes to the evaluation policy, where in the annual performance evaluation of the Director will be conducted by the Commission Chairperson. Jay B. made a motion to accept the changes. Cindy seconded the motion. All yays, no nays. Motion passed.

Discussion on Policy Proposals – Kyle reviewed a whitepaper with the Commission that depicted some policy ideas for the Governor’s office to consider as they look towards next legislative session. The Commission discussed the document and agreed to allow its submission to the Governor’s office.

Portfolio Updates –

Kim shared information regarding the current ongoing dispute between the City of Fargo and the Fargo Airport Authority to ensure that the full commission was aware of the situation.

Cindy shared that she would like to see a survey conducted on aviation workforce needs and would like to see how those needs are tied into aviation mechanics that will be leaving the workforce shortly. Mike and Cindy will continue talks on this and report back to the Commission as needed.

Other Business – Next meeting is tentatively set for November 19<sup>th</sup>, 2019. The finalized date and time will be confirmed at a future date and communicated to the group.

Adjournment at 1:50 p.m.