



North Dakota Aeronautics Commission

Tuesday, December 19, 2023 – 9:00 AM
Aeronautics Commission Conference Room
Bismarck, ND

Chair Kyle Humann called the meeting of the North Dakota Aeronautics Commission to order at 9:05 AM on Tuesday, December 19, 2023.

COMMISSIONERS PRESENT:

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

STAFF PRESENT:

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

Consideration 10/24/23 Meeting Minutes – The minutes were approved as is.

Review September/October Financial Statements. Gaye reviewed September and October 2023 financial statements with the commission.

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

- Kyle and Adam participated on a teleconference with the New Rockford airport and airport engineer to discuss project alternatives, justification, and funding strategies and Adam provided the Commissioners with an update on that meeting.
- Kyle, Mike, Adam, and Grant performed an airport inspection and “pavement check” of the P608 Heavy seal coat at the Lamoure Airport. The agency aircraft was utilized for transportation. Airport Improvement Magazine has also reached out to NDAC to write an article on the seal coat projects that have been worked on in North Dakota.
- Kyle, Gaye, and Grant attended a meeting with the Bismarck Airport, Bismarck Aero Center, and Executive Air Taxi to discuss issues with Building 22 and expansionary plans.
- Kyle and Mike attended the ND Aviation Hall of Fame Selection Meeting and NDAA
- Kyle attended the NASAO Great Lakes Regional Director’s Meeting at the Regional FAA Office.
- Grant and Adam participated in the Fall ACEC Aviation Liaison meeting at the Radisson Hotel in downtown Bismarck.
- Mike attended the AOPA High School STEM Symposium in Orlando, FL and Mike provided an update of the Symposium.
- Kyle and Gaye participated in a teleconference with the agency HR contact to discuss the Gallop staff engagement survey.

- Kyle traveled to Washington D.C. with Shawn Dobberstein and Fargo airport representatives to meet with Senator Hoeven and Shannetta Griffin (FAA Associate Administrator for Airports) to discuss Fargo's terminal expansion.
- Kyle, Mike, Grant, and Adam met with the Ashley airport to discuss their success with the weather camera program and strategies to replicate that success throughout North Dakota.
- NDAC Staff & Kyle Humann participated in an Internal Strategic Planning Session.
- Kyle participated in a Virtual Plenary Session for the UAS Detection & Mitigation Aviation Rulemaking Committee to discuss and review the final draft document.
- Kyle, Adam, and Grant participated in a meeting with the FAA Airport District Office to discuss and review the draft of the 2024-2026 North Dakota Statewide Airport Capital Improvement Plan.
- Kyle attended the Aero Club of Washington's Wright Brothers Memorial Banquet in Washington D.C. as a part of his function as NASAO Chair. NASAO covered the travel expenses.

Additional information provided by Kyle:

- The NASAO educational module training has been released and available to all North Dakota airports. North Dakota was the first state in the country to implement this training program. It was suggested that the Planners should do a session at the Fly-ND Conference on the training and do a walk-thru on how to access and use the training.
- This is the final year of the Statewide Maintenance AWOS contract, with a one-year extension remaining on the contract. Kyle offered the extension to Remote Systems Integration and they accepted.
- The survey deadline for the Rates and Charges Study has passed and 40 airports completed the survey. The staff will work to compile the results in the coming months.
- Kyle discussed the current state of affairs and concerns with FAA reauthorization. The FAA is Authorized through early March and therefore, the agency does not have a full program as of right now. There are concerns that the Airport Improvement Program (AIP) projects will have delayed grant approvals this year.
- The State Finance Committee met and reviewed a recent State Fleet study that was conducted by legislative council. The legislators discussed further analyzing state aircraft for modernization needs since the last state fleet study was completed in 2011. No current concerns for the NDAC aircraft, but Kyle will continue to monitor as discussions continue.

2024 PCI Study Consultant Selection – Grant led the effort for the PCI selection and reviewed the process. The final scores were provided to the commissioners and they were informed that Aeronautics staff recommended the selection of Mead & Hunt/Aptech for the 2024 PCI Study consultant team. Rodney made a motion to approve the recommendation of the selection committee and move forward with Meade & Hunt/Aptech to develop project scoping, enter contract negotiations, and apply for a federal grant for the 2024 PCI project. Steve seconded. Kim – abstain – Warren – y, Steve – y, Rodney – y, Kyle H. – y. Motion carried.

NDSASP & Economic Impact of Aviation Study Update. Adam provided an update to the NDSASP & Economic Impact of Aviation study. The RFP was published at the beginning of September, and NDAC received three submissions. Adam has formed a committee to review and score the submissions and they have shortlisted two of the firms. Both firms are set to meet for in-person interviews at the ND Aeronautics Conference Room on Tuesday, January 23rd. The Committee plans to make their final

selection at that time and NDAC staff will bring a recommendation to the commissioners at the next meeting.

NDAA & Fly ND Conference Update. Mike gave an update on NDAA and the Fly-ND Conference in Grand Forks at Alerus Center, including the activities and sessions, starting on Saturday, March 2nd and ending with the Hall of Fame Banquet on Tuesday, March 5th. Open registration for exhibitors and sponsors is currently on-going as the site selection team is trying to ensure the event is organized earlier than in past years.

ND Aeronautics Strategic Review. Kyle walked through a presentation that encompassed a strategic planning vision for the ND Aeronautics Commission for the following three biennium's. Major goals for the organization have been identified as:

- Maintain and improve upon the Infrastructure, Weather Reporting Services, and Pavement Condition Levels at the Public-Use Airports throughout North Dakota.
- Strengthen relationships with aviation non-profit groups and work to grow the number of aviation scholarships, aviation high school programs, and post-secondary programs available to students in North Dakota to assist with the aviation workforce challenges.
- Successfully aid in the implementation of the Uncrewed Aircraft Systems (UAS) & Advanced Air Mobility (AAM) Industry in North Dakota. This includes assisting in implementing VANTIS within North Dakota and collaborating with other states on UAS Infrastructure & Policy.

Specific goals for future biennium's were also discussed and the presentation will be finalized and presented to the Governor's office during a strategy review session in February.

Commissioner reports – None

Old Business – None

Next meeting – 9:00 a.m. on January 26th

Adjourn at 11:40am.