



## North Dakota Aeronautics Commission

Tuesday, March 26, 2024 – 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, March 26<sup>th</sup>, 2024 and roll call was taken.

### **COMMISSIONERS PRESENT:**

Kyle Humann, Chair  
Kim Kenville, Member  
Warren Pietsch, Member  
Rodney Schaaf, Member  
Steve Blazek, Member joined the meeting via Teams at 9:26 a.m.

### **STAFF PRESENT:**

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

**Consideration of 1/26/24 Meeting Minutes** – Approved as is.

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

- NDAC Staff hosted a teleconference with multiple entities – Department of Commerce, UND, NDSU, NDDOT, Governor’s office, NPUAS Test Site, UGTPI, Grand Sky, etc., to discuss the possibility of a UAS/Advanced Air Mobility Study specific to the needs of North Dakota.
- Mike attended Tri-State Aerial Applicators convention in St. Cloud, MN and provided an update regarding the conference.
- Kyle and Gaye participated in the Strategy Review Session with Governor Burgum, Lt. Governor Tammy Miller, Governor’s Staff, OMB, State HR, and State ITD.
- Kyle and Adam participated on a teleconference with Jamestown, Devils Lake, and congressional delegation staffers to discuss the results of the Essential Air Service bids.
- Kyle attended the Washington D.C. NASAO Legislative conference where 25 other states were in attendance. Kyle introduced key FAA officials – FAA Administrator Michael Whitaker and Shannetta Griffin, Associate Administrator for Airports to the attendees. Kyle provided a presentation on the national priorities and initiatives of NASAO and ran a NASAO board meeting. Kyle was also able to speak to the VANTIS system in North Dakota as a part of the social event for the conference. Kyle also met with representative from Senator Hoeven, Kramer, and Representative Armstrong’s office to discuss FAA reauthorization and North Dakota aviation priorities.
- NDAC Staff and Commissioners attended the Fly ND Conference in Grand Forks. NDAC Staff assisted with multiple areas of the conference and also led multiple sessions including: the

passport award presentations, the aerial applicator safety meeting (which was recorded and is online for viewing), state of aviation presentation, NDAC updates, and AAM/UAS integration government and industry collaboration. Additionally, staff assisted with the awards banquet, conference photography, and press releases. Multiple individual airport/FAA meetings also occurred throughout the conference.

- Kyle, Mike, and Commissioner Schaaf attended the “Flying through the Wires” course in Fargo. There were 130 people signed up for the course.
- Kyle attended the Strategy Review Session for the Northern Plains UAS Test Site with Governor Burgum, Lt. Governor Tammy Miller, Governor’s Staff, OMB, State HR, Department of Commerce and State ITD.
- Kyle and Mike participated in the state aircraft fleet tour with the Legislative Finance Committee
- Kyle and Grant participated in the final design review meeting for the International Peace Garden airport project with the project engineer and FAA. The current plan is to open bids at the end of April and options will be provided to the Commission at the May meeting.

**Aviation Education Grant Request EDU24-05** – Minot North Aviation Lab - Mike reviewed the request from Minot and also informed the Commission that Minot has withdrawn this request and reapply at another time.

**Aviation Education Grant Request EDU24-04**– Tioga Airport Flight Training – Mike reviewed the flight training request on behalf of Tioga. The airport was recently awarded a \$20k grant from the city of Tioga that requires matching funds to access those funds. Tioga would like to offer a flight training program with those funds which would include bringing in an instructor from Minot. The anticipated flight training program is anticipated to cost \$100k and want help to subsidize the cost of the training. They are requesting \$20k to reach the matching funds to City of Tioga. Concerns were raised regarding the state subsidizing flight training. Kim moved to deny. Rodney seconded the motion. Kim – y, Warren – y, Steve- y, Rodney – y, Kyle H. – y. Motion to deny carried.

**Review January and February Financial Statements** – Gaye reviewed the financial statements from both months and answered funding questions.

**Biennial Audit Review** – Gaye reviewed the final audit report for the biennium ending June 30, 2023. An audit is conducted every two years after a biennium ends. They review financial transactions and determine expenditures are correct. They report any errors, internal control weaknesses or potential violations of law. The audit was completed with no identification of any areas of concern.

### **Updates on Statewide Aviation Studies**

**Rates and charges survey** – The finalized document was sent to commissioners prior to the Fly ND conference. The staff reviewed the information that had been collected and provided a summary.

**PCI update** – Grant gave an update to the commission on the PCI project. The scoping is nearly finalized and is awaiting final review and approval of the FAA. The Independent Fee Review (IFE) has been completed and an initial estimated cost from Mead & Hunt and Aptech was received. Negotiations has commenced and adjustments on the estimated costs have been made and the project is now within 10%

of the IFE. Grant will complete the federal grant application and will apply for 90% of the project expenses of the NPIAS airports.

**SASP & EIS** – Adam gave an update to the Commission on the Statewide Aviation System Plan and Economic Impact Project. The staff is still in the scoping process and is working with Kimley-Horn. Once the scope is finalized, it will then be sent to the FAA for their final review and comments.

**Advanced Air Mobility Study** – Kyle sent a statement of work to the commissioners and provided a blueprint for a potential UAS Advanced Air Mobility Study. Kyle was in the meeting with the Governor and Commerce and there is a desire to move forward with this study before next legislative session. Funds have been identified through the Northern Plains UAS Test site to pursue a study with MITRE and therefore no additional action is currently required by the ND Aeronautics Commission.

**NDAA/Fly-ND Conference Discussion** - Mike gave an update to the Fly-ND Conference. There were 60 attendees at the hockey game. 90 attendees had signed up for the Sunday tours, and 80 attended the tours. A survey went out to all attendees. There was good feedback on the content for the sessions, The final count showed that 350 people were registered, 35 students and 30 first time attendees; over 60 of the students and first-time attendees was funded by the commission.

NDAA board updates were also provided by Mike. NDAA is in the process of hiring a new Executive Director.

Mike also updated the commission regarding the federal grant that NDSCS recently received to start an A&P program. The program would be located in Fargo and the currently plan is that it would be in place in 2025.

**Commissioner Reports** – none

**Old Business** – none

**Other Business** – The next meeting is planned in-person for May 22<sup>nd</sup>, 2024 beginning at 1:00 p.m. in the ND Aeronautics Commission Conference Room.

Meeting adjourned at 11:12 a.m.