



North Dakota Aeronautics Commission

Thursday, May 23rd, 2019 – 9:00 AM
Aeronautics Commission Conference Room
Bismarck, ND

Chairperson Kim Kenville called the meeting of the North Dakota Aeronautics Commission to order at 9:06 AM on Thursday, May 23rd, 2019.

COMMISSIONERS PRESENT:

Kim Kenville, Chairperson
Cindy Schreiber-Beck, Member
Jay B. Lindquist, Member
Maurice Cook, Member
Warren Pietsch, Member

STAFF PRESENT:

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

OTHERS PRESENT:

Tara Brandner, Office of the ND Attorney General

Kim called the meeting to order at 9:06 a.m. and roll call was made.

Meeting Minutes – The April 9, 2019 meeting minutes were approved as filed with no amendments.

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

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

Discussion on the status of excise tax payments took place and the commission was provided with a document that depicted the status of all aircraft owners that are currently grandfathered into an allowability to pay excise tax based on aircraft use. Tara did not have any new information to provide on this subject other than that she approved of the final version of the letters that were submitted to dealers and the grandfathered aircraft owners regarding the recent attorney general's opinion on this subject.

Legislative Update – Kyle passed out and discussed information on the upcoming biennial airport infrastructure grant budget amounts and he also provided a review of the UAS funding that passed through the legislative session.

FAA Supplement Funding Update - Kyle provided and reviewed information regarding the federal supplemental AIP information that positively affects projects in Fargo, Hillsboro and Watford City.

Statewide PCI Study Update – Each commissioner was provided with a statewide executive summary of the results from the new Pavement Condition Index (PCI) Study and Kyle provided a brief review of this material. The new interactive PCI data application is also expected to appear on the Aeronautics Commission’s website in the very near future.

GR-2 Airport Grand Funding Policy update – Moved #13 up to discuss. Gaye and Kyle reviewed the proposed changes to the policy that provides changes to #8, #9, and #14 of the policy. Jay B. made a motion to approve the changes to the policy as presented. Cindy seconded. All yays, no nays. Motion passed.

Review Grant Recommendations – Adam and Nels went through the Commercial Service Airports grant applications and funding information with the Commission. Kyle handed out a sheet with the recommended motion for the commission to consider regarding commercial service airport grants as follows:

“The Commission approved the commercial service grants as shown on the grant recommendation spreadsheet. The grants for Bismarck, Fargo, Grand Forks, and Minot in an amount of \$1,326,277 will be allocated from the 2017-2019 special fund grant appropriations. The Dickinson grant of \$178,540 is allocated from the 2019-2023 SIF appropriation. The Devils Lake and Jamestown grants of \$77,778 will be allocated from 2019-2021 special and general fund grant appropriations.”

Warren made a motion to approve as written. Jay B. seconded. All yays, no nays. Motion passed.

Adam and Nels went through the General Aviation Airports grant applications and funding information for FAA projects with the Commission. The recommended motion reads as follows:

“The Commission approves the general aviation grants for federal matches as show son the grant recommendation spreadsheet. The \$718,615 is allocated from the 2019-2021 special and general fund grant appropriations.”

Maurice made a motion to approve as written on the handout. Cindy seconded. All yays, no nays. Motion passed.

Adam and Nels went through the General Aviation Airports grant applications and funding information for pavement maintenance projects with the Commission. The recommended motion reads as follows:

“The Commission approves the general aviation grants for pavement maintenance as shown on the grant recommendation spreadsheet. The Watford City grant amount of \$15,652 is allocated from the 2019-2035 SIF appropriation. The remaining \$205,389 is allocated from the 2019-2021 special and general fund grant appropriations.”

Cindy made a motion to approve as written. Warren seconded. All yays, no nays. Motion passed.

Adam and Nels went through the General Aviation Airports grant applications and funding information for AWOS maintenance projects with the Commission. The recommended motion reads as follows:

“The Commission approves the general aviation grants for AWOS maintenance as shown on the grant recommendation spreadsheet. The \$117,937 is allocated from the 2019-2021 special and general fund grant appropriations.”

Warren made a motion to approve as written. Cindy seconded. All yays, no nays. Motion passed.

Adam and Nels went through the General Aviation Airports grant applications and funding information for Non-Federal projects with the Commission. The recommended motion reads as follows:

“The Commission approves the general aviation grants for non-federal projects as shown on the grant recommendation spreadsheet. The \$808,053 is allocated from the 2019-2021 special and general fund grant appropriations.”

Jay B. made a motion to approve as written. Warren seconded. All yays, no nays. Motion passed.

Kyle discussed that Williston Basin International Airport has asked to have remaining funds leftover from completed projects be reallocated to current active projects. Kyle has also discussed this with the Department of Trust Lands and has been asked to go before the Land Board next week regarding these and any future reallocations. The recommended motion reads as follows:

“The Commission recommends that the Board of University and School Lands approves the funds available in Grant G180099 in the amount of \$95,244, Grant G180100 in the amount of \$891,439 and Grant E180004 in the amount of \$199,983.05 be reallocated to the construction of the Williston Basin International Airport electrical vault building.”

Warren made a motion to approve as written. Jay B. seconded. All yays, no nays. Motion passed.

Kim recognized and thanked Kyle and staff for their hard work during the replacement and training of the new planners, the legislative session, UMAS, and Aviation Day at the Capitol.

Aviation Education Updates – Mike reviewed statistics of pilots and flight instructors to highlight the pilot shortage problem. He shared information on the air museums’ activities, camps and tours for students, reviewed high school programs in the state, as well as the new program that opened in Williston this past year and how they are looking at other opportunities for high school programs. Mike updated the Commission on the internship program and which airport is utilizing it.

ED 19-05 Mohall Airport Flight Simulator Request – Mike explained that the flight simulator request meets all of the requirements to be housed in a safe and secure location. They are looking for 50/50 funding; the simulator would be in a locked room and can be accessed by the airport manager, it will be open to the public and available free of charge. Kim moved to approve. Warren seconded. All yays, no nays. Motion carried.

Aerospace Education Funding for the North Dakota Aviation Council - This policy would remove the requirement for the Aviation Council to submit a grant request every year for continued support from the Aeronautics Commission for UMAS educational funding. The Council is still required to submit receipts and verification that the funds were used for the educational component of UMAS. The receipts will be reviewed and approved before reimbursements will be made. Jay B. moved to approve. Warren seconded. All yays, no nays. Motion passed.

GEN 3 – Airport Intern policy review. Mike provided the Commission with information on the agency’s airport internship programs. ND Airports are having a hard time getting and keeping interns for the duration of the internship program. Most students are taking internships in larger out of state airports. Mike proposed that changing the policy to provide for funding reimbursement of 80% up to \$10,000

may help airports in offering a more competitive salaried internship. Jay B. made a motion to approve this policy change as recommended. Maurice seconded. All yays, Warren abstained. Motion passed.

Review of Agency HR Policies – Kyle informed the Commission that there are currently no recommended proposed changes to the HR policies, but they currently require review and re-approval this year. Warren made a motion to approve all agency HE policies without any changes. Cindy seconded. All yays, no nays. Motion passed.

Portfolio Updates – None

Other Business – State grant meeting in Bismarck is set for June 6th and that will start at 9:00 a.m.

Jay B. moved to adjourn. Warren seconded. Adjournment at 12:27 p.m.