



## North Dakota Aeronautics Commission

Thursday, May 26<sup>th</sup>, 2022 – 1:00 PM  
Aeronautics Commission Conference Room  
Bismarck, ND

Vice Chair Kyle Humann called the meeting of the North Dakota Aeronautics Commission to order at 1:15 PM on Thursday, May 26<sup>th</sup>, 2022.

### **COMMISSIONERS PRESENT:**

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

### **STAFF PRESENT:**

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

### **OTHERS PRESENT:**

Ryan Reisinger – Grand Forks Airport (via Teams)  
Ryan Thayer – Fargo Air Museum (via phone)  
Jon Simmers – Bismarck Aero Center – in person

Kyle H. called the meeting to order at 1:15 pm and roll call was taken.

3/24/22 Meeting Minutes – Minutes approved as is with the additional update to the Tri-State Aerial Applicators Convention in Grand Forks.

Fargo Air Museum Education Grant Request – Mike explained that the request is an extension to the museum education funding policy already in place. They have had great success of their educational camps at the Museum, and they would like to move forward with a plan to host more of these camps off-site. The museum has a list of several speaking topics, and their goal is to host four classes each month during the school year, starting Fall of 2022 with the expected impact of 100 students each month.

The Request is for travel, employee time, and supplies needed for these camps. This request is made in separation of the up to \$20,000 they are awarded each year within the museum education funding policy. Ryan Thayer from Fargo Air Museum attended via phone to engage in conversations and answer any questions regarding the request.

Kim made a motion to approve 100% of travel, time, and materials up to \$5,000. Kyle H. seconded the motion. Kim – y, Jay B. – y, Cindy – y, Kyle – y. Motion carried.

Financial Statements – Gaye reviewed March and April 2022 financial statements. No changes were requested.

Director Monthly Recap – Kyle went through the Director Recap document and discussed a variety of topics and updates for the commission.

Kyle reviewed the current status of the federal funding program for airport projects and reiterated his concerns for the late timing of FAA grant funding and the impacts it could have as multiple airports approach their construction bid holding dates in the near future. He also provided an update on the status of the 2021 PCI Study which is currently wrapping up and each Commissioner was provided with the executive summary that showcases the results.

Efforts are also ongoing to update and improve the ND Aviation Hall of Fame program as a new software program has been developed to showcase the Hall of Famers on Kiosks that are hopefully going to be installed at Commercial Service Airports throughout the state. Kyle also provided an update on the Essential Air Service situation in Jamestown, Devils Lake, and Dickinson.

Kyle and Aeronautics staff attended a UAS authority meeting in Grand Forks and received a tour of the new Mission, Network, and Operations Center (MNOC) for the VANTIS Network. Additionally, a joint UAS test site staff/Aeronautics staff meeting also occurred to ensure strong collaboration and understanding exists between the two organizations.

Airport inspections have started up again and the Governor has also recently released his budget guidelines for the 2023-2025 biennium. Bismarck's annual aviation career day event was also a success and drew in over 850 area 5<sup>th</sup> grade students.

The Aeronautics Commission staff will also be moving forward with a new consultant selection for the International Peace Garden airport and Kyle updated the commissioners on a planned design and rehabilitation of the airside pavements within the next few years.

Apron Eligibility Discussion – Kyle, Nels, and Adam reviewed apron eligibility information with the Commissioners and provided a history of both federal and state funding policy changes over the last decade. The main concern was that a recent change that was made in the FAA handbook further restricts the federal eligibility of apron areas in front of hangars and buildings which then passes on the cost of those improvements to the Fixed Based Operators and/or the airport. State funding also currently restricts the ability for the state to provide grant funding for these apron areas. This information was provided to determine if there is interest in further discussing or making changes to the current state funding policy for aprons. After additional discussion, it was decided that the issue would be tabled until a future NDAC meeting.

Review Airport Grant Recommendations –

Kyle provided an overview of the current funding situation of the ND Aeronautics Commission and the available funds that exist for allocation to airport grants within the current biennium. The NDAC has access to \$5 million in ARPA funds granted to the agency by the 2021 special legislative session. Approximately \$2.5 million also remains in one-time appropriation from the State Strategic Investment and Improvement Funds. A recap of the current Special Fund balance and remaining appropriation was also discussed.

Nels and Adam then presented the airport grant information from the applications received for both the Commercial and GA Airports. A full review of the staff grant recommendations was provided and the staff highlighted the major projects that are ongoing and planned within the state of North Dakota.

After the review, Kim made a motion to approve the grant allocations, as follows:

“The Aeronautics Commission moves to allocate the \$2,535,683 from the one-time SIIF appropriation to the following airport projects:

- \$2,000,000 to Fargo, Hector International Airport for the FAA 2020 AIP #51 – Cargo Apron Expansion – Phase IV; and
- \$535,683 to the Killdeer Airport for Terminal Building, Site Work, Auto Parking & Access Road Construction.

The remaining \$5,953,141 grant allocations are approved with the intent that any received grant reimbursements will first be applied to the \$5,000,000 ARPA appropriation. Once the ARPA funds have been dispersed, NDAC special fund appropriation will be applied to all remaining grant allocations.”

Kyle H. seconded the motion. Kim – y, Jay B. – y, Cindy – y, Kyle H. – y. Motion carried.

Review of Agency HR Policies – The North Dakota Aeronautics Commission HR policies are reviewed and approved every three years and are scheduled for review and approval in 2022. Kyle provided the Commission with Policy # HR-1 through HR-12. There are no proposed changes to policies 1, 3, 4, and 5. Kyle discussed the minor proposed change to policy 2 which changes the word “chairman” to “chair”. Kim made a motion to approve all of the policies as is with the change to policy 2 as presented. Kyle H. seconded the motion. Kim – y, Jay B. – y, Cindy – y, Kyle H. – y. Motion carried.

Aviation Education/NDAA Update - Mike provided the commission with an update on events and activities with Aviation Education and the North Dakota Aviation Association. In conjunction with the FAA Workforce Development Grant that was received last year, Mike will be assisting with professional aviation development classes for North Dakota teachers in June. The next FAA Workforce Development Grant is in progress, with an application submittal deadline of June 5<sup>th</sup>.

The North Dakota Aviation Association (NDAA) is working with NDAC staff on updating and improving the promotion and access to the ND Aviation Hall of fame. The new kiosk for the Hall of Fame recipients is currently on display our entryway and is planned to be moved to the Bismarck Terminal shortly. The NDAA Summerfest is set for August 19<sup>th</sup> in Williston and the next aviation career expo is scheduled for October 6<sup>th</sup> in Fargo.

Election of Chair Elect – Kyle made a motion to elect Kim Kenville as Chair Elect. Cindy seconded the motion. Kim – y, Jay B. – y, Cindy – y, Kyle – y. Motion carried.

Director Evaluation – Chair Warren was going to lead the discussion with the Commission, but since he was unable to be present at today’s meeting, this discussion has been postponed.

Old Business – None.

Other business – Annual Grant Meeting will be held at the Bismarck Airport Terminal on Thursday, June 16<sup>th</sup>, beginning at 9:00 a.m. Agenda and information on that meeting will follow.

Meeting adjourned at 4:45 p.m.