



## North Dakota Aeronautics Commission

Thursday, May 27<sup>th</sup>, 2020 – 2:00 PM  
Aeronautics Commission Virtual Conference Room  
Bismarck, ND

Chairperson Warren Pietsch called the virtual meeting of the North Dakota Aeronautics Commission to order at 2:00 PM on Thursday, May 27, 2021.

### **COMMISSIONERS PRESENT:**

Warren Pietsch, Chairperson  
Kim Kenville, Member  
Cindy Schreiber-Beck, Member  
Jay B. Lindquist, Member  
Kyle Humann, 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:**

Darren Hall, Fargo Jet Center and NDAA Chairperson

Warren called the meeting to order at 2:00 pm and roll call was taken.

2/18/21 Meeting Minutes – The meeting date needs to be changed in the first paragraph and the minutes were approved with that change.

Financial Statements – Gaye reviewed January, February, March, and April, 2021 financial statements. No changes were requested.

Director Monthly Recap – Kyle went through the Director Recap and pointed out multiple external meetings and agency tasks for the commission's awareness. He also announced the agency's transition to being fully staffed in the physical office occurred as of April 5<sup>th</sup>, with some flexibility of staff members working from home as needed.

Legislative Updates – Kyle gave the Commission an overview of the legislative bills that passed through the legislature that were aviation related. He noted HB 1015, 1146, 1215, along with SB2014, 2149, 2018. Kyle also discussed and went through the final Aeronautics Budget Bill that was signed into law.

Review Airport Grant Recommendations -

Commercial Service Airports – Nels and Adam reviewed information with the Commission and gave their recommendations on funds to be awarded for allocation to the Commercial Service Airports.

Kim made a motion to accept commercial service grant recommendations as presented. \$2,068,200 is to be allocated to the Dickinson airport from the Aeronautics Commission SIF appropriation and \$665,046 is to be allocated from the 2021-2023 agency budget appropriation. Kyle Humann seconded the motion. All yays, no nays. Motion carried.

General Aviation Airports – The Planners reviewed information with the Commission and gave their recommendations on funds to be awarded for allocation to the General Aviation Airports.

Cindy made a motion to accept the GA Airport grant recommendations with the exception of the hangar requests from Hillsboro and New Town. \$796,630 from the projects at Hazen, Napoleon, Milnor, and Valley City were identified for current 2019-2021 biennial fund appropriation. The remaining \$1,030,048 would be allocated from the 2021-2023 agency budget appropriation. Kim seconded. All yays, no nays. Motion carried.

Aviation Education Grants – Mike discussed two requests for aviation education grant as follows:

A. ED 21-4 Elgin/New Leipzig School – A teacher from Elgin/New Leipzig Publics School found our website and learned of our educational grants program. Her grant application states that her class conducts a rocket launch at the end of each school year and the controller and launch pad are old and in need of updating. She is asking for funds to help cover the \$375.00 replacement cost, along with \$300.00 for field trip costs to Bismarck Air Museum. It was discussed that since Bismarck Air Museum does not exist, the instructor should be made aware of other field trip options. Kim made a motion to approve the \$375 for rocket kits, launcher and controller, and for the instructor to work with Mike on other options for field trips and to potentially come back to the commission on the cost. Cindy seconded the motion. All yays, no nays. Motion carried.

B. ED 21-5 NDAA Grant Writing Project for FAA – Mike informed the Commission that Aeronautics has partnered with NDAA and many aviation businesses throughout the state to support NDSCS as the lead applicant to the FAA of a grant request to fund a potential new A&P school and to develop an outreach program across the State. An experienced grant writing firm has been hired to help write the grant proposal and this request from NDAA is to help with the costs for the professional grant writing. Darren Hall echoed the information provided in the grant application. Kim made a motion to approve. Cindy seconded the motion. All yays, no nays. Motion carried.

UAS Aerial Application Administrative Law Update – The Commission had been provided with the current and newly proposed language to ND Admin Rules 6-02-02. The proposed language was developed through multiple conversations with the Attorney General's office. Kyle and Mike reviewed the UAS Aerial Application Administrative Law updates and the recommended changes to the section to establish a license for UAS aerial applicators utilizing aircraft under 100 lbs. Cindy would like more input before taking this to the public comment stage and would like Kyle to send the draft to the aerial applicator association and visit with the Attorney General's office regarding the aerial applicator grandfather clause being removed and the possibility of breaking out the pesticide certification into a new section.

Review of Agency GEN Policies – The North Dakota Aeronautics Commission internal GEN policies are reviewed and approved every three years and it is currently time for the commission to provide that review. Kyle provided the Commission with Policies GEN-1 through GEN-12. There are no proposed changes to policies 1, 3, 6, 7, 8, and 9. Kyle discussed the proposed changes to policies 2, 4, 5, 10, 11 and 12. Jay B. made a motion to approve the changes as proposed. Kim seconded the motion. All yays, no nays. Motion carried.

Director Evaluation – Warren shared that the Director Evaluation has been completed and looking for Commission approval for Kyle Wanner’s legislative increase in salary. Kim moved to go into Executive Session at 4:54. Kyle H. seconded the motion. All yays, no nays. The Executive Session went until 5:06 and the Commission meeting continued. Cindy made a motion to accept the Chairperson’s recommendation with the option to review further in the future. Kim seconded. All yays, no nays. Motion carried.

Old Business – portfolio reports – Cindy reported on the Tri-State Aerial Applicator Virtual Pass Program.

Other business – Annual Grant Meeting will be held via teleconference on 6/10/21 starting at 9:00 a.m. Agenda and information on that meeting will follow.

Motion to adjourn made by Kim and seconded by Jay B. Adjournment at 5:12 pm.