



North Dakota Aeronautics Commission

Tuesday, May 27, 2025 – 1:00 PM
Aeronautics Commission Conference Room
Bismarck, ND

Chair Kim Kenville called the meeting of the North Dakota Aeronautics Commission to order at 1:00 PM on Tuesday, May 27, 2025, and roll call was taken.

COMMISSIONERS PRESENT:

Kim Kenville, Chair
Kyle Humann, Member
Warren Pietsch, Member (via phone)
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

4/15/25 Meeting Minutes: The minutes from the previous meeting were amended to reflect that Warren Pietsch was in attendance and Rodney Schaaf was not due to illness.

Financial Statements: Gaye reviewed March and April financial statements.

Aviation Education Grant: Mike informed the Commission that the scheduled Bismarck Aero Center Career Day was canceled due to inclement weather. Mike then reviewed the education grant application that was received by Kindred High School Aviation Advisory Committee. He shared that Ron Lundquist had previously discussed ways to promote the aviation high school aviation program with him during the Fly-ND Conference. Based on that discussion, the Kindred Committee organized a mini aviation career day. Participating organizations included Fargo Jet Center and Corporate Air, along with several industry booths. Middle school students were invited to the event in order to generate interest in the high school program. The Committee provided pizza for students during the event and requested reimbursement of \$143.94 from the Commission.

Steve moved to approve reimbursement in the amount of \$143.94. Kyle H. seconded the motion. All yays, no nays. Motion passed.

NDAC Staff Activity Report - Kyle W. provided an overview of key staff activities and mentioned some notable items from the current reporting period:

- Attended significant meetings with the ND Legislature for the ND Aeronautics Budget Bill
- Attended Governor's bill signing for HB 1612 (UND Aerospace Medical Center).

- Met with FAA Dakota-Minnesota District Office leadership to receive internal updates and discuss program concerns.
- The final ND PCI Website Training Webinar took place, and the project is in its final stages.
- Attended a meeting of the UGPTI Advisory Council and announced that Shawn Dobberstein will be receiving the John M. Agrey Award at this fall's UGPTI banquet in Fargo.

Legislative Update – Kyle W. provided the Commission with links to the North Dakota Legislative website and reviewed several key pieces of legislation—both passed and failed—that are relevant to the Aeronautics Commission and the broader aviation industry. Among the most significant was SB 2006, the Aeronautics Commission budget bill, which includes \$90 million in additional funding for generational airport projects. Additionally, SB 2012, the NDDOT transportation budget bill, contains provisions that increase the likelihood of securing \$20 million in future biennium's for the Airport Infrastructure Fund.

The Commission recessed at 2:15 p.m. and reconvened at 2:27 p.m.

Review Airport Grant Recommendations: The commissioners were presented with a spreadsheet summary of the general aviation airport crack sealing project quotes. The NDAC planning staff highlighted the success of requiring multiple quotes to encourage competitive pricing.

Adam and Grant continued by presenting the 2025 airport grant allocation recommendations, outlining the proposed projects and their corresponding funding recommendations for the Commission's review and approval. They also provided additional clarification on several projects where further questions had been raised.

Steve made a motion to accept the recommended motion provided on page 27 of the meeting packet. Rodney seconded the motion. The motion read as follows:

"The grant spreadsheets denote which airport projects are awarded along with the funding source that has been designated for that specific project. \$81,547,948 is the total grant allocation that is approved from the following funding sources:

- The Airport Infrastructure Fund allocation is approved in the amount of \$5,808,559.
- The 2023-2025 Aeronautics Commission Special Fund allocation is approved in the amount of \$1,499,904.
- The 2025-2027 Aeronautics Commission Special/General Fund allocation is approved in the amount of \$3,901,118
- The Strategic Investment and Improvement Fund allocation for generational airport projects is approved in the amount of \$70,338,367"

Discussion was had on the motion. Kyle H. – yes, Warren – yes, Steve – yes, Rodney – yes, Kim – yes. Motion passed.

Review of HR Policies: Kyle reviewed HR Policies 1-5 with the commission as follows:

HR 1 Code of Ethics – Gaye provided a review of the proposed changes to HR-1 which would align better with the OMB policy handbook. Kyle H. made a motion to accept the proposed changes to HR-1. Rodney seconded the motion. All yays, no nays. Motion passed.

HR-2 Grievance Policy - No changes proposed. Policy remains unchanged.

HR-3 Sick Leave Conversion - No changes proposed. Policy remains unchanged.

HR-4 Director Evaluation Policy – Kim reviewed and discussed the proposed changes to HR-4. Steve moved to adopt the proposed changes. Kyle H. seconded the motion. All yays, no nays. Motion passed.

HR-5 Tuition Reimbursement Program – No changes proposed. Policy remains unchanged.

State Project Updates –

PCI Study – Grant noted that the final training webinar has been completed, and a recording will be posted to the NDAC website. The printed executive summaries have been received, and the new database—featuring updated PCI and PCR values—is now live. With these final components in place, the project has essentially concluded, and the team will now begin the federal grant closeout process.

SASP/Economic Impact Study – Adam provided the Commission with an update, noting that the project is nearing the completion of its data collection phase, including the airport manager surveys. The first three chapters are available on the project website and the study continues to progress on schedule.

IPG Airport Pavement Rehab – Kyle W. provided an update, stating that the first preconstruction meeting is scheduled to take place in the coming weeks and that the project remains on track to begin in July 2025.

NASAO Conference: Kyle W. reviewed travel accommodations and reimbursement procedures and noted that he is monitoring for the conference registration notice. Once available, the office will complete the registrations for staff and Commissioners that are planning to attend.

Director Performance Evaluation: All Commissioners completed their evaluation of Kyle W. and Kim made a motion to accept the final evaluation and wage increased as determined by the Commission. A memorandum on this decision will be provided for the office to be kept on file. Kyle H. seconded the motion. All yays, no nays. Motion passed.

Commissioner Reports: None.

Other business – The next in-person Commission meeting is set for June 5th, 2025, at 9:00 a.m. at the Bismarck Airport conference rooms A & B. The following Commission meeting has also been scheduled for August 26, 2025, at 9:00 a.m.

The meeting was adjourned at 4:13 p.m.