



## North Dakota Aeronautics Commission

Thursday, May 28<sup>th</sup>, 2020 – 9:00 AM  
Aeronautics Commission Virtual Conference Room  
Bismarck, ND

Chairperson Kim Kenville called the virtual meeting of the North Dakota Aeronautics Commission to order at 9:00 AM on Thursday, May 28, 2020.

### **COMMISSIONERS PRESENT:**

Kim Kenville, Chairperson  
Cindy Schreiber-Beck, Member  
Jay B. Lindquist, Member (joined at 9:53)  
Warren Pietsch, 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

Kim called the meeting to order at 9:00 am and roll call was taken, and everyone was present via teleconference.

3/19/20 Meeting Minutes – Approved as is.

Financial Statements – Gaye reviewed February, March, and April 2020 financial statements. No changes were requested.

Governor's Budget Guidelines – Kyle reviewed the budget guidelines received from OMB highlighting the 2021-2023 Agency Budget Request Limit, including the requirement to reprioritize 5% of the 2019-2021 special fund adjusted legislative base.

Director Monthly Recap – Kyle reviewed the office's transition to working from home that began on March 23 and, also the plan for reopening on June 1<sup>st</sup> with a maximum of 50% staff on site.

Kyle has been working with NASAO on potential opportunity for ND to host the national conference in 2023 and Fargo is currently a finalist.

Review of CARES Funding – Kyle explained that with the downturn in passenger numbers, airports are seeing financial concerns from widespread revenue losses from low passenger numbers. The CARES Act

recently released up to \$85 million for NPIAS airports in North Dakota to utilize on salaries and operation costs over the next four years. Kyle provided the Commission with a spreadsheet showing where approximately \$3.7 million in federal CARES funding would also be added to FY 2020 airport AIP projects. That \$3.7 million would have normally been funded by the state at the 5% match, but the CARES funding displaced that need which now allows the state to allocate grant dollars to other airport projects.

Kyle also completed and signed a CARES grant for the International Peace Garden airport in the amount of \$20k.

The Commission moved to item #11 on the agenda, Aviation Education updates.

Aviation Education Update – Mike announced that Bismarck Career Day has been canceled. Mike also discussed two requests for aviation education grants as follows:

EAA Chapter 1008 (Mandan) Flight Sim – Marc Taylor was in attendance to present on the supplement grant request of an additional \$2,500. Marc informed the Commission that the Chapter should have done more research on the Red Bird simulator that they originally purchased. They received some negative feedback on the red bird and ultimately, have determined that the Elite PI-135 is more durable and has more airplane/panel options. The Elite simulator costs more than the Red Bird simulator, resulting in the request to the commission for an additional \$2,500 in funds.

Cindy made a motion to table this Request until the next Commission meeting stating that additional information should be provided to the Commission, including some type of agreement with the Career academy and promotion from area flight instructors. Warren seconded. All yays, no nays. Motion to table carried.

NDAA flight simulators – Shae Helling was in attendance to discuss the grant request of \$1,000. Shae informed the Commission that NDBAA has merged with NDAA, formerly the Aviation Council and they are requesting an upgrade to the simulators they have been using for ten years. These simulators reach over 2,500 students per year, not including the 850 from career day. With the equipment being ten years old, they are looking to upgrade with better monitors, which are lighter and more compact for a better experience for the kids.

Warren made a motion to approve the Request in the amount of \$1,000. Cindy seconded. Warren – y, Cindy – y, Kyle H. – y, Kim – y. Jay B. was not in attendance yet. Motion carried.

Review Airport Grant Recommendations -

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

Cindy made a motion to accept commercial service grant recommendations as presented. Kyle Humann seconded the motion. Warren – y, Cindy – y, Kyle H. – y, Kim – y. Jay B. Lindquist was not in attendance yet. Motion carried.

GA Airports – The Planners reviewed information with the Commission and gave their recommendations on funds to be awarded for allocation to GA Airports in separate categories.

Kim made a motion to accept the GA Airport grant recommendations for the supplements to FAA projects 2020 in the amount of \$16,162 by Kim. Warren seconded. All yays, no nays. Motion carried.

Jay B. made a motion to accept the GA Airport grant recommendations for the crack sealing/seal coat non-federal projects in the amount of \$223,229. Kyle H. seconded. All yays, no nays. Motion carried.

Cindy made a motion to accept the GA Airport grant recommendations to fund the non-federal projects in the amount of \$1,766,894.00. Jay B. seconded. All yays, no nays. Motion carried.

Cindy made a motion to accept the recommendation for funds to be awarded for allocation from the SIF fund transfer in the amount of \$7 million for the Dickinson and Watford City airport projects. Warren seconded. All yays, no nays. Motion carried.

Review of Agency GR Policies – The North Dakota Aeronautics Commission GR policies are reviewed and approved every three years. Kyle provided the Commission with Policy # GR-1, Airport Grant Request Procedures, #GR-2, Airport Grant Funding, #GR-3, Priority Rating of Airport Projects, and #GR-4, Educational Grant Funding. There are currently no recommended changes to policies 1, 2, and 3.

Kim made a motion to approve 1, 2, and 3 as written. Cindy seconded. All yays, no nays. Motion carried.

GR-4, had one proposed change as recommended by Mike to clarify language that discusses the local share requirements on education grants. Jay B. made a motion to approve the policy with the proposed change. Warren seconded the motion. All yays, no nays. Motion carried.

Nomination and Election of Chair Elect – Warren is currently serving as chair elect, which means Warren will move into the Chairperson position as of July 1<sup>st</sup>, 2020 for two years.

Kim made a motion to elect Kyle Humann for chair elect starting July 1<sup>st</sup>, for two years. Cindy seconded. All yays, no nays. Motion carried.

Kim shared that the Director Evaluation has been completed and she requested Commission approval for Kyle Wanner's legislative increase in salary. Warren made a motion to approve the salary increase as recommended from the chair. Cindy seconded. All yays, no nays. Motion carried.

Old Business – portfolio reports – None reported.

Other business – Annual Grant Meeting will be held via teleconference on 6/11/20 starting at 9:00 a.m. Agenda and information on that meeting will follow.

Adjournment at 11:30 am.