



North Dakota Aeronautics Commission

Tuesday, September 18, 2018 – 3:00 PM
Aeronautics Commission Conference Room
Bismarck, ND

Chairperson Kim Kenville called the meeting of the North Dakota Aeronautics Commission to order at 3:02 PM on Tuesday, September 18, 2018.

COMMISSIONERS PRESENT:

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

STAFF PRESENT:

Kyle Wanner, Director
Mike McHugh, Education Coordinator

Others PRESENT:

Tara Bradner, Office of the ND Attorney General

Kim requested the addition of an agenda item. Director salary adjustment was added to the end of the agenda.

The Aeronautics Commission accepted the minutes from the July 12th, 2018 and August 27th, 2018 as presented.

The financial statements from June and July were reviewed and discussed.

Kyle provided a recap of various events and meetings that took place since the last Aeronautics Commission meeting. These updates included:

- The statewide PCI study began in late July with the acceptance of the federal grant
- Airport Capital Improvement Plan meetings took place throughout the state
- The Aeronautics Commission received a national award for the FTAP program which will be received at the upcoming September 22nd – 26th NASAO conference in Oklahoma City.

Fargo Air Museum Education Grant Request ED19-02- Mike reviewed the education grant request from the Fargo Air Museum. Kim made a motion to deny the request. Warren Seconded the motion. Jay B. – y, Warren – y, Maurice – y, Cindy – y, Kim – y. Motion passed.

HR-5 Tuition Reimbursement- Maurice made a motion to approve the revised HR-5 tuition reimbursement policy as presented. Cindy seconded the motion. Jay B. – y, Warren – y, Maurice – y, Cindy – y, Kim – y. Motion passed.

Kyle discussed the memo included in the agenda regarding additional job duties for staff throughout the hiring process for the Planner positions. The memo provided a recommendation for temporary salary increase for staff. Warren made a motion to approve the recommendations included in the memo. Jay B. seconded the motion. Jay B. – y, Warren – y, Maurice – y, Cindy – y, Kim – y. Motion passed.

Director Salary adjustment – Cindy made a motion to approve the recommendation of the executive committee to provide a temporary increase for Director’s salary. Jay B. seconded the motion. Jay B. – y, Warren – y, Maurice – y, Cindy – y, Kim – y. Motion passed. Kim will forward the memo containing the recommendation to Gaye and Kyle.

Old business –

Commission portfolio reports –

Tara discussed the excise tax opinion; the opinion is on her supervisor’s desk and will be sent to the tax department for review.

Next meeting is tentatively planned for November 13, 2018 at 3:00 pm.

Meeting adjourned at 4:02 PM.