



North Dakota Aeronautics Commission

Tuesday, April 12, 2016

Telecom

3:00 pm CST

Chairman Lindquist called the meeting of the North Dakota Aeronautics Commission to order at 3:00 pm CST on Tuesday, April 12, 2016.

COMMISSIONERS PRESENT:

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

STAFF PRESENT:

Kyle Wanner, Director
Jared Wingo, Airport Planner
Ben West, Airport Planner
Mike McHugh, Av Education
Gaye Niemiller, Administrative Officer
Malinda Weninger, Temporary Administrative Officer

Chairman JB called the meeting to order at 3:00 pm on Tuesday, April 12, 2016 via telecom.

Minutes - Minutes of the February 16, 2016 meetings were reviewed. JB noted a change of the applicator's convention was in Mississippi and not Missouri, the minutes were accepted as printed with the minor correction.

Financial Statement - Gaye presented the financial statements of February and March, 2016. She noted there were two airplanes purchased in Fargo that generated larger excise tax revenue which was noted on March's statement.

Director monthly recap - Kyle provided his monthly recap statement for the commission's review and provided multiple highlights. On March 1st, he met with Eduardo Angeles to provide an update on the status of NDAC, and the high priority of projects over the next few years in North Dakota. Eduardo also had the opportunity to meet with Williston. Minot, Dickinson and Bismarck. Kyle also mentioned the dedication of Minot terminal on May 6th and that commissioners should RSVP if they want to attend.

Kyle also provided an updated to the biennial audit in progress. He provided an update on what operational aspects of the commission that the auditors were reviewing: contracted

services, airport safety and commissions roles with airport locations, anemometer towers, current sprayers and licenses, and unmanned aircraft. Discussion took place on the new role the auditors are taking on testing office procedures.

UMAS review – The commission discussed the Upper Midwest Aviation Symposium and provided feedback. It was mentioned that students should maybe have a briefing before attending to ensure professionalism is exhibited. Next year, Mike thought there should be a student session/orientation first, before they attend the conference. It was a thought that a Q&A for students would be beneficial. It was also discussed that the aviation council should consider incorporating a gathering for a UAS discussion during the Sunday afternoon session.

Educational grant requests – EDUC16-11 is regarding Solheim elementary school. Solheim has come to career day for several years and they normally include transportation costs within their budget, however due to turnover in administration, it was not included in this year's budget. There was a parent that volunteered to pay for 50% of the cost of the bussing. **Cindy moved and Kim seconded motion to provide 50% of the cost of the bussing for Solheim Elementary School to attend 2016 Career Day. Roll call vote: Kim – yes, Cindy – yes, Warren – yes, Maurice – yes. Motion carried.**

EDUC16-12 was an additional item to the agenda. The Enderlin Airport hosted a mini aviation symposium, offering flights and info on careers to students. They are requesting 100% reimbursement for the cost of t-shirts that have already been ordered and provided for the students.

The commission was concerned that they didn't know what is going on the t-shirt's and whether the product added educational value. The commission stated that they would be more in favor of reimbursing for the bussing or fuel for the transportation of the students.

Kim moved and Cindy seconded motion to deny the request for 100% reimbursement of the cost of t-shirts. Roll call vote: Kim – yes, Cindy – yes, Warren – yes, Maurice – yes. Motion carried.

Mike will send a letter identifying the reasoning for the denial and to ask if there is a different expense that we could participate in helping on in the future.

Excise tax language – Reviewed language from the tax commissioner's office attorney general Dee Wald. The commissioners had concerns about the language changes and requested that a meeting be set up to further discuss. Kyle and Maurice will look further into the issue and report back at the next meeting.

Radio Sponsorship - The commissioner's were in agreement that participating in a radio sponsorship was not in the best interest of the commission.

Director evaluation – The same evaluation form will be used as last year's and the commission will need to discuss the director's salary increase if appropriate.

Old business – None

Portfolio reports – None

Other business – Next meeting is tentatively scheduled for May 26th at 9:00 a.m. Included in the agenda will be policies for the commissioner's review approval.

Meeting adjourned at 4:05.