



North Dakota Aeronautics Commission

Wednesday, April 23, 2014 - 9:00 am CST
Aeronautics Commission Conference Room
Bismarck, ND

Chairman Lindquist called the meeting of the North Dakota Aeronautics Commission to order at 9:00 am CST on Wednesday, April 23, 2014 in the Aeronautics Commission conference room, Bismarck.

COMMISSIONERS PRESENT:

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

STAFF PRESENT:

Kyle Wanner, Interim Director
Malinda Weninger, Admin. Officer

OTHERS PRESENT:

Bob Simmers, Bismarck

Minutes – The minutes of the February 4, 2014 and February 19, 2014 meetings were reviewed. **Cindy moved, Warren seconded, all members voted yeah, motion carried to accept the February 4, 2014 minutes as printed.**

Financial Statements – Malinda reviewed the financial statements of February and March 2014. She provided additional information on registration, excise tax and fuel tax collections.

Interim Director - Kyle gave a Monthly Recap for the time period of February 20th to April 25th. Kyle noted that the selection for the Economic Impact Study consultant was completed and that Jviation out of Ohio was selected to do the study. **Kim moved, Maurice seconded, all members voted yeah, motion carried for Kyle to move forward in developing the scope of services with Jviation.** The Commissioners asked that Kyle send them the Scope of Services after it is developed for their review. Kyle updated the group on the Powder River issue noting that the Aviation Council is sending out a response to every newspaper in the state. The Knutson issue was reviewed along with other topics. Kyle reviewed the FAA Administrator Michael Heurta visit to North Dakota and stressed that it was very beneficial.

Director Position – Chairman Lindquist introduced the issue of the Director position and asked how the Commission wanted to proceed. **Maurice moved to have the Chairman and one commissioner meet with Kyle to discuss a position offer. Cindy seconded the motion, all members voted yeah, motion carried. Kim moved to have Cindy and Chairman Lindquist meet with Kyle to discuss a position offer. Maurice seconded the motion. All members voted yeah, motion carried.**

Staff Positions – Kyle stated that he would like to hire 2 airport planners and that he would like to add one more FTE into the upcoming budget request. **Maurice moved, Warren seconded, all members voted yeah, motion carried to allow Kyle to hire 2 airport planners and request an additional FTE through the upcoming budget process.**

Portfolio Policy – Maurice reviewed the concept of the portfolio policy. Policy Gen – 6 was reviewed with the following subject matters added to portfolio assignments: “Government Liaison” added to Cindy, “Airspace” added to Warren, “Airports” added to Kim, “Military” added to Maurice and “Personnel” added to Jay B. **With those additions, Kim moved to approve the Portfolio Policy with a review date of July 2015, Cindy seconded the motion, all members voted yeah, motion carried.** Maurice asked each to write up responsibilities for their portfolio assignments per the examples he had provided.

Attorney General – After discussion, it was decided to have Claire Ness, current attorney general contact for Aeronautics, present at future meetings until she is more familiar with the agency.

Agency Aircraft – Discussion was held on the agency aircraft weighing the pros and cons of the agency continuing ownership. Malinda is to do a cost analysis on the aircraft and report at a future meeting.

Agency Budget – Kyle noted that the agency budget will need to be submitted in July as information is just coming out on that. Communications will be forthcoming to the Commission on this.

UGPTI – Riaz Aziz presented the UGPTI “Assessing Western North Dakota’s Present and Future Airport Infrastructure” report. Riaz will work on finalizing the report taking into consideration the recommendations of the Commissioners.

Meeting adjourned at noon for lunch. Meeting reconvened at 12:45 pm

Director - Chairman Lindquist announced that he and Cindy had met with Kyle and he has accepted the position of Director of the North Dakota Aeronautics Commission with a salary of \$ 110,000/year effective April 23, 2014. **Cindy moved to allow the hiring of Kyle Wanner as Director, Kim seconded the motion, all members voted yeah. Motion carried.**

Internal Review Document – The Internal Review Document which Kyle had put together earlier was thoroughly reviewed at this time. Discussion was held on registration fees. Kyle is to report at a future meeting on surrounding states and how our registration fees compare to theirs. Maurice had suggested that “Governor” be removed on the organizational chart.

Chairmanship – Maurice stated that he will work on a policy regarding the rotation of the Chairmanship position on the Commission to present at a future meeting.

Meeting was adjourned at 4:50 pm.