



## North Dakota Aeronautics Commission

Wednesday, December 14, 2016 – 3:30 pm CST  
Aeronautics Commission Conference Room  
Bismarck, ND

Chairperson Cindy Schreiber-Beck called the meeting of the North Dakota Aeronautics Commission to order at 3:30 pm CST on Wednesday, December 14, 2016.

### **COMMISSIONERS PRESENT:**

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

### **STAFF PRESENT:**

Kyle Wanner, Director  
Mike McHugh, Education Coordinator  
Gaye Niemiller, Administrative Officer  
Jared Wingo, Airport Planner  
Benjamin West, Airport Planner

### **Others**

Matt Dunlevy, SkySkopes Academy

Minutes – Minutes of the October 19, 2016 meeting were reviewed. No changes were made and the minutes are accepted as printed.

Financial Statement –Gaye presented the financial statement for October, 2016. Kyle addressed the inquiry made by Cindy that some revenue numbers do not add up to the balance shown; Kyle shared that coding errors on revenue had been found and these numbers reflect the change, however, the balance is current, and everything will add up and balance as of the November, 2016 financial statement. Gaye added that she had gone back to the beginning of the 2015-2017 biennium to find all coding errors to correct and balance our financial report to the reports generated by Peoplesoft.

Director monthly recap – Kyle reviewed the Director’s monthly recap. He highlighted meetings with the UAS test site authority, Powder River Stakeholder’s meeting, an ACEC meeting to discuss the state specification document project, and his recent trip to Chicago to visit with the FAA regarding the Williston airport relocation project.

Governor’s Budget Discussion – Kyle reviewed the proposed Executive Budget for the 2017-2019 Biennium that was presented by Governor Dalrymple. Our base budget was recommended as proposed and submitted, with an exception to the salaries line to allow for salary increases. The proposed budget

with optional requests was not recommended at this time. \$24.1m was allocated to the Department of Trust Lands for the Williston and Dickinson Airport projects.

Public Owned Aircraft Registration Fee – In the past, discussion has been ongoing to set a new “reasonable fee” for publicly owned aircraft in the state. Century code allows the commission the authority to decide on a reasonable fee for publicly owned aircraft. There are currently approximately 117 public agencies that are eligible for a discounted rate. Kyle suggested a registration fee increase for those aircraft from \$3.00 to \$10.00. Kim moved to approve the reasonable fee to increase from \$3.00 to \$10.00. Jay B. seconded the motion. Further discussion took place on what constitutes a fair fee. Jay B. made an amended motion to raise the fees from \$3.00 to \$25.00. Maurice seconded. Discussions led to a vote. Jay B. – yay Warren – yay Maurice – yay Kim – nay. Three yays and one nay. The amended motion passes.

State Specification Document – Kyle has been working with the engineering companies throughout the state and the FAA to formulate phase 1 of a proposed project that would allow the engineering companies to work together to develop a state specification document. This document would allow federal airport projects that in the past would seek a modification to standard request to instead utilize the specification in the approved state specification document. This would result in increased efficiency and cost savings throughout the state as airport sponsors move forward with federal projects. Kyle received an approved alternative procurement request to move forward on this project and was able to negotiate a rate of \$20,800. Warren made a motion to approve the \$20,800. Kim seconded. All yays, no nays. Motion passes.

Linton Emergency Grant – Jared provided information on the AWOS issue that Linton Airport is currently experiencing. Linton Airport is one of 16 airports that has an older AWOS Central Data Processor unit that is expected to go bad in the very near future. When the CDP fails, the AWOS will be unavailable for pilots utilizing the airport. Having just finished a primary runway pavement overlay, the Linton airport is in need of funding to complete the AWOS issue. Kim made a motion to approve the Request for State Airport Aid submitted by Linton airport in the amount of \$9,300.00 at 90%. Jay B. seconded the motion. All yays, no nays. Motion passes.

Aviation Education Grant – Mike provided documentation on three requests for Aviation Education Grants. The applicant for all three is SkySkopes Academy and they are asking for funding to aide in Small Unmanned Aircraft Systems online courses. Matt Dunlevy from SkySkopes Academy was on the conference call in order to answer any questions the Commission may have. Discussion was held regarding potential SkySkope revenue, and how SkySkopes’ curriculum compares to other online courses.

The Commission also discussed that they would like to see more information on this before a decision can be made. Kim is willing to check further into this and bring a report back to the next meeting. Kim made a motion to table this until next month. Jay B. seconded. All yays, no nays. Motion passes to table the three grant requests.

Website Analytics – Mike provided statistical information regarding the Aeronautics Commission website since it has now been one year since the new website has been released. Utilization of the website has greatly increased since acquiring our new website. The statistics from google analytics show that the website has been more effective and useful than in the past.

Old business –

Aircraft Registration and Housekeeping Bill – Cindy still has the intent to sponsor the proposed aircraft registration bill and has sent out a request for two additional sponsors and has not heard anything back yet. Kyle submitted the housekeeping bill so that will be considered in the upcoming legislative session.

Commission Portfolio Reports – The Tri-State Aerial Applicators Convention is scheduled for February 13-15, 2017 in St. Cloud, Minnesota.

Other business –

- Next meeting – proposed for 1/17/17 – Teleconference from the Bismarck office. Might have to be scheduled for 3:30, depending on Cindy's legislative schedule.
- Jay B. would like Jared and Ben to look at the Century Code where it references Inspection Fees for fuel dispensing pumps and requested it be added onto January's meeting agenda.

Meeting adjourned at 4:45.