



North Dakota Aeronautics Commission

Tuesday, February 4, 2014 - 2:00 pm CST
Teleconference

Chairman Lindquist called the meeting of the North Dakota Aeronautics Commission to order at 2:00 pm CST on Tuesday, February 4, 2014 via telecom.

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
Sean Davis, Special Projects Manager

OTHERS PRESENT:

Bob Simmers, Bismarck
Jeff Bopp, Valley City Career Tech Center

Minutes – The minutes of the January 2, 2014 minutes were reviewed. Minutes were accepted as printed.

Interim Director – Malinda reviewed the financial statements of December 2013 and January 2014.

Interim Director

Kyle gave a Monthly Recap report for the time period of January 2nd through February 3rd. Kyle noted that the selection for the Economic Impact Study consultant will be conducted. Kyle noted the members of the selection committee would be Kyle, Maurice, Bryan Opp, Dept. of Commerce, Andy Solsvig and Larry Mueller. Kyle noted that SkyWest was selected as the EAS carrier for Jamestown and Devils Lake with a June startup date.

Kyle presented the Commissioners with the "Internal Review of the Aeronautics Commission" document noting this was in draft form. Kyle then reviewed the summary of recommendations. Discussion was held on the recommendation of securing the interest on the Commission's special fund. **Cindy moved, Kim seconded, all members voted yeah, motion carried that Kyle do due diligence into looking into the topic and start the conversations.** Kyle suggested that the "Commissioner Portfolio" be considered to be reinstated.

Kyle reported a very good meeting of the ND USA group in Fargo. The meeting was the first meeting of the UAS Authority since ND was announced as a test site. Kyle added that NDSU was also provided a seat on the authority.

Discussion was held on pay for the staff until a new Director is put in place. **Cindy moved that Kyle be paid an additional \$ 2,000 a month for interim status as the director and be given \$ 750.00 a month to disperse amongst the staff as he sees fit, retroactive to January 1st. Warren seconded the motion, all members voted yeah, motion carried.**

Malinda is to send Kim the past vacancy announcement for her review. This will be discussed at a future meeting.

Policy Review – Kyle reviewed the GR-1 policy – Airport Grant Request Procedures. Maurice suggested that Item 3-b, last sentence be changed to add “unless there has been a material change in the information upon which the grant was originally approved”. Maurice will get the wording needed and send out to the group with a review date of January 1, 2015.

GR-2 - Airport Grant Funding – Kyle reported no changes to this policy. **Cindy moved, Kim seconded, all members voted yeah, motion carried to approve the policy with a review date of January 1, 2015.**

GR-3 – Priority Rating of Airport Projects – Kyle recommended that “fuel facilities” be moved over to rating “20” rather than “10” where it is now. **After discussion, Cindy moved, Kim seconded, all members voted yeah, motion carried to move “fuel facilities” under the “20” priority rating.**

Educational Grants – Sean introduced Jeff Bopp with the Sheyenne Valley Area Career Tech Center who was on the call. Sean reported that he went out to Valley City to meet with Jeff and review their program. Jeff explained the program and the request for \$ 14,500 to purchase new equipment to support their flight simulator program. **Warren moved, Kim seconded to grant \$ 14,500.00 to fund the purchase of updated equipment and asked that they provide the Commission a report on an annual basis. All members voted yeah. Motion carried.**

AEND FY Update Report – Sean Davis stated that as a part of AEND’s past grant award, he was to provide an annual report. He reported that this was AEND’s third year of operation and that the AEND program has reached their 5,000th student. He said the program hopes to continue to grow in offering new opportunities and expanding even further throughout North Dakota.

Sean stated that AEND is pursuing joining the North Dakota Aviation Council as a member group. He asked if the Commission would write a letter of recommendation of support in AEND’s pursuit to join the council. The Commissioners agreed and Kyle is to write a letter.

FY-14-12 – AEND Future Aviators Delegation of ND grant was tabled at this time.

Aviation Symposium – Discussion was held on the upcoming aviation symposium and the Commission listening session scheduled for Tuesday, March 4th at 11:00. Kyle will prepare a draft power point and present at a future meeting for discussion.

Grant Meeting Dates Review – Kyle reviewed the tentative state grant schedule which was sent out prior to this meeting. A two day meeting will be held in Bismarck in April with April 24th being the date to review/revise and approve Kyle’s grant recommendations so that the information can be sent out to the airports seven days prior to the State grant meeting which is set for Wednesday, May 7th.

Old Business –

Administrative Rules – Maurice stated that he has asked Claire Ness, AG’s office, to review the administrative rules and provide comments.

Meeting was adjourned at 4:30 pm.