



## North Dakota Aeronautics Commission

Tuesday, June 3, 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, June 3, 2014.

### **COMMISSIONERS PRESENT:**

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

### **STAFF PRESENT:**

Kyle Wanner, Director  
Malinda Weninger, Admin. Officer  
Sean Davis, Special Projects

Minutes – Minutes of the May 7, 2014 meeting were reviewed. The minutes were accepted as presented.

Financial Statement – Malinda reviewed the Financial Statement as of May 31, 2014

Director Monthly Recap – Kyle reviewed his Monthly Recap report. He highlighted the AUVSI Conference in Florida. He updated the group on AAND's lobbyist hiring of Shane Goettle and Cory Fong. AAND will seek support for additional airport funding, the mill levy language change, interest on the Commission's special fund and funding for the UGPTI studies.

Kyle reported on the Economic Impact Study Update status. He reported that a scope of services was created and an Independent Fee Review was done on the Scope. The independent review came back at \$710,000. He reported that Aviation has come in at \$ 700,000 to complete the study. **Maurice moved, Cindy seconded, to allow Kyle to work with Kim Kenville to review the scope and fee amount and to allow Kim to make the final decision. Roll Call Vote: Maurice – yeah, Cindy – yeah, Kim – yeah, Warren – yeah. Motion carried.** Kyle noted that he will go to the Emergency Commission to transfer \$ 300,000 "appropriation authority" from the Grants Line Item to the Operating Line Item.

Policies –

GEN-6 – Portfolio Policy – The Portfolio Policy was reviewed and a review date was previously set for July 2015. Each Commissioner should review their assignments and write up duties for each assignment.

GEN-7 – Term of Chair and Chair Elect. Maurice explained this policy to the group. **Maurice moved, Cindy seconded to approve policy GEN-7. Roll Call vote: Maurice – yeah, Cindy – yeah, Kim – yeah, Warren – nay. Motion carried.**

**Maurice moved, Kim seconded to have J.B. serve as the Chairman beginning July 1, 2014 and expiring June 30, 2016 and having Cindy as Chairman-Elect. Roll Call Vote: Maurice – yeah, Kim – yeah, Warren – yeah, Cindy – yeah. Motion carried.**

GEN-8 – Establishment of an NDAC Committee – Maurice explained this policy to the group. **Maurice moved, Cindy seconded to approve GEN-8 with a review date of July 1, 2015. Roll Call Vote: Maurice – yeah, Cindy – yeah, Kim – yeah, Warren – yeah. Motion carried.**

Educational Grants –

FY14 – 14 – ND Aviation Council - Sean Davis reviewed this educational request from the Aviation Council for 75% state matching funds to put a kiosk in the Heritage Center to showcase the ND Aviation Hall of Fame.

**Cindy moved to fund educational grant request FY14-14. Warren seconded the motion. Roll call vote: Cindy – yeah, Warren – yeah, Kim – yeah, Maurice – yeah. Motion carried.**

FY-14 – 15 – Aviation Education North Dakota – Sean Davis reviewed this educational request from AEND to create educational workbooks and instructional material geared towards North Dakota to be used at educational events in the state. Kim asked for a Business Plan for the project. **Kim moved to deny this request. Warren seconded the motion. Roll Call Vote: Kim – yeah, Warren – yeah, Cindy – yeah, Maurice – yeah. Motion carried.** The Commissioners encouraged AEND to seek out existing educational materials from national organizations.

FY14 – 16 – Bismarck Aero Center – Sean Davis reviewed this educational request from Bismarck Aero Center to assist in the costs of hosting a “Movie on the Ramp” noting the costs would cover the costs to acquire the licensing for the movie along with having the flight simulators present. **Warren moved to deny the request, Cindy seconded. Roll Call Vote: Warren – yeah, Cindy – yeah, Kim – yeah, Maurice – yeah. Motion carried.**

GEN – 9 - Flight Training Assistance Program (FTAP) – Sean presented the GEN – 9 policy which clarifies the Commission’s policy regarding the FTAP’s purpose and procedures. Sean also reviewed the FTAP Application and the FTAP Grant payment voucher. Sean noted the CFI Enroute travel time was removed from the payment voucher. All items were reviewed. **Warren moved, Kim seconded to approve the GEN – 9 policy along with the FTAP Application and the FTAP Payment Voucher. Roll Call Vote – Warren – yeah, Kim – yeah, Cindy – yeah, Maurice – yeah. Motion carried.**

Old Business -

Mill Levy - Mill Levy – Kyle updated the group regarding the Mill Levy Language and the previous meeting that was held by the taxation committee. The committee is currently planning to meet at the end of July and is seeking advice from bond authority experts regarding the affect that the law change will have on airport funding.

Administrative Rules – Maurice reported still awaiting word from AG Office.

Staffing Update – Kyle reported that he is currently advertising for 2 planners with the help of Human Resources and will also advertise through AAEE. Application deadline is June 24<sup>th</sup>. Kyle asked if the Commission would pay for travel expenses for individuals to come in for interviews. It was suggested that after the applicants are narrowed to six, this could be revisited. Kim will be involved with the interview process.

Cessna 206 – Malinda presented costs of the 2008 Cessna 206 Aircraft including insurance, hangar, fuel, labor service, parts and pilot costs since the purchase of the aircraft. Discussion was held. Kyle reviewed different aspects of owning and aircraft versus renting one. It was decided to wipe the plate clean and move forward. At this time the Commission authorized Kyle to hire a pilot as needed for trips.

Other Business -

UAS - Cindy has been working with the agricultural aviation association on providing recommendations to UAS users outside of the test site. Once the official stance is created, the UAS test site website will provide the

information and a press release will be planned. Cindy noted that it was important that the commission take a pro-active stance on UAS education use outside of the test site.

**Next meeting** is a telecom scheduled for Tuesday, July 8, 2014 at 2:00 pm

Meeting was adjourned at 4:00 pm.