



North Dakota Aeronautics Commission

Thursday, May 26, 2016 – 8:30 a.m. CST
Aeronautics Commission Conference Room
Bismarck ND

Chairman Lindquist called the meeting of the North Dakota Aeronautics Commission to order at 8:30 am CST on Thursday, May 26, 2016 in the Aeronautics Commission Conference Room.

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

OTHERS PRESENT:

Gene Knutson – Tioga ND

GEN-11 AWOS Maintenance Program – Kyle passed out a document from Remote Systems Integration (RSI) regarding the costs of replacing processors and ceilometers at airports throughout the state. Discussion was held on the AWOS maintenance services and costs for those services. This fall, the Aeronautics Commission will be going out for bids once again and then Kyle will come back to the commission to update the policy. **Kin made a motion to approve GEN-11 AWOS Maintenance Program Policy. Cindy seconded the motion, all members voted yeah and the motion carried.**

Review date will be the same as the other GEN policies – May 2018. Adopted date will be 5/26/16.

Flight Simulator Program - Mike visited about the grant that was provided to AEND for flight simulators and how the simulators are now coming back to the Aeronautics Commission since AEND disbanded. Currently, ten simulators have been given back. Mike wants to “gift” them around the state to the air museums and the aviation student outreach program; they could use them as they choose or to let others check them out for use. They are not currently high maintenance, but could be soon. Maintenance would be at their discretion since the simulators

are not the property of the Aeronautics Commission. Mike would keep one as a spare here and get two or three new units. The commission provided guidance and agreement in Mike's proposal on the simulators.

AEFAM Policy –The policy currently states that if students attend an event for two or more hours, they will receive \$20.00 per student in grant reimbursement. If the event is less than two hours, they receive \$10.00 per student in grant reimbursement. The new policy states that the museum may be reimbursed up to \$12,000 annually in reimbursements for salary and supplies for educational programs and up to \$8,000 annually in student admission fees. **Kim made a motion for approval of the policy retroactive to last fiscal year. Cindy seconded the motion, all members voted yeah and the motion carried.**

Educational Grant discussion – A grant application for Kulm High School was discussed. They want to start an aviation program. The School District has agreed to fund the salary and benefits of the program, but funding for supplies will need to come from another source. They are asking for 100% reimbursement of a little over \$3,000, and to adjust changes to spending.

Cindy commented that it would be beneficial to look into the distance education program.

Discussion was also made regarding the Aeronautics Commission having the discretion to offer more money if Kulm would come back to ask for it.

Cindy made a motion to cover the cost of the items in the \$3,472.85 grant request, to allow Mike to utilize up to \$5k of funds as needed, and for Mike to communicate to Kulm High School the options that exist for distance education. Warren seconded the motion, all members voted yeah and the motion carried.

Update on Minot's High School aviation program – A presentation was made by Pam Stroklund from Minot High School aviation program. She handed out a year-end review sheet and went over it in-depth. They are now able to fund the full time instructor position themselves, so they are not seeking any additional funding at this time.

Policy Reviews – Discussion held on the proposed changes to set unformed dates for the next review date for all policies. Proposing all GEN policies to be reviewed May, 2018, all HR policies to be reviewed May, 2019 and all Grant policies to be reviewed May, 2017. The Commissioners agreed to those review dates.

- GEN – 1 - No changes
- GEN – 2 - No changes
- GEN – 3 – No changes
- GEN – 4 – No changes
- GEN – 5 – No changes

- GEN – 6 – No changes
- GEN – 7 – Do we need HR-4, or can we combine them with GEN – 7 and strike HR-4. Commissioners want the policy combined and then send it out for review at the June 9th meeting.
- GEN – 8 – No changes
- GEN – 9 – Looking at taking the word “rural” in the policy. Commercial service at Jamestown and Dickinson has been asking for FTAP for flight instructors and staff wanted to clarify some items in the policy. The commissioners were agreeable with the proposed changes.

Kim made the motion to approve GEN-1 through GEN – 9 with the agreed upon changes with the next review date to be May, 2018; aside from GEN – 7, in which Kyle will bring back to the June 9th meeting for review. Maurice seconded the motion, all members voted yeah and the motion carried.

- HR – 1 – New employees sign and it goes in their personnel file. Now the policy will also be reviewed and signed annually at the employee’s annual evaluation. No changes made to policy.
- HR – 2 – No changes
- HR – 3 – No changes
- HR – 4 – To be discussed at future meeting on whether it should be combined with GEN – 7
- HR – 5 – No changes to be made. Would become HR – 4 if the Commissioner’s approve the language combining HR – 4 with GEN – 7.

Kim made the motion to approve HR – 1 through HR – 5, with the next review date to be May, 2019, aside from HR – 4. Cindy seconded the motion, all members voted yeah and the motion carried.

- GR -1 – No changes
- GR –2 –No changes
- GR – 3- Looking at changes to the priority rating of projects. Staff recommendation is instrument approach procedure development be put in a 30 rating.
- GR – 4 – No changes

Warren made the motion to accept GR – 1 through GR – 4 with the recommendation changes for GR- 3. Kim seconded the motion, all members voted yeah and the motion carried.

Airport Authority Act discussion –

Discussion took place regarding concerns of Eugene Knutson and the Airport Authorities Act. The commission took no action on the issue and referred to the previous correspondence and recommendations provided from the Attorney General's Office on the issue.

Aircraft Pilot discussion – Mike currently has approximately 400 hours of pilot in command time with a commercial and instrument rating. Kyle is proposing that Mike would work with Roy to gain additional experience and hours. After discussion on the proposal, it was determined that Kyle would provide an update on the costs of utilizing a contract pilot vs the cost of utilizing an aeronautics commission staff to fly the plane. Kyle will bring a written proposal to the June 9th meeting for additional discussion.

Chair Elect – Motion was made by Maurice for Kim to be Chair Elect. Cindy seconded the motion, all members voted yeah and the motion carried.

Director Evaluation – After discussion on the positive evaluation that Kyle has received and the many positive changes that have occurred in the office, a proposed salary increase of 2.85% was made. **Maurice made the motion to approve a 2.85% salary increase for Kyle. Warren seconded the motion, all members voted yeah and the motion carried.**

Old Business – Commission Portfolio Reports.

Cindy commented that the commission should continue to provide education on UAS and aerial applicator safety.

Maurice commented that work on legislative changes should be completed to propose clean up language to the state legislature. He will work with Kyle and the new assistant attorney general and provide updates to the commission in the future. Maurice also requested everyone to scan through the pamphlet and airport management manual on our website and review to see if it is viable to keep and up-to-date.

Other Business – State grant meeting is June 9th at 9:00 a.m.

Meeting adjourned at 11:45 a.m.