



## North Dakota Aeronautics Commission

Monday, November 13, 2017 – 2:00 pm  
Aeronautics Commission Conference Room  
Bismarck, ND

Chairperson Cindy Schreiber-Beck called the meeting of the North Dakota Aeronautics Commission to order at 2:00 pm on Monday, November 13, 2017.

### **COMMISSIONERS PRESENT:**

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

### **STAFF PRESENT:**

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

### **OTHERS PRESENT:**

Tara Brandner – North Dakota Attorney General's Office  
Gerard Schwan – North Dakota Trust Lands

Minutes – Minutes of the October 9, 2017 meeting were reviewed. Maurice recommended some changes to the Minutes. The Minutes will stand as corrected and will be sent out to the Commissioners.

Financial statements – Gaye presented and reviewed the financial statements for September, 2017. No changes were needed and was accepted as presented.

Director Monthly Recap - Kyle reviewed the Director's monthly recap, highlighting a few areas for the Commissioners.

October 23<sup>rd</sup> – Kyle and Jared met with Lance Gaebe and Gerard Schwan to discuss the oil impact grant funds due to the increase in funds.

November 3<sup>rd</sup> – 2018 PCI project proposals were due. Three proposals were received and are currently being reviewed.

November 8<sup>th</sup> – Kyle met a senior advisor from the Governor's office to give updates on the Commission's activities.

Update on Planner II position opening - The job posting closed on October 31<sup>st</sup>. There were 15 applicants total and phone screenings were conducted with the top five applicants. Two applicants have been selected for an in-person interview. Discussion was held on reimbursement for travel expenses for the interviews. Kim made a motion to allow up to \$500.00 for reimbursement on travel expenses. Jay B. seconded the motion. Additional conversation was held on authorizing more money or to reimburse based on the receipt of the ticket. Kim amended her motion to allow up to \$750.00 for reimbursement on travel expenses. Jay B. seconded the amended motion.

Jay B. – y Maurice – y Kim – y Motion carried.

Gaye will notify all candidates and move forward with scheduling interviews of the two candidates. A commission meeting will be held in December to approve the candidate for an offer of employment and relocation fees, if applicable.

Aviation Education Grant Requests -

First request is ED-18-03 – DTAM – Talking Trails. Don Larson is not 100% committed to doing the project yet, but know that if they do not get additional funding from the Aeronautics Commission, they will not do the project. They are trying to reduce the cost of the stations and are asking for 50% or up to \$5k for the expenses, if they do this. Jay B. made a motion to allocate \$5,000 for this project. Kim seconded the motion.

Jay B. - y Maurice – y Kim – y motion carried.

Second request is ED-18-06 – ND Aviation Council – UMAS 2018 – Mike reviewed the request and stated that it is a carbon copy of what the Commission has received from the Council past years. The funds requested are to help with the cost of the speaker, which is Howie Franklin, since he was unable to make it last year. The request is also to help with student costs. They are expecting more students to attend from the Fargo and surrounding area. Kim made a motion to approve up to \$15,000 in funds to ND Aviation Council. Jay B. seconded.

Jay b. – y Maurice – y Kim – y motion carried.

Oil Impact and energy impact grant recommendations - Jared provided the Commission with a spreadsheet reflecting the Airport Energy Impact Award Recommendations for the Fall, 2017. Jared opened it up for any questions or specific projects that may need discussion or clarification. There were no questions and Jared suggested to move forward with the recommendations as stated in the spreadsheet.

Gerard Schwan from the EIOO gave an update to the Commission regarding funds and moving forward. The current balance for the oil and gas impact funds are \$17.3 million. The fund is expected to fill to the \$25 million limit by January, 2018.

The Treasurer's office also deposited \$2 million up front to the Energy impact account, and an \$11 million transfer was made in August. Current balance of the energy impact fund is at \$13 million of the \$15 million maximum. An additional \$2 million transfer is expected in September, 2018 which should bring the fund to full capacity.

The \$1.3 million allocation to the general aviation airports is 2015-2017 funding.

Kim made a motion for approval of the recommendation to the Land Use Board for the commercial airports. The recommended allocation for Williston was \$18.5 million and the recommended allocation for Dickinson was \$1,402,065. Maurice seconded the motion.

Jay B. y Maurice – y Kim – y Motion carried.

Jay B. made a motion for approval of the recommendation to the Land Use Board of the \$1.3 million for the general aviation airports. Maurice seconded the motion.

Jay B. – y Maurice – y Kim – y Motion carried.

This information will be placed in a memo to the Land Use Board and Jared will send the final spreadsheet to Gerard Schwan at the energy impact office.

Old Business -

Excise tax – The agency would like to have additional information from the DOT on their use tax. Tara will help to find out more information on how the DOT handles their use tax.

Tara informed the Commission that, as a representative of legal counsel, she can do an informal opinion. If the Commission prefers a formal opinion, that would need to come from Wayne. It was approved at the October 9, 2017 Commission meeting that Tara would do an opinion.

Cindy, Maurice, Kyle and Tara will meet at the Aeronautics Commission on November 21, 2017 at 9:00 am to go over more information on the Excise tax, and decide on sending out for a formal Attorney General's Opinion and meeting with the Tax Department.

Commission portfolio reports – None

Other Business –

Next commission meeting will be held in December after the interviews.

Adjourn at 2:50 p.m.