



## North Dakota Aeronautics Commission

Wednesday, October 14, 2015  
Telecom  
3:00 pm CST

Chairman Lindquist called the meeting of the North Dakota Aeronautics Commission to order at 3:02 pm CST on Wednesday, October 14, 2015.

### COMMISSIONERS PRESENT:

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

### STAFF PRESENT:

Kyle Wanner, Director  
Mike McHugh, Education Coordinator  
Jared Wingo, Airport Planner  
Ben West, Airport Planner

Chairman Lindquist called the meeting to order at 3:02 pm on Wednesday, October 14, 2015 via telecom.

Minutes – Minutes of the September 16, 2015 meeting were reviewed and accepted as printed.

Financial Statement – Kyle reviewed the Financial Statements as of September 30, 2015. He noted expenses were higher due to the Economic Impact Study, PCI study, and website redesign.

Director Monthly Recap - Kyle reviewed the Director's monthly recap for September 14 – October 8, 2015. Discussion held on various events.

Oil Impact Grants – Kyle reviewed the Airport Energy Impact Recommendations that were made to the Land Use Office for the fall grant awards in the amount of \$2,225,460. Discussion held. **Kim moved, Cindy seconded to approve Kyle's grant recommendations. Roll call vote; Cindy – yeah, Kim – yeah, Maurice – yeah. Motion carried.**

Kyle reviewed the FAA historical grant funding for ND. Kyle explained that energy impact funds previously allocated to Williston's Land Acquisition project would be reallocated to other projects (Terminal and ARFF/SRE Building design and construction) due to FAA discretionary funding. Reallocated totals would be \$17,583,091. **After review, Kim moved, Cindy seconded to approve Kyle's reallocation recommendations. Roll call vote: Cindy – yeah, Kim – yeah, Maurice – yeah. Motion carried.**

Policy Review – Mike McHugh discussed the following policy and updates:

Gen-10 – Aviation Museum Policy - Mike explained that the policy was due for review this month. Being a new policy, changes were to be expected. Mike discussed the proposed changes which included changing the payment from annually to quarterly. Maurice proposed changing the payment from one lump sum after meeting specific student counts to \$20 per student with a cap of \$20,000 annually. In the new policy it prohibits museums from counting normal museum activity such as daycare tours from being counted in student numbers. The reporting form will be updated in conjunction with the policy change. **Kim moved to**

**approve the proposed changes to the GEN-10 Aviation Museum Policy. Cindy seconded the motion. Roll call vote: Cindy – yeah, Kim – yeah, Maurice – yeah. Motion carried.** Next review date will be October 2017.

Gen-9 – Flight Training Assistance Program - Mike discussed that this policy is also up for review. Very few changes are recommended. Mike asked for clarification about funding travel time payments for instructors in addition to the current direct transportation costs. After discussion it was decided to not fund instructor travel time through the FTAP program and allow airports/instructors/students the opportunity to negotiate travel time rates. Next review date will be October 2017.

AEND – Mike discussed Aviation Education ND's letter of dissolution. Mike discussed that as per the initial grant request, the equipment must be given back to the commission. It was recommended and approved to use the equipment as an Aeronautics Commission asset to be provided on a loan basis to entities with an educational need. Sims will be loaned to the museums and UND's AESOP group as well as others as needed. Mike will work on a checkout system for the simulators and make recommendations as upgrades to the equipment are needed. Mike discussed that the Sims are aging and used by many kids; they will likely need some upgrades in the coming years which we could use our educational budget for.

Excise Tax – Kyle updated the commissioners on the status of outstanding excise tax due to the commission. Kyle explained that letters were sent out to all aircraft owners with outstanding tax's due giving them 60 days' notice to pay their taxes or to contact NDAC with an explanation why they have not been paid. Discussion held. Kyle will update the commissioners on the status at a later date.

Administrative Rules – Kyle reported that the final package has been sent to the Attorney General's Office for review.

Next meeting – set for December 10, 2015.

Meeting adjourned at 4:15 pm.