



North Dakota Aeronautics Commission

Wednesday, October 19, 2016 – 1:00 pm CST

Holiday Inn Riverside

Minot, ND

Chairperson Cindy Schreiber-Beck called the meeting of the North Dakota Aeronautics Commission to order at 1:28 pm CST on Wednesday, October 19th, 2016.

COMMISSIONERS PRESENT:

Cindy Schreiber-Beck, Chairperson

Jay B. Lindquist, Member

Maurice Cook, Member

Kim Kenville, Member

Not Present- Warren Pietsch, Member

STAFF PRESENT:

Kyle Wanner, Director

Mike McHugh, Education Coordinator

Others

Jon Simmers, Aviation Council

Darrel Pittman- Aviation Council

Nicolette Derosier – Bismarck Aero Center

Maureen Crawford – Minot Aero Center

Kash Lund – Aviation Council

Minutes – Minutes of the September 20, 2016 meeting were reviewed. In other business, the words “Aerial Applicators” were added after Tri-State and the minutes are accepted with the one addition.

Financial Statement – Kyle presented the financial statement for September, 2016 and advised the commission that future reports will be delayed by one additional month. This will allow staff to view the generated PeopleSoft reports and ensure that the reports are as accurate as possible. After a discussion, it was decided to have the “Revenue left to collect” column changed to “Anticipated revenue remaining”

Director monthly recap – Kyle reviewed the Director’s monthly recap.

Proposed housekeeping legislation – Kyle reviewed two draft housekeeping bill proposals. Jay B made a motion to move forward with the agency housekeeping bill on expenditures that had the commission’s current century code language. Kim seconded the motion. All members voted yay, no nays. Motion passed.

Internal review – Kyle and Kim discussed the internal control review memo provided in the meeting packet. Maurice recommended changing the wording of one sentence. The memo will be updated and kept on file.

Aviation Education Grant- Mike discussed EDUC17-01, a grant request from the North Dakota Aviation Council. Kim made a motion to approve the grant request for \$15,000 with up to \$6,000 to be used for educational speakers and any remaining funds available for student entrance fees at a rate of \$50 per day as indicated in the project budget. Jay B. seconded the motion. All members voted yay, no nays. Motion passed.

Old business –

Aircraft Registration Bill – Kyle shared his conversations regarding the proposed Aircraft Registration bill which was discussed at the preceding aviation council meeting. Cindy will continue to look for sponsors for the bill.

Commission Portfolio Reports – None. In the future each commission member and portfolio responsibilities will be listed on the agenda.

Other business –

- Next meeting – 12/13/16 – Teleconference from the Bismarck office
- Airports conference will be held November 2-3 in Bismarck
- Kyle will be attending the FAA Great Lakes State Aviation Directors Meeting in Chicago October 26th.
- Jared has joined the National Guard and will be going to basic training for 3 months starting in January.
- The commission staff is preparing for 2017 projects at the International Peace Gardens airport. An update for the airport layout plan and pavement maintenance/pavement re-marking are the projects that will be moving forward once federal grant approval is provided.
- There have been letters written from multiple groups in support of Kim being a representative on a national DOT Committee that is looking to discuss how to improve air service at small communities.
- November 16th there will be a stakeholders meeting in Rapid City regarding the Powder River MOA. Jared will attend as a representative of the Aeronautics Commission.
- Interviews for the new director of the NPUAS Test Site will be conducted on 10/27

Meeting adjourned at 2:12.