



## North Dakota Aeronautics Commission

Thursday, October 20, 2022 – 9:00 AM  
Aeronautics Commission Conference Room  
Bismarck, ND

Chairperson Kyle Humann called the meeting of the North Dakota Aeronautics Commission to order at 9:00 AM on Thursday, October 11, 2022.

### **COMMISSIONERS PRESENT:**

Kyle Humann, Chairperson  
Warren Pietsch, Member (present until 9:15am)  
Kim Kenville, Member  
Jay B. Lindquist, Member  
Steve Blazek, Member

### **STAFF PRESENT:**

Kyle Wanner, Director  
Mike McHugh, Aviation Education Coordinator  
Adam Dillin, Airport Planner  
Gaye Niemiller, Admin Officer

Kyle Humann called the meeting to order at 9:00 am and roll call was made.

8/11/22 Meeting Minutes – Approved as is.

Aviation Education Grants – Education updates – The Bismarck Career Academy will be receiving a private donation of a \$100,000 Redbird full motion simulator.

- a. Education updates – Jamestown update – Mike provided an update on the aviation class that is no longer being offered in Jamestown for the fall semester. The University pulled out of their partnership due to low enrollments and not wanting to fund the instructor salary. They have expressed their interest and want to provide a UAS class in the Spring. Mike reminded the Commission that our grant to Jamestown was for flight simulators, not for a UAS class. Additional discussion will occur with Jamestown regarding the status of their program and the future utilization of the flight simulators.
- b. ED-23-1 CRACTC Supplement – Mike informed the Commission that this is a new grant request, but he considers it as a supplement since the Commission already approved an educational grant last biennium for some new equipment – laptops and simulators. They purchased 15 the first time and over the last two years and their enrollment has skyrocketed. They are asking for additional funds to purchase more equipment. The initial grant was \$11,895 for 15 laptops and simulators and are now asking for an additional \$9624.35 to purchase more equipment. Kim moved to approve. Seconded by Kyle H. Kim – y, Jay B. – y, Steve – y – Kyle H – y. Motion carried.
- c. ED 23-2 Cass County Instructor Training – Dave Gravidahl, who is the instructor for Cass County Consortium has made a request to the Commission for a grant to cover some of the costs of attending the AOPA Conference/STEM expo in Memphis in order to stay current on the high

school curriculum, build hours for the 60+ hours required for licensure endorsements, and to meet the advisory board members' request to attend the Conference. Kim moved to approve. Jay B. seconded motion. Kim – y, Jay B. – y, Steve – y, Kyle H – y. Motion passed.

- d. ED 23-3 Litchville-Marion – Mike reviewed the Request for Aviation Education Grant submitted by Jasmine Kocon. Jasmine is a pilot in the National Guard and also teaches in Litchville. She is interested in doing aviation activities with her students. She brought eight students to the career expo and is now looking at doing a field trip to tour the museum and other aviation opportunities in Fargo. Science Olympiad is doing an aviation related competition in which she is looking for equipment for the competition and is asking for \$801 to aid in purchasing kits to build rubber band powered planes for the competition. Steve made a motion to approve. Kim seconded. Kim – y, Jay B. – y, Steve – y, Kyle H – y. Motion carried.

Financial Statements – Gaye reviewed the July and August, 2022 financial statements. No changes were requested.

The Passport Program Update - Kyle informed the Commission since it was time to print additional Passport Program booklets, the NDAC staff sat down to review and discuss conditions to the program. Some airports are currently questionable for flying into and out of and during that review it was decided that the staff doesn't feel like NDAC should be requiring pilots to land at these airports around the State as a part of the program. The staff provided a list of those airports deemed questionable and proposed to the Commission that instead of a requirement to land at those airports, the program and brochures would cite that those airports are optional for pilots to fly into. The Commission agreed with the staff proposal and changes to the program and brochures will be made accordingly.

NDAC Staff Activity Report – Kyle summarized and highlighted a few of the recent staff activities:

- Kyle attended a community roundtable meeting at the Dickinson airport with local leaders and Senator Hoeven to discuss the current airport projects and a potential terminal upgrade.
- Kyle, Adam, Mike, and Commissioner Kenville attended the National Association of State Aviation Officials Conference in Greenville, South Carolina. Kyle participated as a panelist with the ND UAS Team to provide an update on VANTIS. Mike moderated a panel that discussed state roles in promoting an Aviation STEM workforce. Kim participated as a panelist for a session that discuss the future aviation workforce. Mike also received two NASAO awards: the "State Aviation Distinguished Service Award" for his efforts in North Dakota aviation and the "Chair Award" for his work throughout the past year with the NASAO Center.
- Kyle W and Kyle H were present at the Harvey Fly-In where the General Aviation terminal was renamed in honor of Al Sauter.
- Kyle and Gaye attended a meeting with OMB, legislative council, and governor's office state to review the Aeronautics budget that was submitted for review.
- Kyle attended the Greater North Dakota Chamber Policy Summit.
- NDAC staff participated on a conference call with BND and Paymentus staff to kick-off efforts to update the NDAC online payment system.
- Kyle, Adam, and Gaye attended a Capital Improvement Plan meeting for the International Peace Garden Airport with the FAA, and airport engineer.
- Kyle, Mike, and Adam attended the Garrison Dam Recreational Airpark Volunteer Event. Approximately 20 volunteers provided assistance to replace the cones on the runway/apron,

clean-up the tie-down area, install new signage, and remove trees/shrubs within the vicinity of the runway.

- Kyle and Commissioner Blazek attended the UAS Summit in Grand Forks.
- Kyle and Mike attended the Aviation Career Expo at the Fargo Air Museum.
- Kyle, Adam attended a Capital Improvement Plan meeting in Grand Forks with the airport, FAA, and airport engineering team.
- Kyle and Mike participated in a conference call with UND Aerospace to discuss concerns with the inadequate numbers of Human Intervention Motivation Study (HIMS) Aviation Medical Examiners (AME) within North Dakota and the potential for UND to expand and assist in this area.
- Kyle, Adam, and Commissioner Kenville participated on a conference call with Cohl Pope from the FAA Weather Camera office in Alaska to learn more about Weather Camera opportunities for airports in North Dakota.

IPG Airport pavement design project – Kyle provided the Commission with the current draft of the scope and services from Interstate Engineering and reviewed the project, timeline, and cost breakdown. Kyle would like to be prepared for the 2024 construction season and would like the project to move forward to allow pavement cores to be collected and design work to begin. Kyle advised that he is looking for a motion to allow him to sign the contract to move forward as stated with this project prior to receiving a federal grant. Kyle plans to apply for federal funds to fund 90% of the project and NDAC would most likely receive the grant during the Summer of 2023. Kim moved. Jay B. seconded. Kim – y, Jay B. – Steve – y, Kyle H – y. Motion carried.

State grant assurance discussion – Discussion at the 8/11/22 meeting was tabled on this subject. This subject was initially brought up due to the Minto airport asking about what the ramifications would be if they were to become a private airstrip. Kyle provided the Commission with a copy of the State Grant Assurance Policy, along with the proposed changes and additions to the policy, and specifically looked for approval on updating the language. The new language would provide an answer to any airports seeking to close to the public and safeguard public funds that were utilized for infrastructure improvements. The below language is the proposed change to the policy:

“The terms, conditions and assurances of this Grant Agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired, but in any event shall not exceed twenty years from the date that a state grant award is provided for each project. An airport that is unable to comply with these assurances must reimburse the ND Aeronautics Commission in full for any state funds provided within the twenty-year window. An airport with just cause may petition the ND Aeronautics Commission for consideration to remove or lower the obligation for re-payment on projects funded from state funds.”

Kyle H. made motion to approve the updated language. Discussion held. Kim seconded the motion. Kim – y, Jay B. – y, Steve – y, Kyle H. – y. Motion carried.

Tax & Fee Payment Method Changes - Kyle and NDAC staff have been exploring the possibility of providing additional payment options to the public to expand and provide the ability for individuals to pay any fees or tax by credit card, debit card, or ACH deposit. Currently, only registration fees are allowed to be paid by credit card. All payment transactions are handled by the Bank of North Dakota

and Kyle provided the Commission with information regarding the expansion of payment options. Kyle is requesting from the Commission to provide guidance on whether NDAC or the consumer shall be responsible for the processing fees. Steve moved to adopt the policy that states that all credit/debit card purchase processing fees shall be passed on to consumers, but NDAC will be responsible for covering the \$1.00 ACH fee. Kim – y, Jay B. – y, Steve -y, Kyle H. – y. Motion carried.

FAA Weather Camera program – At the NASAO conference in September, Kyle and NDAC staff were able to learn more about opportunities to install video camera devices at North Dakota airports as part of the FAA Weather Camera Program. The program originated and is currently used in Alaska extensively to provide pilots with additional weather information to assist with their flight planning and decision making. Kyle provided the Commission with in-depth information on the FAA Weather Camera Program and expressed his interest in obtaining this for the IPG airport, where it would also allow the viewing of runway conditions and if the snow plowing has been completed. We would have our own reimbursable agreement with the FAA for the IPG airport camera installation. Also discussed was the possibility for other public-use airports to obtain cameras and participate in the program. Each airport would need their own reimbursable agreement with the FAA and the cost to have the FAA provide the equipment and camera installation is estimated at \$20,000 - \$30,000 per site. After discussion about the program, the Commission tabled this item until the next Commission meeting in order for NDAC staff to send out and conduct a survey with airport managers and pilots to determine if there is an interest in the program.

Old business – none.

Other business – Tentative next Commission Meeting: January 26<sup>th</sup> at 1:00 p.m.

Adjourn at 11:25 a.m.