



## North Dakota Aeronautics Commission

Tuesday, September 20, 2016 – 3:00 pm CST  
Aeronautics Commission Conference Room  
Bismarck, ND

Chairperson Cindy Schreiber-Beck called the meeting of the North Dakota Aeronautics Commission to order at 3:00 pm CST on Tuesday, September 20th, 2016.

### **COMMISSIONERS PRESENT:**

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

### **STAFF PRESENT:**

Kyle Wanner, Director  
Gaye Niemiller, Administrative Officer  
Jared Wingo, Airport Planner  
Ben West, Airport Planner  
Mike McHugh, Education Coordinator  
Tara B. Brandner, Assistant Attorney General

Minutes – Minutes of the July 13, 2016 meeting were reviewed. No changes need to be made and the minutes are accepted as printed.

Financial Statement – Gaye presented the financial statements for July and August, 2016.

Director monthly recap – Kyle reviewed the Director's monthly recap. The summer was full of airport inspections and meetings with airports to discuss their capital improvement plans. Kyle recently attended the UAS Summit in Grand Forks and the annual NASAO conference in San Antonio. Kyle also provided an update on the aircraft utilization and Mike's total flight time hours.

The pre-application deadline for airports seeking federal funding for next year's projects is set for the end of September. After all pre-applications and updated capital improvement plans are received, an initial draft of the state capital improvement plan for the following three years will begin to be assembled.

Audit Report – Kyle reviewed the audit report and the two formal recommendations with the Commission. There were no major concerns with the audit report and findings. Maurice made a motion to add internal controls to Kim Kenville's portfolio. Jay B. seconded the motion. Kim abstained from voting. All other members voted yay, no nays. Motion passed.

Commission Hall of Fame Representation – Kyle informed the Commission that he is seeking representation from the Aeronautics Commission to be on the Hall of Fame selection committee. Cindy appointed Jay B. as the representative of the Aeronautics Commission.

Proposed housekeeping legislation – Kyle, Maurice, and Tara Brandner met with the Tax Department to work through drafts of two different bills reflecting proposed changes to the bills. The primary function of the proposed amendment is to consolidate some sections regarding the Aeronautics Commission special fund.

Cindy is going to visit with House leadership regarding the proposed language and will report those discussions and recommendations at the next Commission meeting. The Commission will make an official motion on this matter at the October, 2016 meeting.

Old business –

ADSB discussion – Mike and Kyle looked further into the program that offered the ADSB equipment and were unable to transfer Warren's equipment. They did discover that we may have ADSB out only equipment already installed in our plane, but the software is not be available yet. Kyle and Mike recommended waiting on further ADSB installation until more information comes available regarding the potential software update.

Aircraft Registration Bill – Kyle shared his conversations with NBAA and AOPA regarding the proposed Aircraft Registration bill changes. He will also be sharing the draft and discussing the proposed changes at the ND Aviation Council meeting on September 21<sup>st</sup> in Minot. There was discussion on sponsors for the bill who will support and send out positive thoughts for the proposed bill change. Cindy will be looking for legislators that may have interest in sponsoring the legislation. If there is no interest, the commission can submit the bill as an agency bill.

The proposed bill does not address unmanned aircraft registration, but it is something that will need to be addressed in future conversations.

Commission Portfolio Reports – None.

Other business – February 13<sup>th</sup>-15<sup>th</sup>, 2017 is the Tri-State Aerial Applicators Convention in St. Cloud

Next meeting – 10/19/16 – tentatively set in Minot, before or after the North Dakota Aviation Council meeting, along with a tour of Minot's new terminal building.

Meeting adjourned at 4:30.