



North Dakota Aeronautics Commission

Tuesday, September 23, 2014 – 1:30 pm CST

Executive Conference Room
Radisson Hotel, Bismarck

Chairman Lindquist called the meeting of the North Dakota Aeronautics Commission to order at 1:30 pm CST on Tuesday, September 23, 2014 in the Executive Conference Room, Radisson Hotel, Bismarck.

COMMISSIONERS PRESENT:

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

STAFF PRESENT:

Kyle Wanner, Director
Malinda Weninger, Admin. Officer
Sean Davis, Aviation Project Manager
Jared Wingo, Airport Planner
Ben West, Airport Planner

OTHERS PRESENT:

Patrick Dame, Grand Forks Regional Airport
Rick Audette, Grand Forks Regional Airport
Jon Scaper, Mead & Hunt

JB welcomed the new airport planners, Ben West and Jared Wingo.

Minutes – Minutes of the August 12, 2014 minutes were reviewed. Cindy recommended that within the Watford City and Leeds grant award motions that the words “up to” be placed before the dollar award amount. With this change, the minutes were accepted.

Financial Statement – Malinda reviewed the Financial Statement as of August 30, 2014. She noted that it is state law for an agency to have 25% remaining in their operating line item on January 1st of the second year of the biennium.

Airport Grant Requests –

Grand Forks - Patrick Dame, Grand Forks Airport Manager, was present to give an overview of their grant request for 16.7% state share up to \$ 546,190.00 for Aircraft Rescue Firefighting building.

Kyle explained the Commission had two Options: One to fund the \$ 546,190 at 16.7% and change the original grant of \$ 207,645 to the 16.7% grant. The other option would be to Re-allocate state dollars from the “Infrastructure for General Aviation Development East Airfield” project to this project. Discussion held.

Cindy moved to transfer \$ 549,190 from the “Infrastructure for General Aviation Development – East Airfield” project to the ARFF Building project at the Grand Forks International Airport with the original grant of \$207,695 and the \$ 549,190 transfer both being approved at a 16.7% reimbursement rate. Kim seconded the motion, all members voted yeah, motion carried.

Larimore – Kyle explained that Larimore has an opportunity to overlay their adjacent taxiways to Runway 12-30 and are requesting a 85% state share of \$ 18,360.00 for the project. Discussion held. Cindy moved to approve an 85% match up to \$ 18,360.00 for Larimore to overlay adjacent taxiways to Runway 12-30. Kim seconded the motion, all members voted yeah, motion carried.

Director's Monthly Recap – Kyle gave a monthly recap highlighting the British Consulate visit, Congressional briefing, State System Plan meetings, Aviation Quarterly, and UAS Authority.

Sixel Contract Renewal – Kyle presented the proposed agreement with Sixel Consulting for Airport traffic reports and Schedule Service Data. Discussion held. **Cindy moved to go forward with the signing of the agreement with Sixel. Maurice seconded the motion. All members voted yeah. Motion carried.** Maurice noted that the Chairman's signature needs to be added to the signature page.

Aircraft Registration Fees – Kyle gave some background on the current aircraft registration process. He noted that the fees have not been changed since 1987. He presented different rate change scenarios and also noted other state's registration fees. In addition to the rate change, he suggested that the elimination of the year of manufacturing be considered and this would not be factored into the registration fee rate and also adding to the law that aircraft based in North Dakota after June 30th may only pay one-half year of the normal fee. Discussion was also held on the current \$ 3.00 registration fee charged to state agencies. Chairman Lindquist asked that Kyle and Maurice meet with Claire Ness and come back with further information at the next meeting.

Policy Review –

Policy GR-4 - Sean presented GR-4 – Educational Grant Funding which would provide a framework for administering educational grant funding. Suggestion revisions were in #2. be to put the words “up to” before “50% of the local share of costs”, add a policy line to address being reportable or inspected up to 3 years after receiving funding, and noting the requirement to fill out the grant application, SFN60224. Sean is to make these revisions and bring to next meeting.

Policy GEN-10 – Sean presented GEN-10 – Aerospace Education Funding for Aviation Museums (AEFAM) which would clarify the intent of the AEFAM program. It was noted to remove the word “mortar” in the first paragraph, 1st page – third paragraph to replace the word “contract” to “to fund”, and implement the fact that “complimentary access” for students to the museum is required.

Educational Grants:

FY14-17 – Sean reviewed the grant as 90% state funding request up to \$ 5,262.00 for funding a ND Aviation Hall of Fame Kiosk to be placed at the air museum. **Cindy moved, Kim seconded to grant 90% up to \$5,262.00 for the Fargo Air Museum and Dakota Territory Air Museum in Minot to implement kiosks in the museums for displaying of the ND Aviation Hall of Fame. All members voted yeah. Motion carried.**

FY15-01 – Sean reviewed this grant request from the Scottish Rite Therapy Center for 42% state match up to \$2,500.00 to fund the educational activities at the Bismarck Fly-In Pancake breakfast. Commissioners voiced some concerns over this. **Cindy moved to grant \$ 1,000 towards the costs of bringing the Japanese Zero in and AEND. Kim seconded the motion. All members voted yeah, motion carried.**

FY15-02 – Sean reviewed this grant request from the West Fargo Public Schools for 13% state match up to \$2,800.00 for a scientific method and engineering design process. Sean explained that one of the student's experiments would be chosen to go into the International Space Station. Kim moved, Maurice seconded, all members voted yeah to grant 13% state match up to \$ 2,800.00 to the West Fargo Public Schools for this scientific process.

FY15-03 – Sean reviewed this grant request from the Dakota Territory Air Museum for 94% state match up to \$20,000 to continue with the Aerospace Educational funding program for the FY15. **Maurice moved, Cindy**

seconded, all members voted yeah, motion carried to grant 94% up to \$20,000 to the Dakota Territory Air Museum for the AEFAM program.

FY15-04 – Fargo Air Museum – Sean reviewed this grant request from the Fargo Air Museum for 100% state funding up to \$20,000 to continue with the Aerospace Educational funding program for FY15. **Maurice moved, Cindy seconded, all members voted yeah, motion carried.**

FY15-05 – Sean reviewed this grant request from the Dakota Territory Air Museum for an Aviation Hall of Fame Kiosk. Sean noted that this grant was approved under the FY-14-17 grant request as moved by Cindy and approved Kim for 90% state match up to \$ 5,262.00.

FY15-06 – Sean reviewed this grant request from the Barnes County Municipal Airport for 100% state funding for partial costs of bringing in Duggy to Valley City two days prior to the Fly-In noting that over 735 students in grades 1-6 were able to tour Duggy and get aviation information. **Kim moved, Cindy seconded, all members voted yeah, motion carried to grant \$ 2,765.00 to the Barnes County Municipal Airport for expenses incurred in bringing in Duggy.**

Old Business –

Administrative Rules – Kyle reported they are still with Claire Ness.

Portfolio reports – Kim reported on her Chicago meeting to discuss ND airport funding and the benefits of having a Commissioner there.

Other Business –

JB noted that the Director's 6 month probation period is approaching. He asked that Kim and Maurice complete an evaluation and report at the next meeting.

JB noted the reappointment of Maurice Cook to the Commission.

Next meeting is a Telecom scheduled for Tuesday, October 14, 2014 at 2:00 pm.

Meeting adjourned at 2:50 pm