

Date: October 6, 2016 NIAS Board Meeting Minutes

Time: 9:30

Location(s): Desert Research Institute

Present: Chairman, John White
James Barrett, Jr.
Dr. Mridul Gautam (Dial in)
Tina Quigley (Arrived at 9:36)
Scott Bensing (Reno)

I. Call to Order/ Quorum

At 9:34am Chairman John White calls the meeting to order. Quorum is met with 5 out of 7 Board Members participating (four required).

II. Public Comments

No public comments

III. Chairman's Comments

Mr. White addressed agenda item 15 – A recess to regular session and convene an executive session to consider a personnel item; he stated they don't have that personnel item so we're going to scratch item 15. As a result item 16, the reconvening of the regular session, was also scratched. Mr. White closed his comments and moved to the next agenda item.

IV. Appointment and recognition of recording secretary

A discussion ensued with Mr. Wilczek, Mr. Jost and Chairman White whereby no resolution was achieved and so Chairman White stated his assumption was that the board was not prepared to move at that time and said he'd work with Mr. Wilczek.

V. GOED Comments

Mr. Wilczek pointed out that half of the items from the agenda were matters of ratification of policy, procedures and budget. Chairman White opened the meeting up for comments to Mr. Wilczek.

There were none.

VI. Re-Introduction of new Board members

Chairman White acknowledged Mr. Kramer as a new board member, but since he was not present for the meeting he moved on to introduce Ms. Quigley and expressed his delight with her appointment. Ms. Quigley conveyed her excitement and promoted her partnership with GOED and Switch in hosting a transportation technology summit on October 24 at the Innevation Center. She acknowledged that GOED had been very aggressive at wanting to make sure that Nevada as a whole is staying ahead of that conversation and working with companies interested in locating in Nevada. **Introduction of Brett Kanda**

Mr. Kanda introduced himself as the Business Operations Manager. Mr. White noted that the presence of the entrepreneurial industry inside NIAS is a sign that they've effected a substantial transformation.

VII. Financial Reports

June, July and August of financials. Mr. White requested Mr. Lein go through each month's financials.

Mr. Lein gave a brief overview of each month, submitted for approval.

A board member asked Mr. Lein what his thoughts were on aligning the fiscal year with the calendar year for tax purposes/ federal reporting purposes.

Mr. Lein advised that it made sense to move to a fiscal year that aligned with the state since NIAS was so intertwined with the state. He didn't foresee any issues changing in regards to the IRS and reporting. He stated he'd prefer to move to fiscal year and thought it made a lot of sense.

A board member made a notion that NIAS change their year for reporting purposes to reflect the State's fiscal year, starting July 1 and going through June 30.

A board member seconded the motion.

The motion passed unanimously.

A board member seconded the motion to accept the financials.

The motion passed unanimously.

VIII. FY 17 NIAS Budget

Mr. Wilczek presented the proposed budget, thanking all parties involved. He stated the proposed budget was comprised of historicals and the best set of information that is currently available in the field and requested the Board understand the industry changes almost monthly. Mr. Wilczek requested approval of the budget.

Mr. Wilczek confirmed the budget was created on the assumption that there wouldn't be any further GOED grant money in the future.

A board member asked for clarification on the fact that there's no revision for rent after the first few months of the year.

Mr. Wilczek stated the facilities were provided by Switch at the Innovation Center free of charge.

A board member asked if there was any recognition that should be done to show the contribution from Switch.

Mr. Lein stated they could, but haven't to date.

A board member stated he believed it should be done and suggested it would be a formal thank you to the company for their contribution.

Mr. White suggested NIAS ask Switch if they'd like a 501c receipt for the donation. If they didn't care for that a letter should be written in appreciation.

Mr. Wilczek added that NIAS has been working with the innovation center and Switch to set up a grand opening for NIAS. No date has been set at this time due to scheduling conflicts.

A board member motioned to have the budget approved as submitted with the reflection to the budget of the opening net asset balance, that they start with and the projected ending balance and the rent arrangement.

A board member seconded the motion.

The motion was approved unanimously.

IX. Accounting policy and procedures

Mr. Lein opened discussion by stating the document was the framework for a final product that will be completed by the next board meeting.

Mr. White asked for comments.

A board member asked Mr. Lein if he was asking for board input on item V.

Mr. Lein referred to page four, item A and stated that he'd be getting Tom and Jay's input to fill in the blanks.

No more questions were asked.

X. Delegation of authority for contract execution not origination from NIAS

Mr. White noted there was no one listed as presenter for this item and asked Tom Wilczek to address the topic.

Mr. Barker stated that a number of the contracts GOED receives by proxy are given to NIAS to execute. Mr. Barker stated that an official agreement was needed to give delegation of authority for signing or extending contracts.

Mr. White stated Mr. Wilczek should take the lead in requesting the agreement.

Mr. Wilczek stated he'd work specifically with GOED accounting and financial to obtain the delegation of authority.

Mr. Wilczek clarified the particular events that such delegation is needed where when there was a tasking order of some type of activity that is being asked of by the state being designated an FAA test site. He also stated that in that particular situation, it is most commonly due to airspace access and the ability to fly as a test site under certain certificates.

Mr. Gautam asked for a more specific line of progression.

Mr. Wilczek answered that the clear line of progression is almost always other federal entities that contract with the state by virtue of it being a FAA designated test site and clarified that GOED has the lead on FAA related state contracts.

No other comments or questions.

XI. Annual Consideration of NIAS Privacy Plan

Mr. Jost discussed the differences between the previous plan and additions made to the updated plan.

No further questions or comments were made.

Mr. White requested a motion.

A board member motioned for the approval of the Privacy Policy.

Ms. Quigley seconded the motion.

The motion passed unanimously.

XII. Status of Test Site Activities

Mr. Wallach went over the activities report, noting the operational tempo had dramatically increased.

XIII. Status of NCAM

Mr. Langford presented the NCAM and gave a brief history. He explained the purpose of the NCAM. He stated that they help companies come into the state and facilitate a pilot with a customer within the state and the customers in this case are actually the state agencies, RTC of southern Nevada and the local cities.

XIV. Schedule Future Quarterly board meeting for fiscal year 2017

Mr. White stated he did not want to decide on a schedule at this time since they did not have their calendars in front of them, but stated they'd presume them as the dates absent the inability to meet quorum and will have the current assistant and record keeping person do that.

XV. Public Comments

A public comment was made requesting recognition from the Smithsonian regarding the first unmanned aircraft delivery submission. Mr. Wallach stated it was something they could ask about and engage the Smithsonian on.

XVI. Adjournment