

**MINUTES OF THE  
NEVADA INSTITUTE OF AUTONOMOUS SYSTEMS  
BOARD MEETING**

**JUNE 18, 2014**

**The meeting of the Nevada Institute of Autonomous Systems was called to order by Chairman John White at 1:02 p.m. at the Office of the Desert Research Institute, 755 E. Flamingo Rd., Room SNSC 182, Las Vegas, NV 89119 and the Desert Research Institute, 2215 Raggio Parkway, Room Stout B, Reno, NV 89512.**

**1. ROLL CALL/CALL TO ORDER**

A quorum was established.

**BOARD MEMBERS PRESENT:**

Mr. James Barrett, Jr.  
Mr. Scott Bensing  
MajGen (R) Billy G. McCoy  
Dr. Greg Mosier  
Dr. Stephen Wells  
Mr. John White  
Ms. Nancy Wong

**BOARD MEMBERS ABSENT AND EXCUSED:**

**STAFF MEMBERS PRESENT:**

Mr. Steve Hill, Executive Director, Governor's Office of Economic Development (GOED)  
Ms. Lynda Hascheff, ESB Program Manager, GOED  
Mr. Richard Jost, NIAS Counsel, Fennemore Craig Jones Vargas  
Mr. Chris Tunley, Bowhead  
Mr. Don Cunningham, Bowhead  
Mr. Mike Bradshaw, Bowhead  
Mr. James Fleitz, Bowhead  
Ms. Tina Padovano, Administrative Assistant, GOED

**GUESTS PRESENT:**

Steve Philpott, FIRST NEVADA  
Gary Lein, Hilburn & Lein, CPAs  
Robert Cunningham, GC2IT  
Mike Maier, RRG&7BAN  
Rick Velotta, Las Vegas Review Journal  
Kerry Ahearn, City of Boulder  
Deborah Downs, AUVSI Nevada  
Michele Paulson, Randall Advantage  
Steve Curtis, DRI  
Terry Culp, NVIE

**2. PUBLIC COMMENT:**

There were no public comments.

**3. CHAIRMAN WHITE'S COMMENTS:**

Chairman White announced that we are now flying publicly.

**4. APPROVAL OF MAY 19, 2014, NIAS BOARD MEETING MINUTES:**

Chairman White asked if any members had any amendments to the May 19, 2014 Minutes. Nancy Wong suggested that the May 19, 2014 Draft Minutes be amended. Lynda Hascheff received Ms. Wong's changes and agreed to make Ms. Wong's suggested amendments.

Nancy Wong made a motion to approve the May 19, 2014 Minutes as amended. Dr. Wells seconded the motion. The motion carried unanimously to approve the May 19, 2014 Minutes as amended.

**5. FIRST PRESENTATION:**

Dr. Wells introduced Steve Philpott to the Board. Mr. Philpott is a Board Member and the Chair of the Executive Advisory Board of First Nevada.

Mr. Philpott shared that First was developed twenty-five (25) years ago to interest young people in science, technology, engineering and math. Ten (10) years ago, DRI and UNLV saw an opportunity to introduce young people to opportunities in science through a sports model. Together, DRI and UNLV formed First Nevada. The programs start at the elementary school level and go through high school. Mr. Philpott stated that three (3) weeks ago the program was notified that there is dire need for more local support, or the program could end. This program is statewide.

Dr. Wells stated that the current deficit is approximately \$30,000 to \$40,000 a year.

Steve Hill asked Mr. Philpott for the corporate structure of First.

Mr. Philpott stated that First Nevada and First are both non-profit organizations. Contributions made to First Nevada will ensure that the funds stay in Nevada. All funds go to team formation in the State of Nevada. The funding gap should be closed within the next four (4) weeks to ensure their continued ability to support Nevada teams.

**6. STATUS OF NIAS-BOWHEAD AGREEMENT:**

Nancy Wong stated that she does not have a status update on the NIAS-Bowhead Agreement at this time.

Chris Tunley, with the PMO office, stated that he received a final draft contract from Blake Doerr today. Mr. Tunley hopes to have the parties together as early as tomorrow to review the contract. Mr. Tunley will update the Board as soon as possible.

Nancy Wong expects the next step is to have the contract reviewed by Richard Jost. Ms. Wong believes the Board should also have the opportunity to review the contract.

**7. STATUS OF 501(c)3 APPLICATION:**

Mr. Jost indicated the application is 95% complete. We are now completing the final changes between GOED and NIAS.

**8. NIAS MANAGER JOB DESCRIPTION:**

Dr. Wells reported that Greg Mosier has done a nice job on the first draft of the job description. Dr. Wells would like to be sure the job description includes adequate language regarding skills in communication. Dr. Wells plans to review the job description further this week.

**9. FINANCIAL REPORT:**

The total assets of NIAS as of May 31, 2014 are \$80,648. The front balance at the end of May was \$50,623. With regard to the tax return of NIAS, we would like to get the application approved or pending by the August 15, 2014 deadline. If necessary, the application can be extended up to three (3) months.

Scott Bensing asked if NIAS is required to have financial statements audited or reviewed.

If a review or audit is necessary or required, the financial statements will be in good shape.

Steve Hill mentioned that there is not a requirement for a formal review or audit of financial statements from GOED at this time.

**10. BOWHEAD/NIAS BUDGETS:**

Steve Hill stated that he and Chris Tunley have been working on a budget for both Bowhead and NIAS. This budget will be put together in the next couple of weeks. The budget will be brought back as an agenda item for the July board meeting and we will possibly seek approval at this time. Mr. Hill will be meeting with the Interim Finance Committee in August with a proposal to continue to receive funding from the IFC's contingency fund.

**11. PMO UPDATE:**

Chris Tunley announced the award of the COA to announce the opening of the test site. They have been engaged with the FAA's Safety Readiness Program. Our test site has been referred to as Gold Standard.

Chris Tunley announced that we are developing a grant opportunity with FTC on privacy. We are also working on a white paper with the FAA. This is a substantial funding opportunity.

Chris Tunley stated there have also been efforts in working with the FAA in connection with their Air Worthiness Program. This program is connected to the Designated Air Worthiness Representative ("DAR"), which will be the group certifying aircrafts for

special air certificates. We are working on developing our air worthiness program using these two PMO DARs.

## **12. PIPELINE REPORT:**

Chris Tunley indicated there are 300 companies on the client list that have been targeted. The companies' total volume is estimated at approximately \$200,000 to \$1,000,000 plus. We have entered into statement work discussions.

James Fleitz announced that a bill has passed the House for funding of test sites. This bill should be going to the Senate soon. This funding, should it be approved, will be available in 2015.

Steve Hill stated this is a \$2,000,000 per test site budget request.

James Fleitz brought attention to warehouse convention complexes in Nevada. These buildings are outstanding opportunities for smaller tests and will be the first indoor test sites. Early tests will benefit from the indoor environment.

## **13. TEST SITE OPERATOR PRIVACY POLICY:**

Mr. Cunningham, with the PMO, stated the Nevada UAS Test Site Operator Privacy Policy is a requirement from the FAA and must be made available for public review and comment. The Privacy Policy will be reviewed and updated annually. The Privacy Policy will be available in writing at 777 N. Rainbow, Las Vegas, Nevada and possibly in Northern Nevada also. The Privacy Policy will be posted on the website once it is reviewed and approved by the NIAS Board.

Dr. Wells made a motion to publish the Test Site Operator Privacy Policy and make it available for public comments, as required by the OTA. If the Board has amendments to be made to the Privacy Policy, it will be brought back at the next meeting for discussion.

Major General McCoy seconded the motion. The motion carried unanimously.

## **14. GOED COMMENTS:**

Steve Hill asked that all invoices be sent to GOED for payment as soon as possible. We have the funding available to pay invoices.

Mr. Hill announced that it may be necessary to purchase insurance at this time. Mr. Hill thanked the Board for their work and participation.

Chairman White asked that an item regarding Board training and Board Development be added to the next agenda. There is a small amount of money built into the budget for training.

**15. PUBLIC COMMENTS:**

Chairman White opened public comment.

Richard Jost announced that we are in good standing with the Nevada Secretary of State.

**16. ADJOURNMENT:**

A motion was made by Dr. Wells to adjourn. The motion was seconded by Scott Bensing. The motion passed unanimously.