



GOVERNOR'S WORKFORCE INVESTMENT BOARD
500 E. Third Street, Room 200
Carson City, Nevada 89713
Telephone (775) 684-3911 * Fax (775) 684-3908

MEETING MINUTES
Governor's Workforce Investment Board (GWIB)
Aerospace and Defense Sector Council
Friday, July 26, 2013
10:00 a.m.

This meeting was conducted in person, via videoconference and by telephone conference call. Members of the public were invited to observe this meeting and provide comment at the physical addresses or by calling the number and access code listed below. Some members of this Council may have attended the meeting in person, via videoconference or by telephone conference call.

Place of Meeting: **Department of Employment, Training & Rehabilitation**
2800 East St. Louis Avenue, Conference Rooms A, B & C
Las Vegas, NV

Department of Employment, Training & Rehabilitation
Reno Town Mall Conference Room
4001 South Virginia Street
Reno, NV 89502

1-877-810-9415
Access Code 7521358#

Council Members Present: Steve Brooke, Michael Bradshaw, James Callahan, Commissioner Clifford Cichowlaz, Lynn Clayton, Dr. Lila Glaser, Edvin Mirzakhanian, Dr. Maria Sheehan, Greg Stanley, Kenneth Thompson, Thomas Wilczek, Dr. Kenneth Witcher.

Council Members Absent: Russell Carlson, Keith Hansen, Shelley Hartmann (excused), Dr. James Kuzma, Paul Lew (excused), Tim McAllister, Dr. Bobby McMasters (excused).

Ex-officio Members Present: Leandra Copeland (DETR Bureau of Research and Analysis), Lisa Myers (Nevadaworks).

Ex-officio Members Absent: Janice Greer (Workforce Connections).

DETR WSU Staff Present: Earl McDowell, Derita Hopkins, Ansara Martino, Tatjana Vukovic, Odalys Carmona, De Salazar.

Others Present: Guy Amato (CSN), Michael Hoke, Greg Stanley (Sierra Nevada Corporation).

**Please note that all attendees may not be listed above.*

I. Welcome, Introductions and New Members.....Dr. Kenneth Witcher, Chair
Governor’s Workforce Investment Board, Aerospace and Defense Sector Council

The Chair of this Council, Dr. Kenneth Witcher, called the meeting to order at 10:00 a.m., welcomed everyone and thanked them for attending this meeting. New members to this Council were welcomed by the Chair and introduced to the Council: Michael Bradshaw, Steve Brooke, Keith Hansen, Edwin Mizakhanian and Greg Stanley. Dr. Witcher invited other attendees to introduced themselves and provide a brief overview of their work background. He then asked Derita Hopkins, Administrative Assistant for DETR’s Workforce Solutions Unit, to call roll.

II. Roll Call and Establishment of a Quorum Derita Hopkins, Administrative Assistant
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

Derita Hopkins called roll and informed the Chair that a quorum was present.

III. Verification of Posting.....Derita Hopkins

Dr. Kenneth Witcher asked Derita Hopkins to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Hopkins verified that the agenda was posted according to NRS 241.020.

IV. **First Public Comment Session**Dr. Kenneth Witcher
Members of the public will be invited to speak; however, no action may be taken on a matter during public comment until the matter itself has been included on an agenda as an item for possible action. Public comment may be limited to three minutes per person at the discretion of the chairperson.

Dr. Witcher announced the First Public Comment Session and invited members of the public to speak. Hearing no comment, he then turned to Agenda Item V.

V. **For Possible Action** – Approval of May 17, 2013 MinutesDr. Kenneth Witcher

Dr. Witcher asked for approval of the May 17, 2013 Meeting Minutes. Council member Steve Brooke asked that his name be removed from the attendance list as being present. A motion to approve the minutes with the recommended correction was made by James Callahan and seconded by Kenneth Thompson. The motion carried unanimously.

VI. **Discussion** – Commercial Space/UAS Update.....Dr. Lila Glaser/Ret. Kenneth Thompson
Attorney/Economist, University of Nevada, Reno/
Chief Pilot, Southwest Gas

- Can we make a recommendation to work closer with retiring/separating Nellis members possessing skills needed within the state of Nevada? Collaboration between State’s resources and the U.S. Department of Defense (DOD) may be a barrier.

Dr. Witcher introduced this Council to Greg Stanley, Director of Engineering Services for Sierra Nevada Corporation (SNC), to provide a brief overview. Mr. Stanley introduced himself and provided his DOD work background with SNC. He then informed Council members that Sierra Nevada Corporation was established in 1963, a privately owned and operated business with a 25% average annual growth for the past five years. He explained to Council members that SNC has two owned subsidiaries: (1) StraightFlight which does primary aircraft integration systems and (2) 3-Engineering which is Federal Aviation Administration (FAA) approved examining and engineering firm. He then stated that SNC

Corporation is a system integrator with a diversity of product lines and integrates a series of product Subcontracts. He mentioned that SNC has a total of six primary business areas which are listed below:

1. Communication, Navigation, Surveillance/Air Traffic Management (CNS/ATM)
2. Electronic Warfare & Range Instrumentation (EWR)
3. Integrated Mission Systems (IMS)
4. Intelligence Surveillance and Reconnaissance (ISR)
5. Information & Sensor Solution (ISS)
6. Space Systems Group (SSG)

Next, Mr. Stanley provided this Council with some of the notable developments with SNC major programs from 2007-2013 and expounded on a few SNC awards and recognitions. He informed Council members that SNC is a woman-owned business and the largest woman-owned business in terms of federal contracting with the U.S. Department of Defense (DOD). He then explained more details of the above listed SNC Subcontract products. The Chair of this Council, Dr. Kenneth Witcher, thanked Greg Stanley for his presentation and asked whether or not workforce recruitment is a challenge within the state of Nevada. Mr. Stanley answered affirmatively and stated that there's a need for more qualified computer science engineers, program engineers and electrical engineers, and that most of their senior engineer personnel are hired from previous DOD employers. A Council member asked Mr. Stanley for a SNC point of contact for information.

To view a copy of the Sierra Nevada Corporation presentation, click on the following link:
<S:\detradmin\workforcesolutionsunit\Sector Councils\A&D\Aerospace & Defense Sector Council Meeting 07-26-13\SNC Sierra Nevada Corporation Presentation Greg Stanley.pdf>

Next, Dr. Witcher introduced Council member Kenneth Thompson to provide the Council with a brief UAS update. He then asked that Council members to think about possible recommendations to make about Mr. Thompson's UAS presentation and identify some ideas to support workforce development within the Aerospace and Defense industry.

Mr. Thompson began his presentation by informing Council members that Nevada Institute for Autonomous Systems' Board of Directors runs the entire UAS operations and a lot of the informational sources presented at today's meeting was gathered from Nellis AFB. Mr. Thompson mentioned that to be selected by the Federal Aviation Administration (FAA) for the Nevada Test Site is a key initiative and to receive funding would support the UAS/UAD training in the state. He informed everyone that Henderson, Boulder City and Sparks-Reno, Nevada are some of the proposed locations to begin the UAS/UAD work. He then began to discuss the below list of UAS State Strategy Goals:

- FAA selects Nevada as one of the seven NASA UAS test centers
- Establish the Nevada Institute for Autonomous Systems to manage and coordinate UAS programs in Nevada
- Create qualified workers to satisfy UAS aviation company skill set requirements
- Creech Air Force Base to develop programs to keep trained and experienced UAS military talent in Nevada
- Nellis Air Force Base to develop programs to keep separating and retiring military aircraft maintenance workers in Nevada.
- Create skilled workers for UAS company requirements
- Promote Embry-Riddle Aeronautical University's STEM program
- University of Nevada, Las Vegas (UNLV) to develop UAS Degree/Curriculum

Mr. Thompson asked Council members to think about some temporary background clearance checks that would allow college students to participate with aviation internship programs. He emphasized that the state is very limited with individuals obtaining a FAA license and certification. In support of the state's

aviation education opportunities, Mr. Thompson recommended that the Aviation Institute of Maintenance (AIM) partner with UNLV in regards to the FAA Airframe and Powerplant (A&P) Technician program. He would like to see UNLV Bachelor degree courses integrated with AIM's curriculum and certifications. Earl McDowell, Deputy Administrator for DETR's Workforce Solutions Unit, suggested adding the UAS recommendations as presented by Mr. Thompson to this Council's 2013 Strategic Plan. Council member Michael Bradshaw expressed his concerns that this Council should facilitate aviation internship programs with Rancho High School and Leavitt Middle School to support the proposed UAS test and training center. He explained that the overall goal for this Council would be to work with the Nevada Business Aircraft Association and focus on improving Nevada's aviation capabilities and assets.

Upon conclusion of the discussion, Dr. Kenneth Witcher asked for Council members to think of additional recommendations and opportunities for growth for this Council to submit to the Governor's Workforce Investment Board members for review.

To view a copy of the UAS presentation handout, click on the following link: <S:\detradmin\workforcesolutionsunit\Sector Councils\A&D\Aerospace & Defense Sector Council Meeting 07-26-13\GWIB UAS 26 July Chip.pdf>

VII. **For Possible Action** – Charter/Goals Review for Aerospace and Defense Sector Council.....
.....Dr. Kenneth Witcher

Dr. Witcher mentioned that this agenda item was previously discussed at the last meeting and Council members are aware of the current charter/goals outlined in this Council's 2013 Strategic Plan. He recommended not spending additional time today on this agenda item and then turned to Agenda Item VIII.

VIII. **Discussion** – Employability Skills for Career Readiness Shelley Hartmann, Executive Director
Mineral County Economic Development Authority/Highway 95
Regional Development Authority

Shelley Hartmann, Executive Director for Mineral County Economic Development Authority, was unavailable to attend today's meeting. Therefore, Dr. Witcher asked that this agenda item be tabled for the next scheduled meeting. He then turned to Agenda Item IX.

IX. **Presentation** – Abaris Training Overview..... Michael J. Hoke, President
Abaris Training Resources Inc., Reno, Nevada

Dr. Witcher introduced Michael Hoke, President for the Abaris Training Resources Incorporated in Reno, Nevada, and asked him to provide a brief overview of the Abaris Training Program. Mr. Hoke informed Council members that Abaris Training Resources, Inc. specializes in advanced composite materials (i.e., fiber glass, metal, etc.) and can help resolve a piece of the aviation workforce training initiatives. He mentioned that Abaris was founded in 1983 and their main site is located in Reno, Nevada. He noted the training programs offered by Abaris Training Resources, Inc., which are listed below:

- Manufacturing
- Repair
- Bonding/surface preparation for both metals and composites
- Mold-making (Tooling)
- NDI
- Engineering analysis and design
- Wind Turbine Blade Repair
- Regulatory Agency Training (FAA, NTSB)

He then summarized the company's overall goal to provide the best hands-on training in the advanced composites industry.

To view a copy of the Abaris Training Overview presentation, please click on the following link: <S:\detradmin\workforcesolutionsunit\Sector Councils\A&D\Aerospace & Defense Sector Council Meeting 07-26-13\Abaris Overview for GWIB Aerospace Defense Council 2013.pptx>

- X. **Discussion** – Summary of the July 2013 GWIB Industry Sector Council Summit.....
.....Dr. Kenneth Witcher

Dr. Witcher informed this Council that DETR's Director, Frank Woodbeck, asked for the GWIB Aerospace and Defense Sector Council to look at providing some sort of mobile classroom training to help motivate the K-12 students with the STEM programs. He asked for Council members to look at developing a proposal in support this initiative and to be submitted to the Governor's Workforce Investment Board for approval. He then recommended discussing this again at the next scheduled meeting. A Council member mentioned that Sparks, Nevada has a "Challenger Learning Center" with a mobile classroom setting and space simulators for K-12 students. Dr. Witcher agreed to regard any established aviation mobile classroom programs to avoid duplication of efforts.

- XI. **Discussion** – Update on Aerospace and Defense Industry Credentials and Certifications
..... Tatjana Vukovic, Management Analyst
Workforce Solutions Unit, DETR

Dr. Witcher asked that this agenda item be omitted because it was previously discussed at the last meeting. He then turned to Agenda Item XII.

To view the Aerospace and Defense Industry Sector required skill sets and certification report, click on the following link: S:\detradmin\workforcesolutionsunit\Sector Councils\A&D\Aerospace & Defense Sector Council Meeting 05-17-13\Presentation Certification new_Tatjana 5-17-13.pptx

- XII. **For Possible Action** – Recommendations to the FAA on Updating Their Current Certification Criteria
.....Dr. Kenneth Witcher

Dr. Witcher briefly discussed the recommendations to be made to the FAA regarding updating their current certification criteria for the AP licensure to assist with getting individuals trained for Nevada's aviation workforce. He then asked that this agenda item be discussed at a later date to allow Council members to work on some recommendations to support the FAA selection approval process.

- XIII. **For Possible Action** – Council Members to Vote On Final Version of GWIB Aerospace & Defense 2013 Strategic Plan and Review Members Assignment for Objectives 1-8
.....Dr. Kenneth Witcher

The Vice-Chair of this Council, Jim Callahan, introduced himself to the Council and provided a brief overview of the proposed outline for this Council's 2013 Strategic Plan. Mr. Callahan mentioned that the outline is still a work-in-progress. He informed everyone that a completed draft version will be submitted to the Chair, Dr. Witcher, by July 31, 2013. Earl McDowell, Deputy Administrator for DETR's Workforce Solutions Unit, volunteered to have Workforce Solutions Unit staff and Tatjana Vukovic, Management Analyst for the Workforce Solutions Unit, assist with completion of this Council's 2013 Strategic Plan.

A motion to approve the current 2013 GWIB Aerospace and Defense Strategic Plan outline as proposed at today's meeting was made by Dr. Kenneth Witcher and seconded by James Callahan. The motion carried unanimously.

To view a copy of the Aerospace and Defense Sector Council 2013 Strategic Plan outline, click on the following link: <S:\detradmin\workforcesolutionsunit\Sector Councils\A&D\Aerospace & Defense Sector Council Meeting 07-26-13\2013 DETR AandD Strategic Plan2.docx>

XIV. **Discussion** – Update on Youth Vignette Efforts Odalys Carmona/Dr. Bobby McMasters
Youth Liaison, Workforce Solutions Unit, DETR/
Director, Center for Aviation & Aerospace Leadership

Dr. Bobby McMasters was unavailable to attend today’s meeting; therefore, Odalys Carmona, Youth Liaison for the Workforce Solutions Unit, asked that this agenda item be tabled for next scheduled meeting.

XV. **Discussion** – New Business and Future Agenda Items.Dr. Kenneth Witcher

Listed below are the suggestions, recommendations, requests and comments made for new business and future agenda items:

- Development of this Council’s 2013 Strategic Plan and Council members to vote on the adoption of the final version.
- Recommendations for a STEM Mobile Classroom for K-12 Students to be submitted to the Governor’s Workforce Investment Board.
- Recommendations to submit to the FAA with updating their current certifications criteria, and recommendations to make regarding the state’s UAS initiatives.
- Update on Youth Vignette Efforts presentation by both Dr. Bobby McMasters and Odalys Carmona.
- Shelley Hartmann will present the Employability Skills for Career Readiness Standards information.

XVI. Next meeting will be held on Friday, September 13, 2013 at 10:00 a.m.Dr. Kenneth Witcher

Dr. Witcher informed everyone that the next GWIB Aerospace and Defense Sector Council meeting has been moved to Thursday, September 20, 2013 at 10:00 a.m. A meeting date reminder will be sent to Council members and the agenda will be publically posted.

XVII. **Second Public Comment Session**Dr. Kenneth Witcher
Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier; however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name. Public Comment may be limited to three minutes per person at the discretion of the chairperson.

The Chair announced the Second Public Comment Session. No public comments were made. Council member Michael Bradshaw announced and invited Council members to attend the upcoming AUVSI conference that is scheduled for August 12-15, 2013. Earl McDowell informed the Council that DETR’s GWIB Industry Sector Council website will be completed shortly. He mentioned that the website will provide the public with general information about of each sector councils. No additional comments were made.

XVIII. AdjournmentDr. Kenneth Witcher

After the Chair closed the Second Public Comment Session, the meeting was adjourned at 11:36 a.m.

Agenda items may be taken out of order, combined for consideration by the public body, and/or pulled or removed from the agenda at any time. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

GOVERNOR'S WORKFORCE INVESTMENT BOARD
AEROSPACE AND DEFENSE SECTOR COUNCIL

Michael Bradshaw, Steve Brooke, James Callahan, Russell Carlson, Commissioner Clifford Cichowlaz, Lynn Clayton, Mark Francetic, Dr. Lila Glaser, Keith Hansen, Shelley Hartmann, Paul Lew, Tim McAllister, Dr. Bobby McMasters, Dr. Maria Sheehan, Kenneth Thompson, Thomas Wilczek and Dr. Kenneth Witcher.

Notice: *Persons with disabilities who require special accommodations or assistance at the meeting should notify Derita Hopkins, DETR, Workforce Solutions Unit, between the hours of 8:00 a.m. through 5:00 p.m., in writing at 2800 E. St. Louis., Las Vegas, Nevada 89104; or call (702) 486-0523; or fax (702) 486-6426 on or before the close of business Thursday, July 25, 2013.*

Notice of this meeting was posted at the following locations on or before 9:00 a.m. on the third working day before the meeting: DETR, 2800 E. St. Louis, Las Vegas, NV; DETR, 500 East Third St., Carson City, NV; DETR, 1325 Corporate Blvd., Reno NV; NEVADA JOBCONNECT, 3405 S. Maryland Parkway, Las Vegas, NV; NEVADA JOBCONNECT, 119 Water St., Henderson, NV; NEVADA JOBCONNECT, 2827 N. Las Vegas Blvd., North Las Vegas, NV; NEVADA JOBCONNECT, 1929 N. Carson St., Carson City, NV; NEVADA JOBCONNECT, 172 Sixth St., Elko, NV; NEVADA JOBCONNECT, 480 Campton St., Ely, NV; NEVADA JOBCONNECT, 121 Industrial Way, Fallon, NV; NEVADA JOBCONNECT, 475 W. Haskell, #1, Winnemucca, NV; NEVADA JOBCONNECT, 4001 S. Virginia St., Suite G, Reno, NV; NEVADA JOBCONNECT, 1675 E. Prater Way, Suite 103, Sparks, NV; GRANT SAWYER OFFICE BUILDING, 555 E. Washington Ave., Las Vegas, NV; LEGISLATIVE BUILDING, 401 S. Carson St., Carson City, NV; NEVADAWORKS 6490 S. McCarran Blvd., Building A, Unit 1., Reno, NV; WORKFORCE CONNECTIONS, 7251 W. Lake Mead Blvd., Las Vegas, NV. This agenda was also posted on DETR's Web site at www.nvdetr.org. In addition, the agenda was mailed or e-mailed to groups and individuals as requested.