



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, November 8, 2013
10:00 a.m.**

Some members of the Council may have attended the meeting and other persons may have observed the meeting and provided testimony through a simultaneous videoconference and teleconference conducted at the following location or by calling the number and access code listed below:

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: Dr. Kenneth Witcher, Michael Bradshaw, Nancy Wong, Kenneth Thompson, Dr. Lila Glaser, Dr. Maria Sheehan, Dr. Bobby McMasters, Dr. James Kuzma, Tim McAllister, Commissioner Clifford Cichowlaz, Russell Carlson, Edvin Mirzakhanian, Greg Stanley, Dr. Kam Leang.

Council Members Absent: Dr. Jeff Thompson (excused), Shelley Hartmann (excused), James Callahan (excused), Thomas Wilczek, Keith Hansen, Paul Lew, Steve Brooke.

Ex-Officio Members Present: Leandra Copeland, Ardell Galbreth, Lisa Myers, Will Lockheart.

Ex-Officio Members Absent: Scott Palsgrove.

DETR WSU Staff Present: Ansara Martino, Odalys Carmona, De Salazar, Earl McDowell, Doug van Aman.

Others Present: Judy Turgiss (DETR/CSN), Reza Karamooz (Nevada Business Aircraft Association), Stacy Howard (National Business Aviation Association), Joanne Leming (Aviation Institute of Maintenance).

AGENDA

- 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. He welcomed everyone, thanked them for attending this meeting, and introduced new ex-officio members Will Lockheart and Scott Palsgrove. Dr. Witcher then asked Ansara Martino, who was standing in for Derita Hopkins, 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)

Ansara Martino called roll and informed Dr. Witcher that a quorum was present.

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

Dr. Witcher asked for Ansara Martino to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Martino 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 before; 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.

When Dr. Witcher announced the First Public Comment Session, no comments were made. Hearing none, Dr. Witcher turned to agenda item V.

- V. **For Possible Action** – Approval of September 20, 2013 Meeting Minutes ...Dr. Kenneth Witcher

Dr. Witcher asked the Council members if they had an opportunity to review the September 20, 2013 Meeting Minutes. Leandra Copeland suggested that a reference to AIM be made under Darragh Huggins and agenda item X. Dr. Witcher asked if all were in agreement with the requested change, then requested a motion to approve the minutes with the noted revision. The motion was made by Kenneth Thompson and seconded by Dr. James Kuzma. All were in favor. None were opposed. The motion carried.

- VI. **Presentation** – Aviation Institute of Maintenance (AIM).....Joanne Leming, Executive Director
Aviation Institute of Maintenance

Referring to PowerPoint slides during her presentation, Joanne Leming explained the history of the Aviation Institute of Maintenance (AIM), its current locations, and its recently opened Las Vegas site located at 4870 S. Eastern Ave, Las Vegas. Ms. Leming explained that AIM is the only aviation school in the state of Nevada and it opened March 2013.

Ms. Leming also explained AIM’s Aviation Maintenance Technican (AMT) and Aviation Maintenance Technician Engineer (AMTE) programs. AIM Instructors are FAA Certified Airframe and/or Power Plant technicians. The curriculum taught by Aviation Institute of Maintenance relies greatly on hours of hands on training in the shop areas. Students are taught about aircraft engines ranging from the earlier radials, to opposed reciprocating powerplants, modern turbo props and pure jet engines. The AMT program is designed to provide students with the knowledge and skills to excel as an AMT. This training prepares you to pass the Federal Aviation Administration (FAA) test for employment in aviation maintenance. The students are trained to service, repair and overhaul aircraft components and systems, including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, instrumentation, warning and environmental systems. The Aviation Maintenance Technical Engineer Program (AMTE) takes you through the basics of flight and into the latest technological advances for the

world of aviation. The course of study takes the students through the hands-on techniques and knowledge in area such as composite fabrication and repair, sheet metal, hydraulics, pneumatics, instrumentation, landing gear, piston and turbine engines and other aircraft systems. Students will learn the intricacies of the entire aircraft as each system is dissected for deeper understanding, gaining the skills to properly and efficiently troubleshoot and repair aircraft systems as they relate to both fixed wing and rotary aircraft. The program blends aircraft electrical systems into more advance aircraft electronics (avionics). The training prepares students with the knowledge and skill levels required to pass the tests administered by the Federal Communications Commission (FCC) and the Federal Aviation Administration (FAA). The students are prepared to take the tests for your Element One and Element Three FCC license and the General, Airframe and Powerplant tests to receive the coveted FAA A&P license.

Ms. Leming pointed out that under Veterans Administration (VA) guidelines, the school cannot receive VA tuition assistance until they have done business in Nevada for at least two years. AIM is important for military members separating from service because they provide non-degree A&P (Aircraft and Powerplant) certification. Dr. Witcher said this Council recognizes that the VA guidelines are in place for consumer protection reasons, but this Council also recognizes the reputation and long standing history this school has and hope to have the guideline lifted for this situation, most importantly to keep the talent of separating military members in the state of Nevada. Enthusiastic support for keeping military talent in Nevada was expressed by all Council members.

Ms. Leming said AIM has begun conversations with Rancho High School to partner with them and get those students employed in the industry. There will be a GED center opening in 2014 so AIM can partner with the community to help those who did not receive their high school diploma.

Dr. Witcher pointed out that the capacity for the school is 400 students, and AIM this is a great resource for our state and can meet our future needs. The school also has a composite lab that can do the composite training.

Mr. Ardell Galbreth said that WorkforceConnections has 3D Printers for training. He said WorkforceConnections also has other STEM equipment activities that we are working on. Training is available and they are working with Rancho High School, as well as other entities throughout Las Vegas. Feel free to contact me for a tour.

To view a copy of Ms. Leming’s PowerPoint presentation, it is available on the following link: [A&D Sector Council Meetings 2013\Aerospace & Defense Sector Council Meeting 11-08-13\DETR Presentation 10-31-13.pptx](#).

VII. **Presentation** – Nevada Business Aircraft AssociationReza Karamooz, President
Nevada Business Aircraft Association

Reza Karamooz, President of the Nevada Business Aircraft Association, introduced himself and said that his organization “connects the dots” statewide between North and South and is working to solve issues in the state with the aviation industry. He said one of his goals is to figure out how to bring everything in the state together so efforts are not duplicated and what is already working in the state could be replicated. His goal is also to not have qualified workforce leave the state.

Mr. Karamooz then turned his discussion to taxes and stated that Nevada is the least competitive state when it comes to aviation taxes. He said that neighboring states have figured out how to have tax breaks that attract aviation businesses to their state. He stated that business aviation and repairing big jets is a problem in Nevada. For example, he said, MGM Aviation has five planes that are kept in a hangar in Las Vegas and used for the company’s Nevada operations, but when these planes are in need of repairs or maintenance, the heavy work is done in Long Beach, California, not in the state of Nevada. This also impacts Nevada with the loss of the repair and maintenance jobs.

Mr. Karamooz also said that the Nevada sales and use tax is another issue that he feels needs to be addressed, as is the tax on aircrafts. He said that property taxes on planes run approximately \$100,000/yr., but other states do not have as high property taxes. He also pointed out another issue he sees with infrastructure improvements at rural airports, which would also attract more aviation businesses and jobs to the state. In Arizona, they average \$300,000 in improvements every year for each of their airports. In Nevada, they spent \$6,000 last year for improvements at the Boulder City Airport. As a state, Nevada should organize to become competitive in the industry.

Next, Mr. Karamooz said that on the education side we need to educate youth for all the possibilities for employment and careers in this industry. Rancho High School is great, but not enough for all students that would be interested in this field. Our students have to go out of state and we are losing our brightest. There were five students from Arizona in an internship at McCarran Airport. The FAA advised Mr. Karamooz that Nevada does not have the programs they need so they work with Arizona State University to fill those internship positions.

Dr. Witcher thanked Mr. Karamooz for the information he provided and said that the Council will follow up on today's discussions. Thomas Wilczek, the Aerospace and Defense Industry Specialist for the Governor's Office of Economic Development, has heard the concerns and can help the Council address the issues to help make Nevada competitive in the aviation industry.

VIII. **For Possible Action** – Update on the Youth Science, Technology, Engineering and Mathematics (STEM) Education ActivitiesDr. Kenneth Witcher

IX. **Discussion** – Employability Skills for Career Readiness Dr. Maria Sheehan, President Truckee Meadows Community College

Dr. Maria Sheehan began by introducing the ACT NCRC (National Career Readiness Certificate) and said that it is a resource available at the College of Southern Nevada and Truckee Meadows Community College. She said that the Nevada Department of Employment, Training and Rehabilitation is interested in purchasing licenses for NCRC and that ACT's NCRC is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, and Locating Information, and Reading for Information.

Individuals can earn the NCRC by taking three WorkKeys assessments:

- Applied Mathematics
- Locating Information
- Reading for Information

WorkKeys assessments measure "real world" skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world. This credential is used across all sectors of the economy and verifies the following cognitive skills:

- Problem solving
- Critical thinking
- Reading and using work related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work related problems
- Setting up and performing work related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically
- Comparing, summarizing, and analyzing information presented in multiple related graphics

There are three certificate levels, Platinum, Gold, Silver and Bronze.

Dr. Sheehan said that employers across the country report that they are often overwhelmed by stacks of applications for only a handful of open positions. Sifting through these applications is time-consuming and inefficient. The NCRC quickly pinpoints individuals with essential, verifiable workplace skills.

Employers who ask for applicants with the NCRC find qualified applicants for job openings. The NCRC is a very recognizable tool to see how ready an individual is for the workforce. Employers have embraced the NCRC because it gives them the level of skills that individuals have and what they need to succeed in the job. From screening, selection, training, development, and succession planning, employers can use the assessments at every state of the employment cycle.

The NCRC is being used at the Nevada State College charter high school in Henderson, NV, which requires NCRC as part of their graduation requirement.

X. **For Possible Action** – STEM Pilot Project.....Dr. Kenneth Witcher

Dr. Witcher invited Mr. Earl McDowell, the Deputy Administrator of DETR’s Workforce Solutions Unit, to give the Council a brief explanation of the pilot project and other documents this Council needs to submit to the Governor’s Workforce Investment Board (GWIB) by December 16, 2013.

Mr. McDowell reminded the Council that the GWIB Industry Sector Councils were created by legislation to identify job training and education programs that would best meet regional economic development goals for the state of Nevada. One of the goals of the sector councils is to map the talent and career pipeline for their industry sector. Governor Brian Sandoval issued Executive Order 2012-18 that directs 25% of 2014 Workforce Investment Act funding into the occupations identified as in demand by the sector councils. The GWIB wants each of the sector councils to identify the top occupations in demand for their industry and the GWIB is relying on this input from each council so they can provide the guidance and direction to the local workforce investment boards for how to spend the allocated 25% WIA funding.

Next, Mr. McDowell informed the Council that they also can identify an occupation that has an immediate need to be filled in their industry and request a short-term pilot project training program those results in a recognized industry certificate or credential. For example, if the industry needs 30 welders based on current employers’ needs, the Council can request this training through a pilot program. As with most pilot programs, it is needed to be small in scale for number of initial participants, but could possibly lead to larger implementation in the future if it is successful and has significant outcomes, or they could recommend that the local workforce investment boards adopt the program. The funding source for the pilot programs is separate from the WIA funding.

Last, Mr. McDowell requested that the Council finalize their 2013-2014 Strategic Plan. The plan will also be given to the GWIB for their review.

XI. **For Possible Action** – Vote on the 2013 GWIB Aerospace and Defense Detailed Strategic Plan...
.....Dr. Kenneth Witcher

Dr. Witcher informed the Council that the GWIB Aerospace and Defense Sector Council Strategic Plan has been revised with members’ requested revisions. He asked for them to review the new draft and be prepared to vote on whether to approval the Plan at the next Council meeting.

XII. **For Possible Action** – Possible Recommendations for an Evaluation of Nevada’s State Taxes On Aviation....
.....Dr. Kenneth Witcher

Dr. Witcher tabled this item for a future meeting.

XIII. **Discussion** – New Business and Future Agenda ItemsDr. Kenneth Witcher

Agenda items for the next meeting will be:

- Discussion and possible action on the pilot project and WIA funding recommendations.
- Possible action on this Council’s Strategic Plan.
- Presentation of in-demand occupational data by Leandra Copeland.

XIV. Next meeting will be held on Friday, January 10, 2014 at 10:00 a.m.Dr. Kenneth Witcher

Dr. Witcher announced that this Council should have one more meeting prior to December 16th so they can discuss and approve the projects they want to move forward and strategic plan for submission to the GWIB. Dr. Witcher requested that a meeting be scheduled and reminded members that a quorum will need to be present for voting. Dr. Witcher also asked Leandra Copeland, Supervising Economist with DETR’s Bureau of Research and Analysis, if she would have the In-Demand Occupations report ready for a December meeting. Ms. Copeland informed Dr. Witcher that she would. Dr. Witcher informed members that the December meeting date will be sent to them by DETR’s Workforce Solutions Unit as soon as the date is scheduled.

XV. **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.

Dr. Witcher announced the Second Public Comment Session. Council members congratulated Dr. Witcher on his recent appointment as the Dean of Avionics at Embry-Riddle Aeronautical University. Dr. Witcher thanked them and asked if there were any other public comments. Hearing none, Dr. Witcher invited Mr. Caleb Cage for the Governor’s Office of Veteran’s Affairs to address the Council. Mr. Cage informed the Council that the Office of Veteran’s Affairs is reaching out to the community in the areas of wellness, education and workforce. They connect with other state and local agencies, including institutions of higher education with the goal of getting veterans to work. Mr. Cage told the Council that the Nevada Military Council protects the states military bases and positions Nevada to have the resources needed in the event of other bases closing. Mr. Cage also said that the Governor’s Office wants to be able to collaborate between private, public, state, profit and not-for-profit entities to successfully get veterans back into the workforce.

Dr. Witcher thanked Mr. Cage for the introduction and turned to agenda item XVI. Dr. Witcher then turned to agenda item XVI.

XVI. AdjournmentDr. Kenneth Witcher

Dr. Witcher adjourned the meeting at 11:38 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 (Vice-Chair), Russell Carlson, Commissioner Clifford Cichowlaz, Lynn Clayton, Dr. Lila Glaser, Keith Hansen, Shelley Hartmann, Dr. James Kuzma, Dr. Kam Leang, Paul Lew, Tim McAllister, Dr. Bobby McMasters, Edvin Mirzakhanian, Dr. Maria Sheehan, Greg Stanley, Dr. Jeff Thompson, Kenneth Thompson, Thomas Wilczek and Dr. Kenneth Witcher (Chair)

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, November 7, 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.