



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, January 10, 2014  
10:00 a.m.**

*Some members of the Council may have attended the meeting through a simultaneous videoconference and teleconference, and other persons may have observed the meeting, conducted at the following locations:*

**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**  
500 East Third Street, 1<sup>st</sup> Floor Conference Room  
Carson City, NV

**Nevada JobConnect**  
Reno Town Mall Conference Room  
4001 South Virginia Street  
Reno, NV 89502

**Council Members Present:** Dr. Kenneth Witcher, James Callahan, Michael Bradshaw, Kenneth Thompson, Dr. Lila Glaser, Dr. Bobby McMasters, Dr. James Kuzma, Tim McAllister, Commissioner Clifford Cichowlaz, Russell Carlson, Edwin Mirzakhanian, Greg Stanley.

**Council Members Absent:** Nancy Wong (excused), Dr. Maria Sheehan, Thomas Wilczek (excused), Shelley Hartmann (excused), Keith Hansen, Paul Lew, Steve Brooke, Dr. Jeff Thompson, Dr. Kam Leang, Morgan Bunker.

**Ex-Officio Members Present:** Ardell Galbreth, Lisa Myers, Will Lockheart, Scott Palsgrove.

**Ex-Officio Membes Absent:** Leandra Copeland (excused).

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

**Others Present:** Christine Santiago (Clark County Department of Aviation), Kathleen Kirwan (Clark County Department of Aviation), Judy Turgiss (NV Workforce Development Center (DETR/CSN)), Will Williams (Bowhead), Jonathan Daniels (Bowhead), Lynn Clayton (Arcata Associates).

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

## **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 and thanked them for attending this meeting. Dr. Witcher then introduced new Council member Morgan Bunker from the Las Vegas Glocal Economic Alliance and asked Ansara Martino to call roll.

- II. Roll Call and Establishment of a Quorum ..... Ansara Martino, Grants and Policy Analyst  
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

Ansara Martino called roll and informed Dr. Witcher that a quorum was not present. The quorum was deficit by one member. Council member Dr. Lila Glaser joined the meeting, thus establishing a quorum. Ms. Martino informed Dr. Witcher.

- III. Verification of Posting..... Ansara Martino

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 closed the First Public Comment Session.

- V. **For Possible Action** – Approval of December 6, 2013 Meeting Minutes .....Dr. Kenneth Witcher

Dr. Witcher asked the Council members if they had an opportunity to review the December 6, 2013 Meeting Minutes. A motion to approve the minutes was made by James Callahan. It was seconded by Michael Bradshaw. All were in favor. None were opposed. The motion carried.

- VI. **For Possible Action** – Middle School Efforts and the High School A&P Opportunities and Career Pathways.....Dr. Kenneth Witcher

Dr. Witcher advised the Council that the UAS recent designation Nevada earned is very important for the state. He told the Council that the state needs to make the designation successful and this Council will play a key role. Dr. Witcher then introduced Council member Michael Bradshaw, who in turn introduced William Williams (Sr. Nevada Flight Representative for Nevada Institute for Autonomous Systems/UAS), Don “DC”Cunningham (Project Services Specialists for Nevada Institute for Autonomous Systems/UAS), and Jonathan Daniels (Technical Director for Nevada Institute for Autonomous Systems/UAS). Mr. Bradshaw thanked the Council for the opportunity to speak to them today and introduced their presentation, called “Jumpstart to UAS effort at Leavitt Middle School.”

Mr. Williams discussed what the students do in the program and explained how the program is designed. He said that the goal of this program is to get kids interested in STEM and Aerospace and Defense industry careers. He explained that the program also includes software similar to UAS and fieldtrips to Creech Air Force Base, which will include flight operations stimulators, aircraft design amd aerospace dynamics. Mr. Williams said that they would like to expand this program to twelve schools and Bowhead donated the first software; however, additional funding support is needed for the program to be implemented at the other schools.

A discussion ensued amongst the Council members and they discussed potential sponsorship partners. Mr. Bradshaw said that the cost of the program per school is approximately \$3,500. Earl McDowell, Deputy Administrator for DETR's Workforce Solutions Unit, advised Mr. Williams that he would like to coordinate a meeting to present today's information to DETR Director Frank Woodbeck. Council member Dr. James Kuzma expressed interest in implementing this program at his school and would like to coordinate with Mr. Bradshaw and Mr. Williams, too. Upon conclusion of the discussion, Dr. Witcher thanked Bowhead for the presentation.

VII. **For Possible Action** – Update on the NV FAA Designation UAS Test Site Selection .....  
.....Dr. Kenneth Witcher

Dr. Witcher introduced the item and asked for Michael Bradshaw and this Council's Vice-Chair, James Callahan, to speak on this agenda item. Mr. Callahan informed the Council that the Program Management Office is creating an activity plan for the FAA Test Site flight procedure. He went to comment that Nevada is far ahead of the other five states designated for UAS and that Nevada will take the lead for the FAA Program. On January 14, 2014, Tom Wilzak, Aerospace and Defense Industry Specialist for the Nevada Governor's Office Economic Development and fellow member of this Council, will have the plan ready to submit and will take this program as lead for the next five years. Mr. Callahan explained that this also means that this Council has five years to create workplace employment requirements and that Commercial UAS and Intergrating UAS with IT will be coming down the pipeline as well.

VIII. **For Possible Action** – Strategic Impact of the Recent FAA UAS Test Site Designation.....  
.....Dr. Kenneth Witcher

Dr. Witcher asked Earl McDowell is it possible to have a representative of this Council brief each of the other eight GWIB Industry Sector Councils on what the NV FAA Test Site Designation means. Mr. McDowell informed Dr. Witcher that they certainly could and that the other Councils would look forward to the information. Mr. McDowell informed Dr. Witcher that he will coordinate having the agenda item placed with the other sector councils.

IX. **For Possible Action** – McCarran Airport Workforce Needs Discussion..... Dr. Bobby McMasters

Council member Dr. Bobby McMasters introduced Christine Santiago, Assistant Director of Employee/Risk Management Services for McCarran International Airport/Clark County Department of Aviation, and Kathleen Kirwan, Principal Management Analyst for Airport Employee Services and Risk Management with McCarran International Airport/Clark County Department of Aviation, to discuss the workforce development needs of the airport.

Ms. Santiago explained that the McCarran Airport has a total of 18,000 employees in all sorts of different occupations and responsibilities. Their loss of employees, difficulty hiring qualified employees and retirement forecast for the next 10 years shows that McCarran will lose 1/3 of its workforce. For retirement, it would be about 55% executive staff and 27% management staff. In particular, based on the average wage that the airport pays to its IT staff, they are losing IT staff that needs to be replaced. Most applicants, however, are not enticed by the wages McCarran pays for IT staff and this creates a workforce problem for the airport. Ms. Santiago also mentioned that there are workforce needs across disciplines, such as Logistics and Information Technology.

A discussion ensued and Earl McDowell suggested that one solution for the airport may be to speak to Will Lockheart, Business Services Representative with Nevada JobConnect, to explore the assistance Nevada JobConnect can give the airport with an on-the-job training program. Mr. Lockheart, who was in the audience, stood up to introduce himself and informed Ms. Santiago and Ms. Kirwan that he would follow-up with them after today's meeting. Another suggestion was made to implement a possible internship program for local students to participate in and get them interested in careers with the airport. A suggestion was also made to have a college and career fair at the local high schools to make the state's

youth aware of job possibilities at the airport and get them interested in the numerous occupations the airport hires for. To assist with the airport's cross-discipline workforce needs, other GWIB Industry Sector Council may be asked to assist them.

Dr. Witcher thanked Ms. Santiago and Ms. Kirwan for their presentation, as well as the Council members for their feedback, and then turned to agenda Item X.

X. **For Possible Action** – Update on the Implementation of 2013-2014 Strategic Plan.....Dr. Kenneth Witcher

Dr. Witcher advised the Council that their 2013-2014 Strategic Plan was submitted to DETR along with the Council's Pilot Project Proposals. Dr. Witcher said that he will continue to update the Council on this item.

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

Dr. Witcher asked if there was any new business or suggestions for future agenda items. Earl McDowell informed the Council that he would like to schedule DETR Director Frank Woodbeck to speak to them. Dr. Witcher agreed and asked Council members to send him any other suggestions. Hearing none, Dr. Witcher closed this agenda item and turned to item XII.

XII. Next meeting will be held on Friday, March 14, 2014 at 10:00 a.m. ....Dr. Kenneth Witcher

Dr. Witcher announced that the next meeting for the Council is scheduled for March 14, 2014 at 10:00 a.m.

XIII. **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.

When Dr. Witcher announced the Second Public Comment Session, the following public comments were made:

- Odalys Carmona, Youth Liaison for DETR's Workforce Solutions Unit, announced that there will be a STEM Conference for Harney Middle School youth at the College of Southern Nevada on Friday, January 31, 2014. Council members are invited to attend and the Chair, Dr. Witcher, is one of the panelists that will be speaking to the students. The event will be held at the college's Cheyenne campus and anyone desiring more information may contact her for details.
- Earl McDowell thanked the Council for doing a fantastic job in putting together their Strategic Plan and the 2014 in-demand industry occupations, which will both be presented to the Governor's Workforce Investment Board at their quarterly meeting on January 14, 2014. He also thanked the Council for their Pilot Project Proposals and commended them for their hardwork and dedication.
- Michael Bradshaw thanked Keith Wipperman, Principal of Justice Myron E. Leavitt Middle School, where the Jumpstart to UAS program (discussed in today's meeting) was first implemented.
- Reza Karamooz, President of the NV Business Aviation Association, introduced himself and thanked all the Council members involved with the project to gain the test site designation status that Nevada recently earned.

XIV. Adjournment .....Dr. Kenneth Witcher

Dr. Witcher adjourned the meeting at 11:24 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**

Dr. Kenneth Witcher (Chair), James Callahan (Vice Chair), Michael Bradshaw, Nancy Wong, Kenneth Thompson, Dr. Lila Glaser, Dr. Maria Sheehan, Thomas Wilczek, Dr. Bobby McMasters, Dr. James Kuzma, Tim McAllister, Commissioner Clifford Cichowlaz, Shelley Hartmann, Russell Carlson, Keith Hansen, Paul Lew, Steve Brooke, Edvin Mirzakhani, Greg Stanley, Dr. Jeff Thompson, Dr. Kam Leang, Morgan Bunker

**Notice:** *Persons with disabilities who require special accommodations or assistance at the meeting should notify Ansara Martino, 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, January 9, 2014.*

**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](http://www.nvdetr.org). In addition, the agenda was mailed or e-mailed to groups and individuals as requested.