

State of Delaware
Homeland Security Advisory Council
Unmanned Aerial Vehicle (UAV) Subcommittee

Minutes

02/05/15

1330-1530

Delaware State Fire School, Room 7
Dover, DE 19901

1. Welcome and Room Introductions

- a. Dwayne Day led introductions around the room

Present Voting Committee Members

Dwayne Day	DelDOT
Robert Newnam	Delaware State Fire School
Adam Ringle	Wilmington PD
Darren Short	Delaware State Police—Aviation
Jeff Streavel	Public Hobbyist
Dallas Wingate	Delaware National Guard

Members Present by Proxy

Kimberly Chandler	Department of Safety and Homeland Security (Proxy for Ray Holcomb)
Jimmy Kroon	Department of Agriculture (Proxy for Secretary Kee)

Present Non-Voting Committee Members

Jerry Brennan	Delaware State Fire School
Chris Marsh	DelDOT

Also Present

Erin Coombs	Jacobs, DelDOT Consultant
Jen Duval	Jacobs, DelDOT Consultant
Daniel Herbert	Skygear Solutions, Inc.
Lisa Morris	Department of Justice, DAG
Josh Thomas	DelDOT
Will Webber	Radio Newark

Absent Voting Committee Members

Eric Bowers	Dover AFB
Ray Holcomb	Department of Safety and Homeland Security
Edwin Kee	Department of Agriculture
Herbert Tanner	University of Delaware

Absent Non-Voting Committee Members

Paul Huang	University of Delaware
Matthew Laick	Department of Safety and Homeland Security
Brian Malloy	Delaware National Guard

- b. Dwayne introduced the two guests present—Dan Herbert of Skygear Solutions, Inc. and Will Webber of Radio Newark.

2. Approval of Previous Meeting's Minutes

- a. There was no discussion about the 01/08/15 minutes. Dallas Wingate made a motion to accept the minutes. Motion was seconded by Robert Newnam. Motion was passed and the minutes were approved.

3. Old Business

- a. MAAP Updates
 - i. D. Day explained that there have been no conference calls for the past five or six weeks due to test flying in Cape May.
- b. UAV Seminar
 - i. The seminar will focus on small commercial and private hobbyist UAVs.
 - ii. D. Day explained that the event advertisement flyer has been circulated through DEMA's listserv and there are currently 35 participants registered with expectations for at least 50.
 - iii. D. Day displayed the preliminary schedule for the group to review. There was discussion about the length of the FAA presentation since the Small UAS rule has not been released. It was agreed to rearrange the presentations; moving A. Ringle's presentation after lunch and shorten the FAA presentation to 30 minutes.
 - iv. There was a group discussion about the FAA COA process and the difficulties navigating the application process. A. Ringle explained his experience dealing with Science Applications International Corporation (SAIC), the FAA contractor responsible for the COA process. D. Day proposed that the next meeting focus on the COA process as well as the operations of UAVs.
 - v. D. Day discussed the National Association of State Agency Official's proposal to create a training program and draft nationwide legislation. This effort is based out of Alabama.

4. New Business

- a. UAV Legislation
 - i. D. Day circulated draft legislation documents for the group to review and provide comments on in the coming weeks before the next meeting. The draft document is based on existing laws established in the Delaware Code. The thought is to amend existing laws to have UAV clauses.
 - ii. There was discussion about drafting and editing existing legislation and questions about whether a UAV operator is an aircraft operator.
 - iii. J. Thomas discussed DeIDOT Aeronautics considering ways to create less restrictive "no-fly zones" by implementing limited use fly zones, a flight notification system, and height/payload requirements.
 - iv. The committee agreed to review the draft document and return comments prior to the next meeting.

5. Conferences / Industry Events

- a. Delaware Small UAV Seminar
 - i. March 18, 2015 at University of Delaware in Clayton Hall –Room 119.
 - ii. PowerPoint will be developed before next meeting and sent to committee for comments

6. Action, Recommendation & Research Items

- a. None

7. Next Meeting—Thursday March 5, 2015

- a. It was suggested by Dwayne that the next meeting's focus be on finalizing the seminar program, further work on the draft legislation and UAV operations. He requested that if there were any points that the committee would like to see on the agenda to please submit them to him in the weeks prior to the meeting.
- b. D. Wingate made a motion to adjourn the meeting and R. Newnam seconded—motion carried. The meeting was adjourned at 3:19 pm.