

**MINUTES OF PUBLIC MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
DATA COMMITTEE – UAS WORK GROUP**

DRAFT

A public meeting of the Arizona Geographic Information Council was convened December 13, 2018 at 1:00 pm at the Arizona State Land Department, 1616 West Adams Street, Phoenix, AZ 85007 on Go to Meeting virtual platform; this meeting was held as call-in only. Present at the meeting were the following members or designees of the AGIC Data Committee – UAS Work Group:

Table 1: Workgroup Voting Members

Member	Agency/Company	In Attendance
Brian Brady, Co-Chair	City of Yuma	Yes, phone
Brett Seidel	Embry Riddle	Yes, phone
Chris Gunter	AZ Game and Fish	No, with notice
Chuck Powell	Westland Resources	Yes, phone
Debby Crouse	AZ Dept of Environmental Quality	Yes, phone
Jack Avis	Pima County	Yes, phone
Jenna Leveille	AZ State Land Department	Yes, phone
Jim Robinson	City of Tucson	Yes, phone
Joseph Wagner	Maricopa Flood Control	No, without notice
Mignonne Hollis	AZ Aerospace	No, with notice
Robert Davis	Quiet Creek	No, without notice

Table 2: Public Members At-Large

Member	Agency/Company	In Attendance
Marisa Walker	AZ Commerce Authority	Yes, phone

- I. **Call to order:** Meeting was called to order at 1:07 pm; Introductions were made by the committee; quorum established
- II. **Approval of meeting minutes from Nov 7, 2018:** Jenna Leveille asked for a motion to approve the November meeting minutes. Motion made by Jack Avis and seconded by Brett Seidell; no discussion, motion passed unanimously.
- III. **2019 Work Plan Development:** Jenna Leveille reviewed a draft 2018 accomplishment document. The group felt document contained all relevant items and no changes are needed. Debby Crouse and Brian Brady will present list to the Council in Feb.

Jenna led the group through a draft 2019 work plan document. The group discussed language and goal changes (please see 2019 work plan) Included in the discussion was feedback from the Conference Committee on available

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options for special interest group sessions. The 2019 AGIC Conference will be extended by one day this year, starting on Tuesday rather than Wednesday. Tuesday will have half day sessions available for special interest groups like UAS. Jenna will request one of the half day slots for this group to coordinate. In addition to the half-day session, this group may request a 90 min track during the main conference. It was suggested that this group work with the LiDAR Workgroup so there are not duplicate efforts on LiDAR output from UAS during the special session.

IV. Recent UAS Event Reports:

- AZ Aerospace UAS Summit: Mignonne was unable to attend this meeting to report. Brett Seidell offered the group a detailed report. His report is documented and attached to these minutes.
- ADEQ Drone Operations Seminar at MCFCD: Brett Seidell reported to the group that this was a comprehensive presentation primarily about 107 pilot exam and lessons learned. It also covered software and flood control district drone management and practices.
- MCFCD Drone Lunch & Learn: Debby Crouse attended and echoed Brett's report on the Drone Operation Seminar noted above. This presentation was very similar.
- Western AZ College – Mapping the Desert: Brian Brady was delayed in attendance and unable to report on this item.

V. Collection of audio and/or video on behalf of AGIC: Jenna reviewed current discussion on recording practices and policies at non-AGIC & AGIC events. At this time, the Admin and Legal Committee are reviewing language in the AGIC Manual. It is not condoned or advised that any recordings (AGIC events or Non-AGIC events) be produced or distributed through AGIC. If any participant in AGIC chooses to record and/or distribute recorded materials, they may not do so as an AGIC representative or through AGIC distribution email lists.

VI. Common standard Operating Procedure (SOP) Checklist Discussion: Debby Crouse made a call to the group for any shareable documentation/checklists on common or standard operating procedures. She is working to develop a general guide for a Standard Operating Procedures (SOP) Checklist. The goal of the task is to assist UAS operators/pilots in the development and/or justification of UAS program at an agency level. The discussion focused intended audience and purpose. Chuck Powell inquired about any possible legal implications of providing such a document to others and if a disclaimer was needed. Brian Brady suggested that this focus on the core agnostic components rather than specific equipment. Brett Seidell mentioned the top-operator certification program as a possible resource. It was noted that AGIC cannot promote one company over another in any capacity; must remain neutral. It is possible that this documentation could be used solely as reference material. This led the discussion on to proprietary information being part of a groups SOP and can or

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should that information be part of this projects considerations. Group members will submit any SOP checklist that is available to the public with which they are familiar to Jenna. Debby will lead a smaller group of volunteers through a review process. Brett Seidell, Brian Brady & Chuck Powell all volunteered to assist. Jenna will assist in coordinating meetings and distributing materials.

Jenna will review current submitted documents and share them with Debby.

VII. AGIC Preconference Workshop Follow-up: Jenna reported during the work plan review the details on the available options for pre-conference workshops. See notes above.

VIII. UAS Mid-Year Brown Bag series: Jenna Leveille and Marisa Walker shared with the group possible options for partnering on a lunch and learn UAS workshop in 2019; Marisa reported that the ACA would be willing to partner and host one event. She discussed this interest with a colleague at ADOT and they are also interested in partnering. The ADOT facility could be a possible option as a venue. A discussion on timing and content followed; March is a likely possibility. General use cases for wildfire, search & rescue, and medical application are possible topics. Debby Crouse volunteered to help Jenna and Marisa with planning.

IX. Information or Topics for Future Meetings: Brian Brady requested that the group discuss authorizations and waivers. Marisa Walker requested time to discuss the Institute for automated mobility and how UAS is a top priority/innovation in Arizona. Brett Seidell has a standing request to cover training options.

Next meeting is scheduled for Jan 2. Jenna suggested changing this date due to the holidays. Jan 8th from 10-11:30a was decided.

X. Call to the Public: None

XI. Adjourn: meeting adjourned at 2:52p.