

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, January 20, 2016 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City,**  
**Nevada**

**Committee Members**

<b>Chair – Karl Hutter</b>	<b>Vice Chair – Don Peterson</b>
<b>Member – Linda Law</b>	<b>Member – Steve Poscic</b>
<b>Member – Jim Shirk</b>	<b>Member – Phil Stotts</b>
<b>Member – Maurice White</b>	

**Staff**

Steve Tackes – Airport Counsel  
Jim Clague – Airport Engineer  
Tim Rowe – Airport Manager  
Tamar Warren – Deputy Clerk/Recording Secretary

**NOTE:** A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings of the Carson City Airport Authority meetings are available on [www.carson.org/minutes](http://www.carson.org/minutes).

**A. CALL TO ORDER AND DETERMINATION OF QUORUM**

(6:00:32) – Vice Chairperson Peterson called the meeting to order. Roll was called. A quorum was present.

Attendee Name	Status	Arrived
Karl Hutter	Absent	
Don Peterson	Present	
Linda Law	Present	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

**B. PLEDGE OF ALLEGIANCE** (6:01:02) – Led by Vice Chairperson Peterson.

**C. APPROVAL OF THE MINUTES OF THE PAST MEETING OF THE AIRPORT AUTHORITY.**

**(6:01:50) – MOTION:** I move to approve the minutes of the December 16, 2015 Carson City Airport Authority meeting.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Poscic
<b>SECONDER:</b>	Law
<b>AYES:</b>	Peterson, Law, Poscic, Shirk, Stotts, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Hutter

**D. MODIFICATION OF AGENDA**

(6:02:17) – None.

**E. PUBLIC COMMENT**

(6:03:06) – Bill Hartman introduced himself and requested that the Airport speed bumps be removed as people were driving around them instead of slowing down. Michael Greedy introduced himself and explained that he was also in favor of removing the speed bumps.

**F. PUBLIC HEARING ITEMS:****1. BRIEFING ON THE CARSON CITY AIRPORT BUDGET FOR FY 2015/2016.**

(6:05:08) – Vice Chairperson Peterson introduced the item.

(6:05:40) – Beth Kohn, Kohn & Company LLC, presented the 2015 Balance Sheet, and Profit and Loss Statement, and the Profit and Loss Year-to-Date Comparison from July until December, 2015, all of which are incorporated into the record. Ms. Kohn clarified for Member Law that the negative number in accounts receivable reflected leases that were paid in advance. Discussion ensued regarding employee dependent coverage and Mr. Rowe explained to Vice Chairperson Peterson that he had confirmed, via past minutes, that the employees' spouses would be covered. Member White was informed that the budget reflected the bank reconciliation until December 31, 2015. Vice Chairperson Peterson suggested agendizing spousal health benefits coverage for future discussion.

There were no public comments.

**2. DISCUSSION AND POSSIBLE ACTION TO DETERMINE A COURSE OF ACTION BASED ON THE RESULTS OF THE ENVIRONMENTAL HAZARD INSPECTION CONDUCTED ON THE TERMINAL BUILDING; POSSIBLE MITIGATION OF THE HAZARDS; TEMPORARY RELOCATION OF THE AIRPORT OFFICES TO MOUNTAIN WEST AVIATION, CXP, LLC.**

(6:18:34) – Vice Chairperson Peterson introduced the item.

(6:18:38) – Mr. Rowe gave background and reported on the results of a black mold inspection conducted by Environmental Inspection Control Services (EICS). Larry Thir introduced himself as the owner of EICS and stated that they had discovered significant water damage and black mold in the computer area while testing the air samples at the Terminal. He also suggested installing a new roof to avoid the water damage. Mr. Rowe explained that with the added rain and snow this year, the damage was significant and estimated the roof replacement to cost around \$25,000. Discussion ensued regarding bringing a 55-year-old building up to code and Mr. Rowe noted that the center of the terminal was not affected. Mr. Thir believed the mold remediation can take place for \$8,000 as the Airport Manager's office, the center of the terminal, and the restrooms were unaffected by the mold. Vice Chairperson Peterson requested and received information on the duties of the Airport Maintenance Technician, and inquired whether office space was necessary for that position. Mr. Rowe noted that the office was also a workshop. He also noted that the east side of the building was "getting almost too dangerous to be in there and I want to move". Discussion ensued regarding tool and equipment storage locations. Member White suggested moving to the center of the terminal and Mr. Rowe believed that it would be a security risk. Member Poscic expressed concern over the health hazards to the employees. Mr. Thir believed that "it's just a matter of time

before the whole ceiling drops” in the electronics room. Mr. Rowe referred to a letter, incorporated into the record, from Mountain West Aviation offering staff a leased space on their premises for \$250.00 per month.

There were no public comments.

(6:39:48) – Vice Chairperson Peterson expressed frustration, citing “a temporary move without a plan to deal with the problem that caused it” and because “we’re facing a budget crisis”, calling it a “knee jerk response”, and requested information on the cost of moving and leasing space for the electrical equipment. Mr. Rowe believed there would be a relocation cost of about \$4,000.00 or less if the antennae are reused; however, the Authority would not incur storage fees. Discussion ensued regarding the types of spores that were found in the terminal and Vice Chairperson Peterson noted that he and Chairperson Hutter would be visiting the terminal building to identify “some quick ways to bring it back into a shape that we can live with”, adding that he had not heard “a convincing argument that justifies an expensive and an open-ended move”. Mr. Tackes read the lease terms of the Unicom system. Member Stotts inquired about the lease terms with Mountain West Aviation and Mr. Rowe noted that they had just received the offer prior to this meeting, but believed it would be month-to-month. Mr. Tackes confirmed that the letter stated that the lease terms were still to be determined; however, the utilities would be relocated at the Authority’s expense. Vice Chairperson Peterson suggested postponing the item for a month until the terms of the agreement are clarified and the terminal’s condition has been evaluated. Member Poscic suggested having a motion that would allow a decision to be made upon inspection, since the winter weather and the rain may not allow waiting, and Member Law agreed. Member Law inquired about the spore rates in the kitchen and Mr. Thir stated that the area was “sealed up” but no readings had been taken. He also suggested at least a corrective action in the computer room and the roof. Member White was informed that the maintenance and tool area was still inhabitable; however, mold was forming on the paint. Member Law was informed that the terminal building was not required to be available to the public. Discussion ensued regarding the availability of a lounge area for pilots.

**(7:06:56) – MOTION: I move “to approve a temporary office move pending a review of the contract offered by Mr. Golden [Mountain West Aviation] and to secure and relocate the radio/electrical equipment in the existing offices as required minimizing the budget impact where possible. And that this action be subject to an inspection by members of the Authority to confirm the urgency and whether a delay is reasonable, prior to enacting this motion.”**

(7:07:49) – Member Poscic inquired whether the next agenda item, which he believed was related to this one, would be subject to the same conditions. Mr. Tackes noted that the two agenda items could be combined for discussion. Member Law suggested adding a one-week timeline to the inspection.

(7:10:27) – Member Poscic requested a re-reading of the motion and Vice Chairperson Peterson clarified that the motion was about “a temporary relocation, as proposed by Mr. Rowe, pending an inspection by members of the Authority to confirm the urgency and that all such moves be contingent upon a review of the contract provided by Mr. Golden, and done with an effort to minimize cost impacts. And that the inspection would be done by a week from today.”

(7:12:31) – Mr. Thir offered to be present for the inspection without charging the Authority for the visit.

## **PUBLIC COMMENT**

(7:12:46) – Mr. Greedy recommended scheduling a meeting on the item in two weeks, as he had heard several courses of action. He also believed that the motion was a violation of the Open Meeting Law since it referred to a document that had not been publicly available prior to the meeting. Mr. Tackes clarified that late material could be introduced in a meeting and explained that he had read the contents of the letter in the meeting.

(7:15:11) – Member Law suggested amending the motion to state that a post-inspection report be brought to the next Authority meeting. Both mover and seconder accepted the amendment.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Peterson
<b>SECONDER:</b>	Stotts
<b>AYES:</b>	Peterson, Law, Poscic, Shirk, Stotts, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Hutter

**3. DISCUSSION AND POSSIBLE ACTION TO RELOCATE THE AIRPORT WEATHER OBSERVATION SYSTEM FROM THE TERMINAL TO STERLING AIR.**

Previously discussed as part of item 2.

**4. DISCUSSION AND POSSIBLE ACTION TO ADOPT AND PUBLISH A MODIFIED TRAFFIC PATTERN FOR THE CARSON CITY AIRPORT.**

(7:15:50) – Vice Chairperson Peterson introduced the item and believed that the purpose of this agenda item is to publish information specifying the recommended noise abatement procedures and recommended altitudes. Mr. Tackes gave certain flight pattern examples and noted that should the recommendation be approved today, the next step would be to amend the appropriate maps which are currently included in Title 19.

(7:21:06) – Mr. Rowe reiterated that “nothing changes as far as the flight pattern” or the voluntary noise abatement procedures; however, as discussed in “the safety meeting”, pilots should state on the radio what type of aircraft they’re flying so that “someone else entering the pattern would know what to look for”. He also recommended placing the information on the Airport website. Vice Chairperson Peterson suggested removing the maps from Title 19 altogether as they were a guideline and not a rule.

**PUBLIC COMMENTS**

(7:26:19) – Bill Schroeder, flight instructor, introduced himself and explained that the FAA Safety Team intended “to standardize patterns for every pilot in the country”. He also gave background on the Safety Team committee and its members and reviewed several aircraft scenarios. Mr. Schroeder indicated that another purpose was the additional information of the type of approaching or departing aircraft to separate them for additional safety, adding that the information had already been posted on the Minden Airport website. Member Law encouraged all instructors to urge their pilots to communicate on the radio and cited past experience of some who refused to communicate. Discussion ensued regarding identification of their aircraft by pilots.

(7:46:28) – Mr. Hartman believed that the added safety is a “great idea”, adding that it is not uncommon for airports to have “two altitudes showing”. He also suggested having the noise abatement signs on the new runway,

adding that he would provide the signs if staff would construct the posts. Mr. Greedy recommended adoption of the traffic pattern graphic.

**(7:54:42) – MOTION: I move to update the traffic pattern map for use of the Carson City Airport and authorize Staff to post it to the website, and take such other action to update the Carson City Municipal Code Title 19 as a picture only and not a Title 19 change.**

(7:57:02) – Mr. Tackes suggested removing the map from Title 19 altogether. The mover and the seconder accepted the amendment.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Poscic
<b>SECONDER:</b>	Stotts
<b>AYES:</b>	Peterson, Law, Poscic, Shirk, Stotts, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Hutter

**G. AIRPORT ENGINEER’S REPORT**

(7:57:51) – Mr. Clague presented the Airport Engineer’s Report and the budget, both of which are incorporated into the record. There were no member or public comments.

**H. AIRPORT MANAGER’S REPORT**

(7:59:55) – Mr. Rowe presented the Airport Manager’s Report which is also incorporated into the record. There were no member or public comments.

**I. LEGAL COUNSEL’S REPORT**

(8:00:31) – Mr. Tackes referred to his written report and stated that there were no additional reports. There were no member or public comments.

**J. TREASURER’S REPORT**

(8:00:40) – Member White noted that the total value of the checking and savings accounts as of December 31, 2015 was \$595,724. There were no member or public comments.

**K. REPORT FROM AUTHORITY MEMBERS**

(8:01:30) – There were no member reports.

**L. PUBLIC COMMENT**

(8:01:54) – None.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(8:02:01) – Mr. Tackes suggested agendizing the removal of the traffic pattern pages from Title 19 prior to taking it to the Board of Supervisors for approval. Member Law suggested receiving a report on the mold-related inspection of the terminal building by several Authority members.

**N. ACTION ON ADJOURNMENT**

**(8:03:05) – MOTION: Member Poscic moved to adjourn. The motion was seconded by member White. The meeting was adjourned at 8:03 p.m.**

The Minutes of the January 20, 2016 Carson City Airport Authority meeting are so approved on this 17<sup>th</sup> day of February, 2016.

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DON PETERSON, Vice Chair