

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, February 15, 2017 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City,**  
**Nevada**

**Committee Members**

<b>Chair – Linda Law</b>	<b>Vice Chair – Phil Stotts</b>
<b>Member – John Barrette</b>	<b>Member – Aaron Collins</b>
<b>Member – Larry Harvey</b>	<b>Member – Larry Tores</b>
<b>Member – Maurice White</b>	

**Staff**

Steve Tackes – Airport Counsel  
Brian Fitzgerald – Airport Engineer  
Tim Rowe – Airport Manager  
Tamar Warren – Deputy Clerk

**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**

(6:00:52) – Chairperson Law called the meeting to order at 6:00 p.m. Roll was called. A quorum was present. Member Collins was absent.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Linda Law	Present	
Vice Chairperson Phil Stotts	Present	
Member John Barrette	Present	
Member Aaron Collins	Absent	
Member Larry Harvey	Present	6:03 p.m.
Member Larry Tores	Present	
Member Maurice White	Present	

**B. PLEDGE OF ALLEGIANCE**

(6:01:14) – Led by Chairperson Law.

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

(6:01:40) – Chairperson Law entertained suggested revisions and, when none were forthcoming, a motion. **Member Tores moved to approve the minutes of the January 18, 2017 meeting. Member Barrette seconded the motion.** Chairperson Law called for the vote.

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Tores
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Law, Stotts, Barrette, Torres, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Collins, Harvey

**D. MODIFICATION OF AGENDA**

(6:02:45) – There were no modifications to the agenda.

**E. PUBLIC COMMENT**

(6:02:55) – There were no public comments.

**F. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: TO APPROVE A CARSON CITY PLANNING DIVISION PROPOSAL FOR ZONING CODE CHANGES AND ZONING MAP AMENDMENTS FOR PROPERTIES NEAR THE CARSON CITY AIRPORT (ZCA-16-176 AND ZMA-16-175).**

(6:03:36) – Chairperson Law introduced the item. Special Projects Planner Susan Pansky presented the agenda materials which are incorporated into the record and responded to clarifying questions such as property owners not violating any federal or state law. Mr. Tackes also referenced the Airport Counsel’s briefing when providing legal opinion regarding the amendment, especially about FAA Grant Assurances. Ms. Pansky noted that property owners in the area, or within 900 feet of the area, were notified as required, of the zoning code changes. She also clarified for Member Barrette that there were no “adamantly opposed” individuals at the public meeting. There were no public comments and Chairperson Law entertained a motion.

**(6:17:34) – I move to approve the Carson City Planning Division Proposal.**

(6:18:21) – Member White believed “spot zoning” was inappropriate and advised making the changes in the Master Plan instead, adding that he will not be supporting the item. Member Barrette also preferred making the zoning changes via a Master Plan Review; however, “I don’t think that that’s in the cards from everything I’ve learned since coming to the Board of Supervisors”. Member Torres informed Member White that “the property on the south side of Conestoga is assessed at a lesser rate than the north side of Conestoga” and believed this zoning will “get them in line”.

<b>RESULT:</b>	<b>APPROVED (5-1-0)</b>
<b>MOVER:</b>	Tores
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Law, Stotts, Barrette, Harvey, Torres
<b>NAYS:</b>	White
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Collins

(6:20:13) – Ms. Pansky informed the Authority that the item will be heard by the Planning Commission on Wednesday February 22, 2016 and by the Board of Supervisors on March 16, 2016, with the second reading taking place during the April 6, 2017 Board of Supervisors meeting.

**2. FOR POSSIBLE ACTION: TO APPROVE THE REQUEST BY WES ABENDROTH TO CONSTRUCT A 10X20 FOOT MEZZANINE TO BE USED AS A PILOT LOUNGE AND TO CONSTRUCT A ROLL UP DOOR ON THE SIDE OF HIS HANGAR.**

(6:20:34) – Chairperson Law introduced the item. Wesley Abendroth introduced himself and presented his request to build a pilot's lounge in hangar T-17 which he owns. Mr. Abendroth also noted that he was training to be a pilot. Both Mr. Tackes and Mr. Rowe have provided information regarding this item in the Airport Counsel's and the Airport Manager's Reports respectively. Chairperson Law requested copies of the engineering plans once they were ready to be presented to the City for a permit. Member White received confirmation that Mr. Abendroth will comply with the Title 19 requirements. Mr. Tackes advised that after the Authority's approval, the applicant had 60 days to have the plans approved by Carson City, and "if any questions or issues arise, he [Mr. Abendroth] needs to provide responses within 10 days, and that his plans must be submitted to and reviewed by the Airport Manager, the Airport Engineer, and any requesting Authority member". Additionally, he believed that a conceptual drawing should be provided to the Authority prior to the approval. Chairperson Law believed Mr. Abendroth also needed a permit for the proposed roll up door. Mr. Tackes clarified for Member Harvey that the Authority had previously approved a pilot's lounge for another tenant. Chairperson Law entertained public comment.

**PUBLIC COMMENT**

(6:34:10) – Jerry Vaccaro introduced himself as a Carson City business owner and noted that Mr. Abendroth was not a pilot, and that he owned one aircraft and another hangar that was equipped with "a pilot's apartment". He questioned why Mr. Abendroth wished to have two hangars, T-17 and T-24, with two "apartments". Mr. Vaccaro was not in favor of setting a precedent that allowed owning multiple hangars and one aircraft and suggested staying in compliance with the FAA.

(6:36:20) – Mr. Abendroth wished to clarify that he had not mentioned hangar T-24 because it already had a pilot's lounge. He also noted that the proposed lounge was to enhance the value of his hangar as a future rental, and believed he was being singled out by Mr. Vaccaro, whose complaint had resulted in an "FAA spot check".

(6:38:04) – Vice Chair Stotts noted that Mr. Abendroth's desire to park a car in his hangar was a good idea since he did not want it parked in the taxiway. Member Barrette was informed by Mr. Abendroth that he had two hangars and one plane, adding that he planned to either "get another plane to comply" or rent the second hangar. Discussion ensued regarding having two hangars and Mr. Tackes advised that the discussion was relevant due to the specifications in Title 19, adding that he had not known until now that Mr. Abendroth owned two hangars. Chairperson Law entertained additional comments and when none were forthcoming, a motion.

**(6:39:57) – MOTION: Member Tores moved to conceptually approve the hangar improvements until Mr. Abendroth submits plans [to the Authority]. The motion was seconded by Vice Chair Stotts.**

(6:40:35) – In response to a question, Chair Law clarified the motion: “to accept [Mr. Abendroth’s] conceptual premise...[to] build a mezzanine area for a pilot’s lounge and that he is going to add a rollup door for parking his vehicle off the taxiways. And, once the permit has been garnered from the City...he will bring it back to the Airport Manager and the Airport Engineer for approval and presentation to us for final approval to go forward’. Member Barrette expresses concern that “there is no guarantee” that Mr. Abendroth, per Title 19 requirements, will either have a renter or a second plane stored in the hangar; therefore, he would abstain at this time. Member Tores believed that “the second hangar is a separate issue”. Chairperson Law entertained additional comments and when none were forthcoming, a vote.

<b>RESULT:</b>	<b>APPROVED (5-0-1)</b>
<b>MOVER:</b>	Tores
<b>SECONDER:</b>	Stotts
<b>AYES:</b>	Law, Stotts, Harvey, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	Barrette
<b>ABSENT:</b>	Collins

**3. FOR POSSIBLE ACTION: TO DIRECT STAFF TO REVISE THE AIRPORT LAYOUT PLAN AND THE AIRPORT CAPITAL IMPROVEMENT PLAN TO INCLUDE THE REPLACEMENT OF THE CEILOMETER, CENTRAL DATA PLATFORM, UHF AND VHF RADIO TRANSMITTERS FOR THE AUTOMATED WEATHER OBSERVATION SYSTEM.**

(6:45:27) – Chairperson Law introduced the item. Mr. Rowe presented the agenda materials incorporated in the Airport Manager’s Report. Vice Chair Stotts suggested adding a webcam as well. Chair Law and Mr. Tackes noted that the webcam component had not been agendized; therefore it would be discussed at a later meeting when agendized. Mr. Tackes was not certain webcams could qualify as ACIP items. Mr. Fitzgerald stated that he agreed with Mr. Rowe’s proposal, and informed Mr. Tackes that a wireless connection will be necessary to connect the AWOS system to the Airport Manager’s office inside the Terminal. Member Harvey inquired about the cost and Mr. Rowe explained that the AWOS upgrade cost \$33,000 and the radios would most likely add another \$10,000 to the cost; thus, the funding request from the FAA. Mr. Fitzgerald clarified that the original construction and equipment had cost approximately \$115,000, calling the replacement cost reasonable. Chairperson Law entertained public comments and when none were forthcoming, a motion.

**(6:52:18) – MOTION: I move to approve [agenda] item 3 as requested.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Harvey
<b>SECONDER:</b>	White
<b>AYES:</b>	Law, Stotts, Barrette, Harvey, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Collins

**G. AIRPORT ENGINEER’S REPORT**

(6:53:14) – Mr. Fitzgerald reported that as of the agenda posting “there were no news on the North Apron Project” and that NV Energy was still handling storm-related repairs around the State. However, according to Mr. Fitzgerald, he was informed earlier this day that a new pole had been installed and the electrical meter would be set and the power would be connected. He also explained that he had not heard from the FAA regarding the Airport Master Plan.

#### **H. AIRPORT MANAGER’S REPORT**

(6:54:23) – Mr. Rowe reported that he and Carson City Building Inspector Sean Keating had met with Raymond Appel on February 14, 2016 to inspect his building. He noted that “most of the clutter had been moved” and they had notified Mr. Appel that the out-of-date fire extinguishers must be replaced. Mr. Rowe also noted that they had advised Mr. Appel that the extension cords to power items such as a refrigerator and light fixtures were against City code, and he had agreed to hire an electrical contractor to install conduit for the fixtures and electrical systems. Mr. Keating had also discussed proper permits with Mr. Appel for a restroom being constructed and regarding hiring licensed contractors performing the work. Mr. Rowe indicated that he would follow up and report back in 30 days. Additional reports were also submitted in the Airport Manager’s Report, incorporated into the record.

#### **I. LEGAL COUNSEL’S REPORT**

(6:56:40) – Mr. Tackes reported that Senate Bill (SB) 179 had just been introduced in the Nevada legislature regarding aviation tax abatement to be applied retroactively. He also explained that under the FAA Land Use Inspection Report the Authority was required to respond within 60 days, and that “the response is almost ready to go”, but waiting for a signed copy of the minutes, which were approved in this meeting. Member Barrette was informed by Mr. Tackes that the report to the FAA will include a description of the steps taken by the Authority to address the hangar monitoring policy.

#### **J. TREASURER’S REPORT**

(6:58:59) – Member White reviewed the financial information incorporated into the record and noted that the total sum on hand was \$691,924. He also noted that the Authority’s vote to support the neighboring citizens’ request of opposing a proposed 180-day stay RV park had cost the Authority \$3,150. Member White requested clarification from Mr. Rowe regarding an “uncategorized income” of \$140 and “sponsorships and miscellaneous income” for \$64,995. Mr. Rowe noted that the first item was an adjustment made by the accounting firm and the second included “the hangar lease extensions and the monies donated to the Terminal”. Mr. Rowe also clarified that he had moved the second line item to a category called “Terminal donations” which was not at \$109,097.82, adding that a new statement had been emailed to the Authority which included this change.

#### **K. REPORT FROM AUTHORITY MEMBERS**

(7:03:25) – There were no reports from Authority members.

#### **L. PUBLIC COMMENT**

(7:04:35) – Chairperson Law entertained public comments; however, none were forthcoming.

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

(7:04:41) – Vice Chair Stotts requested discussion on a possible webcam at the Airport, and increased compensation for Airport Staff.

**N. ACTION ON ADJOURNMENT**

**(7:05:26) – Chairperson Law adjourned the meeting at 7:05 p.m.**

The Minutes of the February 15, 2017 Carson City Airport Authority meeting are so approved on this 15<sup>th</sup> day of March, 2017.

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LINDA LAW, Chair