

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, March 18, 2015 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Guy Williams**  
**Member – Steve Poscic**  
**Member – Phil Stotts**

**Vice Chair – Karl Hutter**  
**Member – Jim Shirk**  
**Member – Maurice White**

**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.

**A. CALL TO ORDER AND DETERMINATION OF QUORUM (5:59:51) –** Chairperson Williams called the meeting to order. A quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Guy Williams	Present	
Karl Hutter	Present	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

**B. PLEDGE OF ALLEGIANCE (6:00:22) –** Led by Chairperson Williams.

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

**(6:01:15) – MOTION: I move to approve the minutes of the February 18, 2015 meeting.**

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

**D. MODIFICATION OF AGENDA**

**(6:01:31) –** Chairperson Williams suggested discussing item F3 before item F1.

**E. PUBLIC COMMENT**

(6:02:09) – None.

**F. PUBLIC HEARING ITEMS:****1. DISCUSSION AND POSSIBLE ACTION ON THE PROPOSED FY 2015/2016 BUDGET AND TO APPROVE THE TENTATIVE BUDGET FOR FISCAL YEAR 2015/2016.**

(6:07:57) – Chairperson Williams introduced the item.

(6:08:28) – Mr. Rowe presented the agenda materials which are incorporated into the record. He explained that labor was broken up into separate line items by the accountant, based on a prior request by the Authority. He also highlighted two line items that had minor increases.

(6:10:16) – Chairperson Williams was informed that the deferred revenue was generated from the \$362,889.70 received in cash from pre-paid leases. Discussion ensued regarding the eligibility of AIP grants for land acquisition.

(6:15:16) – Member White referred to a set of budget-related questions he had submitted to Staff, incorporated into the record as Exhibit A, and received line item clarifications on Mr. Rowe's written answers. Beth Kohn, Kohn and Company, LLP agreed to highlight the changes in the budget in a different color to ensure members see those changes. It was stated that a new Airport security contract would need to be approved by the Authority.

(6:26:28) – Vice Chairperson Hutter requested several clarifications on the balance sheet and the captured summaries. He suggested including similar item groupings, especially in the accounts receivable section, especially relating to prepaid leases. Discussion ensued regarding the accounts payable lag based on the FAA's grant payments, and regarding rock sale revenue. Ms. Kohn suggested separating the sequestered accounts such as rock sales and gate card revenue. She also noted that the Authority's financial position was "good". Maintenance employee workload was also discussed. Chairperson Williams suggested having a contingency fund for emergencies. Several small cuts were considered including telephone services and Vice Chairperson Hutter offered the expertise of the IT Director at ClickBond, as needed

(7:17:33) – Member White stressed the importance of identifying sequestered funds, and separating them from the FAA grant revenue, in order to avoid their use for other expenses. Vice Chairperson Hutter suggested setting a minimum fund balance goal. Ms. Kohn explained that the "equity" line item reflected the current available funds. Discussion ensued regarding the property tax deferred revenue and Vice Chairperson Hutter inquired about through-the-fence fees versus property taxes. Mr. Tackes stated that per the Carson City Municipal Code, property taxes on hangars must be collected by the City on behalf of the Airport. Vice Chairperson Hutter suggested an audit to ensure no through-the-fence funds have been missed. Mr. Tackes noted that a few deeded properties are exempt from the fees based on grandfathered agreements. Discussion ensued regarding the changes to be made by Ms. Kohn and to return with a final budget. She also noted that the tentative budget is due to the Department of Taxation on April 15, 2015, signed by the treasurer, Member Posic. Chairperson Williams suggested working on building a rainy day fund and increasing the contributions to generate a surplus.

There were no public comments.

(8:25:16) – Mr. Tackes suggested a motion to authorize the treasurer to make the changes discussed tonight and file the tentative budget by April 15, 2015.

**(8:25:42) – MOTION: “So moved”.**

Member White received confirmation that his questions and their responses had been entered into the record [as Exhibit A].

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

**2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE AIRPORT CONSTRUCTION AND INSTALLATION OF A WATER LINE THROUGH THE CLICK BOND PROPERTY FOR AIRPORT WATER SERVICE AND LOOP SAFETY TO THE CENTER TRIANGLE WHILE THE TRENCH ACCESS IS OPEN.**

(8:27:24) – Chairperson Williams introduced the item.

(8:27:00) – Mr. Clague summarized the discussions from the March 4, 2015 special meeting; stressing the importance of water flow should the Center Triangle be developed. He stated that the construction cost, without permit, design, and engineering fees would be around \$45,000 now or would cost an additional \$10,800 if done at a later time. Vice Chairperson Hutter clarified that the design and engineering costs would be handled by ClickBond at no cost to the Airport, and estimated permit fees to be \$1,500. Chairperson Williams explained that the incremental infrastructure costs would normally be charged back to the leaseholders of the Center Triangle. Vice Chairperson Hutter noted that some of the cost was for material, and the cost for repaving of the street would be incurred by ClickBond. Discussion ensued regarding the types of pipes and valves to be used. Mr. Clague estimated the construction and material cost at approximately \$150 per foot. Member White inquired about boring, and was informed that “it would be two or three times more expensive” and difficult. Member Poscic was informed that an appraisal was required to lease the Center Triangle and that it would not be feasible to lease land below its value. He also pointed out that this Airport was not as price competitive as the one in Minden.

(8:52:24) – Chairperson Williams inquired about the budget and Ms. Kohn noted that a budget augmentation would be needed and that the revenue from rock sales would be used, adding that the Authority was “on track to be better than budget” by about \$70,000. Mr. Tackes reminded the authority that any spending over \$50,000 would require a published request and a bid from two vendors. Vice Chairperson Hutter noted that the permit cost would be for modification only, and did not anticipate the construction and the permit to be over \$45,000. Mr. Clague was in agreement, adding that this would bring a water line to the Center Triangle, and would cost \$15,000 less than having it done at a later time, when permits and contractor mobilization fees were added to the \$10,000 cost difference. Member White noted that he could not support this expense at this time due to the budget constraints. Chairperson Williams was also concerned with the budget; however, he believed it was “an incredible offer from an Airport neighbor”. Vice Chairperson Hutter noted that the obstruction lights were very

important to the Airport while this project was an investment towards the future of the Airport. He noted that ClickBond was additionally offering an easement. He also offered to look into spreading the expense over three years, if necessary; however, Mr. Tackes advised against it, as it would trigger annual loan reporting. Ms. Kohn was informed that the project would not qualify for an FAA grant as it was for utility infrastructure. Discussion ensued regarding obstruction lights and a possible grant in the next fiscal year. Vice Chairperson Hutter noted that he would abstain from voting on this issue even though neither he, nor ClickBond would benefit from the decision. Ms. Kohn stated that with budget augmentation, the project was “do-able” but would reduce the fund balance.

There were no public comments.

**(9:35:03) – MOTION: I move to approve the construction and the installation of the water line under the terms of the easement, and as discussed at the meeting with a limit of \$46,000.**

(9:35:33) – Member Shirk inquired about the budget augmentation timeline and was informed by Ms. Kohn that the Authority was “running better than budget by \$62,000” in expenses and with the \$15,000 additional rock sales revenue. Mr. Rowe also explained that the \$25,000 approved by the Authority to be expended for the obstruction lights, would be funded by the FAA in the 2015-2016 Fiscal Year, with a small match amount. Discussion ensued between the inclusion of a project in the budget versus the Airport Capital Improvement Plan. It was recommended to budget the obstruction lights for the upcoming fiscal year. Vice Chairperson Hutter noted that the water line project would start within 30 days.

<b>RESULT:</b>	<b>APPROVED (4-1-1)</b>
<b>MOVER:</b>	Stotts
<b>SECONDER:</b>	Poscic
<b>AYES:</b>	Williams, Poscic, Shirk, Stotts
<b>NAYS:</b>	White
<b>ABSTENTIONS</b>	Hutter
<b>ABSENT:</b>	None

**3. DISCUSSION AND POSSIBLE ACTION TO APPROVE AN ASSIGNMENT OF LEASE PARCEL 38 (WITHIN CENTER TRIANGLE) FROM THE TED E. CONTRI FAMILY TRUST TO JOHN MAYES FOR THE AIRPORT LEASE RECORDED AS DOC NO. 000168288 AS MODIFIED BY THE RECORD OF SURVEY RECORDED AS DOC NO 186154 AND PREVIOUSLY ASSIGNED TO THE TRUST AS DOC NO 279303; APPROVAL TO SIGN ASSIGNMENT AND SEND TO CITY FOR APPROVAL SO THAT IT CAN BE DELIVERED TO THE ESCROW AGENT.**

(6:02:34) – Chairperson Williams introduced the item. Mr. Tackes presented the agenda materials, incorporated into the record, and introduced John Mayes as the new leaseholder and recommended approval of the assignment, which would be taken to the Board of Supervisors as the next step.

(6:05:40) – Mr. Mayes introduced himself as stated that he looked forward to becoming a new tenant of the Carson City Airport.

There were no public comments.

**(6:06:33) – MOTION: I move to approve the assignment of the lease from the Ted Contri Family Trust to John Mayes and further instruct Staff to present that lease assignment to the Board of Supervisors so they can approve and proceed moving those documents to the escrow agent.**

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

**G. AIRPORT ENGINEER’S REPORT**

(6:45:10) – There were no additional reports by Mr. Clague.

**H. AIRPORT MANAGER’S REPORT**

(6:45:28) – There were no additional reports by Mr. Rowe.

**I. LEGAL COUNSEL’S REPORT**

(6:45:56) – Mr. Tackes noted that Lee Griffin, initially appointed as a manufacturing representative on the Authority, had not been employed by the manufacturer for a few months. He added that several motions made by Mr. Griffin would have to be voted on again. Mr. Tackes also noted that a new representative would be appointed by the Board of Supervisors upon advertising the vacancy and explained that he would update the members on the new legislative bills.

**J. TREASURER’S REPORT**

(9:49:18) – Member Poscic stated that the money market account would be left alone for now because he had shopped for better rates but had not found any.

**K. REPORT FROM AUTHORITY MEMBERS**

(9:49:30) – None.

**L. PUBLIC COMMENT**

(9:49:37) – None.

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

(9:49:42) – Budget augmentation and re-votes on Mr. Griffin’s motions.

**N. ACTION ON ADJOURNMENT (9:52:49) – Member Poscic moved to adjourn. The motion was seconded by Member White.** The meeting was adjourned at 9:53 p.m.

The Minutes of the March 18, 2015 Carson City Airport Authority meeting are so approved this 15<sup>th</sup> day of April, 2015.

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GUY WILLIAMS, Chair