

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, April 15, 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
 Brian Fitzgerald – 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 (6:00:17) – Chairperson Williams called the meeting to order. A quorum was present.

Attendee Name	Status	Arrived
Guy Williams	Present	
Karl Hutter	Present	
Steve Poscic	Present	
Jim Shirk	Present	6:33 p.m.
Phil Stotts	Present	
Maurice White	Present	

B. PLEDGE OF ALLEGIANCE (6:00:54) – Led by Chairperson Williams.

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

(6:01:42) – MOTION: I move to approve the minutes of the March 4, 2015 meeting.

RESULT:	APPROVED (5-0-0)
MOVER:	Hutter
SECONDER:	White
AYES:	Williams, Hutter, Poscic, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Shirk

(6:02:11) – MOTION: I move to approve the minutes of the March 18, 2015 meeting.

RESULT:	APPROVED (5-0-0)
MOVER:	White
SECONDER:	Poscic
AYES:	Williams, Hutter, Poscic, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Shirk

D. MODIFICATION OF AGENDA

(6:02:25) – None.

E. PUBLIC COMMENT

(6:02:38) – None.

F. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION REGARDING THE REQUEST BY CECIL KOUPAL TO LEASE A PORTION OF LEASE PARCEL 219B OF AIRPORT LAND FOR THE CONSTRUCTION OF THREE HANGARS; DETERMINE PROPOSED USE AND PROCEED WITH APPRAISAL; AND RECOVERY OF THE COST OF APPRAISAL.

(6:03:05) – Chairperson Williams introduced the item.

(6:04:02) – Mr. Tackes presented the agenda materials outlined in the Legal Counsel’s Report, adding that “there’s no legal prohibition” to lease a carved-off piece of the property; however, he believed the City may ask for “a record of survey map” to identify the new parcels. Mr. Tackes also explained the process for leasing land at the Airport, which he indicated was the same as leasing land from the City, set forth in NRS Chapter 244. He noted that an appraisal was required to determine a fair market value, and a date set to accept sealed bids and publicly noticed. Mr. Tackes also suggested having the appraisal cost reimbursement as a condition of approval.

(6:10:53) – Cecil Koupal explained that he was looking into leasing either three 50 by 50 or four 45 by 44 parcels for smaller hangars, and he would take advantage of the infrastructure. He added that the three hangars would be individually owned by him, his wife, and another partner; and should a fourth hangar be built, it would be sold or leased. Mr. Koupal clarified that the hangars would be built out of steel and would “meet Carson code”.

(6:13:16) – Member Poscic was informed that the hangars would be built and owned by an LLC. Member White inquires about the existing policies and Mr. Tackes explained that no written policy existed to lease small parcels versus large parcels. He was also informed by Mr. Koupal that the area in question was around one-fourth acre and Mr. Fitzgerald noted that the total parcel, prior to the split, was 2.3 acres. Vice Chairperson Hutter inquired about the independent buildings versus one large building, and was informed it was due to costly fire sprinkler requirements. Mr. Koupal confirmed that their aircraft would fit in the hangars. He also noted that he might be interested in the entire parcel at a later time, but not right now. Mr. Tackes advised that the lease be personally guaranteed by the principals of the LLC, and Mr. Koupal noted his agreement.

(6:27:35) – Chairperson Williams was informed that a recently-leased property’s lease value was \$0.36 per square foot. Vice Chairperson Hutter noted that Mr. Koupal’s proposal “does naturally fit the symmetry of rounding out this block of the overall parcel”. Discussion ensued regarding larger versus smaller developments. Mr. Tackes stated that the parcel in question was 18,000 square feet which left 2.5 acres for future considerations. He also clarified that the common taxiways are the responsibilities of the tenants. Discussion ensued regarding lease parameters in general and Mr. Koupal’s proposal in particular. Mr. Tackes inquired about utility layouts and Mr. Koupal explained that both the electrical, water, and the plumbing trenches could be placed “in front of the hangars, underneath the apron, before the apron is laid”, thus avoiding issues if new hangars would be built behind their proposed hangars. Discussion ensued regarding appraisals and Vice Chairperson Hutter suggested having an appraisal for the entire property, and Chairperson Williams was hesitant in performing an appraisal without “an agreement to move forward”. He suggested postponing the item to a future meeting and Mr. Koupal agreed, because he wished to discuss it with his partners. Chairperson Williams summarized the two issues as: whether to lease the area as smaller parcels or keeping it as one large parcel, and if the Authority agreed to that, whether they should go through with the appraisal.

(7:06:34) – Vice Chairperson Hutter suggested a motion to approve in principle the creation of Parcel 219B, approximately one-third of an acre to fit the footprint of Mr. Koupal and his partners’ planned hangar development for three or four hangars. Member Poscic noted that he could second such a motion. Member Shirk suggested amending the motion to add a condition of approval that should “potential lessees were to get the information they require prior to our next meeting of the Airport Authority, they could proceed at their cost with the appraisal”. Discussion among members continued regarding the leasing of smaller parcels and setting precedents, which would generate an additional administrative and staffing burden. Vice Chairperson Hutter spoke in favor of having an interested entrepreneur willing to move forward with development.

There were no public comments.

(7:19:23) – MOTION: I move to agree in principle to the creation of Parcel 219B of approximately a third of an acre (plus or minus), as finally determined by the needs of Mr. Koupal and his partners’ project and to recognize that Mr. Koupal could go forward with requesting an appraisal when he has his questions answered, provided that he is willing to incur the cost of that appraisal up front.

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

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE TENTATIVE BUDGET FOR FISCAL YEAR 2015/2016.

(7:22:07) – Chairperson Williams introduced the item.

(7:22:33) – Mr. Rowe presented the budget and the agenda materials, incorporated into the record. He also noted that the prepaid leases and the money market account would be renamed as the “designated reserve” account.

Member Poscic reminded the Authority that this was the tentative budget which would be accepted and approved on the third Thursday of May. Mr. Rowe noted that turning the airport maintenance position into a part-time one was not a good idea, and walked the Authority through the daily and special project responsibilities of the position. Chairperson Williams stressed the importance of the position; however, he cited the possibility of “facing a serious budgetary problem”, and a request to figure out in what order to prioritize cutbacks. Member White believed a contingency plan was needed and noted that he had made several suggestions in the previous meeting, which he wished to re-enter into the record (incorporated). Member Shirk believed that a future agenda item was necessary to discuss the potential cutbacks; however, he wished to return to the task at hand, which was the approval of the tentative FY 2016 budget. Discussion ensued regarding discussing the FY 2015 budget augmentation at a future meeting, and Mr. Rowe offered to check with the accounting firm and report back.

There were no public comments.

(9:51:09) – MOTION: I move to approve the draft budget [of FY 2015/2016] as presented.

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

G. AIRPORT ENGINEER’S REPORT

(6:51:56) – Mr. Fitzgerald referenced the Engineer’s Report, incorporated into the record, and mentioned that Mr. Rowe would give an update on the obstruction lights.

H. AIRPORT MANAGER’S REPORT

(7:52:34) – Mr. Rowe reviewed the Airport Manager’s report which is incorporated into the record. He also distributed a flyer for the Carson City Airport Open House to be held on Saturday, June 20, 2015. Vice Chairperson Hutter stressed the importance of exercising “every possible action to get a designated runway number approach for Category C, and ideally D, airplanes”.

I. LEGAL COUNSEL’S REPORT

(7:59:51) – Mr. Tackes presented the Legal Counsel report which is incorporated into the record.

J. TREASURER’S REPORT

(8:04:55) – Member Poscic explained that many of the budget line item names had been changed. He also stated that the Designated Reserves were at \$116,480, the Checking account had \$15,087, the Deferred Cash was at \$361,079, and gate card fees had increased to \$6,653. Mr. Rowe expected to “be ready to sell more rock this summer”.

K. REPORT FROM AUTHORITY MEMBERS

(8:06:40) – Vice Chair Hutter announced that work on the Water Line Project had begun. Chairperson Williams reminded the Board that the new officer elections must take place by the July meeting.

L. PUBLIC COMMENT

(8:07:46) – None.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(8:08:01) – Chairperson Williams requested that Mr. Rowe find out whether a Budget augmentation would be required to be voted upon at the next meeting, adding that that the meeting for the FY 2016 budget approval would take place in next meeting, and would take place earlier in the day on Thursday May 21, 2015. Chairperson Williams and Vice Chairperson Hutter noted that they would be available via telephone. Mr. Tackes noted that the meeting must happen on that day according to the NRS. Member Shirk stated that he would be at the Board of Supervisors meeting that day and Member White recommended not agendizing any other items should a phone meeting be necessary. Mr. Tackes also noted that an agenda item on which former member Griffin was a “moving party” would be reagendized for a vote in a future meeting. He also wished to address the Airport security and a financial contingency plan in the future.

N. ACTION ON ADJOURNMENT (8:18:45) – Member Posic moved to adjourn. The motion was seconded by Member Shirk. The meeting was adjourned at 8:19 p.m.

The Minutes of the April 15, 2015 Carson City Airport Authority meeting are so approved this 17th day of June, 2015.

GUY WILLIAMS, Chair