

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, April 16, 2014 ● 6:00 PM
Community Center Sierra Room, 851 East William Street, Carson City, Nevada

Committee Members:

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| Chair – Guy Williams Member – Lee Griffin Member – Jim Shirk Member – Maurice White | Vice Chair – Karl Hutter Member – Steve Poscic Member – Phil Stotts |
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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.

The meeting may also be viewed at http://www.breweryarts.org/?page_id=2597.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:00:47) – A quorum was present.

| Attendee Name | Status | Arrived |
|---------------|---------|---------|
| Guy Williams | Absent | |
| Karl Hutter | Present | |
| Lee Griffin | Absent | |
| Steve Poscic | Present | |
| Jim Shirk | Present | |
| Phil Stotts | Present | |
| Maurice White | Present | |

B. PLEDGE OF ALLEGIANCE (6:01:38) – Led by Vice Chairperson Hutter.

C. ACTION ON APPROVAL OF PAST MINUTES

(6:02:03) – MOTION: The Carson City Airport Authority approves the minutes of the March 19, 2014 meeting as written.

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

D. MODIFICATION OF AGENDA (6:02:49) – Move item G5 after item G1 and before item G2.

E. PUBLIC COMMENT (6:03:22) – None.

F. CONSENT AGENDA (6:03:51) – None.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND ACTION TO APPROVE THE CARSON CITY AIRPORT AUTHORITY TENTATIVE BUDGET FOR FISCAL YEAR 2014 TO 2015.

(6:04:15) – Beth Kohn-Cole presented the 2015 tentative budget worksheet, incorporated into the record, noting that the final budget approval would take place during the May 15, 2014 meeting.

(6:07:13) – Member Poscic noted that the Authority members had 30 days to make adjustments prior to finalizing the budget.

(6:07:43) – Member White objected to the fact that the budget was distributed at the start of tonight’s meeting and wished to have time to review it prior to the meeting.

(6:08:48) – Member Shirk received clarification that a special meeting could be called prior to the May 15, 2014 approval date, should the Authority deem it necessary.

(6:13:22) – Mr. Tackes explained that the Nevada Revised Statute (NRS) required noticing the budget meeting in the local newspaper and holding the meeting on the third Thursday of May each year.

(6:15:45) – MOTION: I move to approve the tentative budget for the fiscal year 2014 to 2015.

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| RESULT: | APPROVED (4-1-0) |
| MOVER: | Shirk |
| SECONDER: | Poscic |
| AYES: | Hutter, Poscic, Shirk, Stotts |
| NAYS: | White |
| ABSTENTIONS | None |
| ABSENT: | None |

2. DISCUSSION AND POSSIBLE ACTION ON APRON RECONSTRUCTION PHASE 3 (AIP 3-32-0004-27) TO CONSIDER THE PROTEST FILED BY SIERRA NEVADA CONSTRUCTION COMPANY AND DETERMINE THE LOWEST, RESPONSIVE BIDDER; AWARD THE CONSTRUCTION CONTRACT TO THE LOWEST, RESPONSIVE BIDDER; APPROVE THE ENGINEERING SERVICES AGREEMENT TO PROVIDE CONSTRUCTION MANAGEMENT DURING THE CONSTRUCTION OF THE PROJECT; AUTHORIZE THE CHAIRMAN TO SUBMIT A GRANT APPLICATION BASED ON THE LOWEST, RESPONSIVE BID; AND APPROVE THE ACCEPTANCE OF THE GRANT OFFER FROM THE FAA FOR THE RECONSTRUCTION OF THE MAIN APRON PHASE 3; ALL CONDITIONED ON FUNDING FROM THE FAA.

(6:23:02) – Vice Chairperson Hutter stated that the protest by Sierra Nevada Construction was withdrawn.

(6:23:13) – Mr. Clague presented the agenda materials which are incorporated into the record.

(6:25:42) – Mr. Tackes noted that he had included language for suggested motions in his report, incorporated into the record, and reminded the Authority that the first recommendation be ignored as Sierra Nevada Construction had withdrawn its bid protest.

(6:28:18) – Member White received clarification on the role of the subcontractors and was informed that if a subcontractor called Atkins, the latter would speak to them about a certain project. Mr. Clague also clarified the costs associated with Granite Construction Company’s demobilization.

(6:32:06) – There were no public comments.

(6:32:19) – **MOTION: I move that the construction contract be awarded to Granite Construction Company in the amount of \$986,986.00 for a base bid plus the Additive Alternative, contingent on receiving a grant offer from the FAA to fund the project.**

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| RESULT: | APPROVED (4-1-0) |
| MOVER: | Poscic |
| SECONDER: | Shirk |
| AYES: | Hutter, Poscic, Shirk, Stotts |
| NAYS: | White |
| ABSTENTIONS | None |
| ABSENT: | None |

(6:33:38) – Mr. Clague explained the role of Atkins to manage the construction, noted in the agenda materials. He also stated that the construction management fees were similar to those of former projects.

(6:37:08) – There were no public comments.

(6:37:24) – **MOTION: I move to approve task number three with Atkins to provide construction management during the project for an amount not to exceed \$160,000.00, contingent upon receiving a grant offer from the FAA to fund the project.**

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| RESULT: | APPROVED (4-1-0) |
| MOVER: | Shirk |
| SECONDER: | Stotts |
| AYES: | Hutter, Poscic, Shirk, Stotts |
| NAYS: | White |
| ABSTENTIONS | None |
| ABSENT: | None |

(6:38:21) – Mr. Clague noted that the total project cost would be \$1,156,986.00 of which the FAA would fund \$1,084,674.00 and the Airport would provide the balance of \$ 72,312.00.

(6:40:11) – Mr. Rowe confirmed an error in the tentative budget, stating that a total of \$67,250 had been budgeted as the Airport’s match, instead of the \$72,312.00. Vice Chairperson Hutter requested an updated tentative budget be sent to the Authority members prior to the next budget meeting.

(6:42:55) – **MOTION: I move we authorize the Vice Chairperson to submit a grant application to the FAA for \$1,084,674.00 in federal funding.**

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| RESULT: | APPROVED (4-1-0) |
| MOVER: | Poscic |
| SECONDER: | Shirk |
| AYES: | Hutter, Poscic, Shirk, Stotts |
| NAYS: | White |
| ABSTENTIONS | None |
| ABSENT: | None |

(6:44:04) – Mr. Clague explained the grant offer acceptance process and timelines. Mr. Tackes noted that because of the very short timeframe between the grant award and acceptance, it was acceptable to the District Attorney’s Office and the FAA to approve the acceptance of the grant at this time.

(6:49:35) – Upon Member White’s request, Mr. Tackes clarified the agenda materials pertaining to the grant in the Board of Supervisors’ meeting packets. He also noted that the Airport Manager would be able to provide any requested documentation to Authority members

(6:52:02) – There were no public comments.

(6:52:06) – **MOTION: I move we authorize acceptance of the FAA grant offer in the approximate amount of \$1,090,000.00.**

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| RESULT: | APPROVED (4-1-0) |
| MOVER: | Shirk |
| SECONDER: | Stotts |
| AYES: | Hutter, Poscic, Shirk, Stotts |
| NAYS: | White |
| ABSTENTIONS | None |
| ABSENT: | None |

3. DISCUSSION AND POSSIBLE ACTION TO ASSIGN THE BUEHN SUBLEASE OF THE MENTORS UNLIMITED, INC. AIRPORT LEASE (100FT X 150FT; SHOWN ON RECORDED DOCUMENT NO. 000133264) TO CACTUS AIR FORCE LLC (AKA CACTUS AIR FORCE LIMITED LIABILITY COMPANY); APPROVAL TO REPLACE SUBLEASE WITH SEPARATE AND DIRECT LEASE BETWEEN THE AUTHORITY AND CACTUS AIR FORCE LLC; APPROVAL OF 5TH AMENDMENT TO MENTORS UNLIMITED, INC. LEASE TO REFLECT REMOVAL OF AREA SEPARATED FROM LEASE.

(6:54:09) – Mr. Tackes gave background and presented the agenda materials which are incorporated into the record. He also noted that the Board of Supervisors would receive the information after all signatures are received and the item is agendized for the vote.

(7:02:09) – Member White was advised that each lessee would pay for their own individual leases.

(7:04:39) – **MOTION: I move to approve the assignment of the Buehn sublease of the Mentors Unlimited lease from Buehn to the Cactus Air Force, LLC.**

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

(7:05:12) – **MOTION: I move we approve the approved separation of Cactus Air Force, LLC sublease from the Mentors Unlimited lease and thus the stand-alone lease presented by Council.**

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

(7:06:02) – **MOTION: I move we approve the fifth amendment to the Mentors Unlimited lease reducing the lease area to reflect removal of the separated Cactus Air Force, LLC lease.**

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

4. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF RESOLUTION TO ACCEPT BIDS ON LEASE PARCEL 202, OR PART THEREOF, PER NRS 244.283 FOR AIRPORT LAND LEASE, AS FOLLOWS: (1) EXAMINATION OF APPRAISAL OF \$0.36 PER SQUARE FOOT PER YEAR AND RECOVERY OF APPRAISAL COSTS; (2) DETERMINATION OF WHETHER TO ISSUE AN INVITATION TO BID AND DESCRIPTION OF PROPERTY BEING MADE AVAILABLE;

(3) DETERMINATION OF APPROPRIATE MINIMUM LEASE RATE AND TERMS OF THE LEASE AND PERMITTED USES; AND (4) SET DEADLINE FOR BIDS AND THE DATE FOR THE BID OPENING AND CONSIDERATION; AUTHORIZATION FOR AIRPORT STAFF TO PUBLISH AS REQUIRED BY NRS 244.283.

(7:10:05) – Mr. Tackes explained the City/County statutory requirement process, criteria, and timeline. He also gave a description of the location and the surrounding properties. He also reviewed a model lease, incorporated into the record.

(7:18:50) – Member Shirk was informed that the only bid interest at this time was from the Cactus Air Force.

(7:21:18) – Vice Chairperson Hutter urged the Authority to consider the future “look” of the Airport, and believed action now would be “a little hasty”.

(7:23:12) – Member White advised looking into making the airport “viable for a community of 80,000 people).

(7:25:03) – Discussion ensued regarding possible enterprises, such as restaurants, on that location.

(7:35:01) – Mr. Tackes suggested inviting Cactus Air Force to a future meeting to better understand their request.

(7:35:55) – Vice Chairperson Hutter was informed that the appraisal done by the Airport Authority was good for six months.

(7:41:30) – Mr. Rowe and Mr. Tackes suggested discussing the item in the May meeting and invite Cactus Air Force to be present. Member White also requested that the appraisal author be present. Mr. Tackes suggested Mr. White put his questions in writing for the appraiser, and Vice Chairperson Hutter inquired about the cost of having the appraiser attend the meeting.

PUBLIC COMMENTS:

(7:49:11) – Bill Hartman stated his support for an attractive aircraft museum. He also recounted an interaction with tourists from Denmark in search of a museum at the Airport. Mr. Hartman praised the Airport Open House as well. Discussion ensued about event parking issues at the Airport.

(7:56:33) – Vice Chairperson Hutter called for a ten-minute recess.

(8:05:10) – Vice Chairperson Hutter reconvened the meeting. A quorum was still present.

5. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REQUEST BY SPORT AVIATION CENTER TO EXPAND ITS CLASS II FBO CAPABILITIES TO MARKET FOR SALE WEIGHT-SHIFT CONTROL AIRCRAFT.

(6:16:37) – Paul Hamilton, representing Sport Aviation Center, presented his request which is incorporated into the record.

(6:18:59) – Member Stotts was informed that that an average of three flights a day were taken by the flight school.

(6:20:57) – There were no public comments.

(6:21:22) – **MOTION: I move we approve the request by Sport Aviation Center to expand its Class II FBO capabilities to market for sale weight-shift control aircraft.**

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

6. DISCUSSION AND POSSIBLE ACTION TO APPROVE CLASS II FBO STATUS TO CHAPARRAL AVIONICS FOR OPERATIONS TO PROVIDE AVIONICS REPAIR AND INSTALLATION SERVICE AT THE CARSON CITY AIRPORT.

(8:05:32) – Member Poscic recused himself due to conflict of interest and left the dais. Mr. Tackes confirmed that a natural quorum was still present, and noted that Mr. Wendling had an excellent reputation.

(8:07:16) – Mike Wendling, owner and manager of Chaparral Avionics, presented the agenda materials which are incorporated into the record.

(8:10:18) – In response to several member questions, Mr. Wendling stated that he was a “one man shop” that serviced major brands, and that he was relocating from the Minden Airport. Member Stotts expressed his approval of the quality of work by Chaparral Avionics.

(8:14:33) – **MOTION: I MOVE TO APPROVE Class 2 FBO status to Chaparral Avionics for avionics repair and installation at the Carson City Airport.**

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| RESULT: | APPROVED (4-0-1) |
| MOVER: | Shirk |
| SECONDER: | White |
| AYES: | Hutter, Shirk, Stotts, White. |
| NAYS: | None |
| ABSTENTIONS | Poscic |
| ABSENT: | None |

(8:15:12) – Member Poscic rejoined the Authority.

H. AIRPORT ENGINEER’S REPORT – (8:15:30) – Mr. Clague presented the Airport Engineer’s Report which is incorporated into the record.

I. AIRPORT MANAGER’S REPORT (8:17:02) –Mr. Rowe presented the Airport Manager’s Report, which is incorporated into the record. He also added that on May 3, an airport walk, part of an Eagle Scout project, would take place to pick up debris. Discussion ensued regarding the activities in lieu of this year’s Airport Open House.

J. LEGAL COUNSEL'S REPORT (8:22:30) – Mr. Tackes gave an update on the Nevada Airports Association Conference in Minden, and noted the changes in the FAA office locations. He also mentioned that Vice Chairperson Hutter and he would be featured on Capital Crossfire discussion new drone technology.

K. TREASURER'S REPORT (8:24:53) – Member Poscic noted that the total assets and liabilities this month amounted to \$548,624.33. Mr. Rowe gave an update on the gate card fee collection.

L. REPORT FROM AUTHORITY MEMBERS.

(8:27:33) – Member White reiterated his concern regarding getting agenda materials in a timely matter.

M. PUBLIC COMMENT (8:30:58) – None.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING (8:31:08) – Final budget approval in May, and Lot 202 lease opportunity.

O. ACTION ON ADJOURNMENT (8:34:25) – **Member Stotts moved to adjourn. The motion was seconded by Member White.** The meeting was adjourned at 7:04 p.m.

The Minutes of the April 17, 2014 Carson City Airport Authority meeting are so approved this 15th day of May, 2014.

KARL HUTTER, Vice Chair