

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

Committee Members

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

Staff

Steve Tackes – Airport Counsel
Jim Clague – 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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(6:02:12) – Chairperson Hutter called the meeting to order. Roll was called. A quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(6:04:19) – Led by Chairperson Hutter.

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

(6:04:04) – Mr. Clague wished to insert the following clarification in the March minutes. He also suggested a correction, which has already been incorporated into the record.

(8:39:08) – Chairperson Hutter introduced the item. Mr. Clague presented the Engineer’s Report including the bid summary and a separate detailed project budget, both of which are incorporated into the record. Mr. Clague also recommended accepting a bid by Granite Construction as the lowest responsive and

responsible bid. He cautioned that by not awarding the contract this year and re-bidding it next year would result in higher construction costs.

(6:07:49) – Chairperson Hutter noted that during the agenda item F-1 hearing, a motion was made at 6:38:24 p.m. and Member Poscic had a “nay” vote on the item. He believed that Member Poscic should have recused himself due to a conflict of interest. Mr. Tackes explained that the vote would not have “changed the overall action of the Authority”; however, he wished to ensure that members with a direct or financial interest in an item should neither deliberate nor vote. Additionally, he advocated disclosing such interests prior to any discussion. It was agreed that the vote could not be changed [as the item was not agendaized]; however, Chairperson Hutter wished to ensure the clarification was incorporated into the record. Discussion also ensued regarding the sponsorship being removed from the Airport sign and Chairperson Hutter instructed Mr. Rowe to do so and reinstall the updated sign in lieu of the current “old” sign.

(6:13:48) – MOTION: I move to approve the minutes of the March 9, 2016 Carson City Airport Authority meeting as [clarified].

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

D. MODIFICATION OF AGENDA

(6:14:10) – Chairperson Hutter suggested discussing agenda item F-9 prior to item F-6.

E. PUBLIC COMMENT

(6:14:50) – None.

F. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE TENTATIVE BUDGET FOR FISCAL YEAR 2016/2017.

(6:15:19) – Chairperson Hutter introduced the item. Member White, Airport Authority Secretary-Treasurer, noted that a “pretty good” budget would be presented, adding that the Authority will have a year-end fund balance of \$489,258.

(6:15:57) – Beth Kohn Cole, Kohn & Company LLP, presented the proposed budget which is incorporated into the record. Mr. Clague also gave background on the grant line items for the upcoming year. A discussion was had on the need to include the scheduled North Apron construction project and thus a big change to the FAA grant

entries and the Airport Authority grant match expense. Mr. Tackes updated the Authority on the upcoming Aviation Fuel Tax legislation. Discussion ensued and Ms. Kohn agreed to make the suggested changes and present an updated budget at the next special budget workshop meeting.

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE CONSTRUCTION OF STORAGE ROOMS INSIDE OF HANGAR H-23 IN THE CARSON EXECUTIVE HANGAR CONDO ASSOCIATION.

(6:40:10) – Chairperson Hutter introduced the item and Vice Chairperson Peterson gave background on the item and wished to “put forward a motion that we approve Dr. Graeber’s project contingent upon the issuance of a building permit”.

(6:41:21) – MOTION: “So moved.”

(6:41:50) – Chairperson Hutter entertained public comments, and when none were forthcoming, a vote.

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

3. DISCUSSION AND POSSIBLE ACTION TO APPROVE INCORPORATION OF CARSON CITY BUILDING DEPARTMENT COUNTER PERMIT PROCEDURES TO TITLE 19 AIRPORT AUTHORITY CONSTRUCTION APPROVAL PROCESS.

(5:42:55) – Chairperson Hutter introduced the item. Mr. Tackes presented the information incorporated into the Airport Counsel’s Briefing which included a suggested motion. He also noted that Lee Plemel, Carson City Community Development Director, and Sean Keating, Carson City Chief Building Official were present to answer any questions by the authority. Discussion ensued regarding the proposed amendment to Title 19 and regarding opportunities to provide better customer service to Airport tenants.

(6:51:10) – There were no public comments.

(6:52:08) – Mr. Keating introduced himself and described the Over-the-Counter Permit process. In response to a question by Member Law, he clarified that “Dr. Graeber’s project” would not qualify as an Over-the-Counter project. Mr. Keating indicated that an emergency, such as gas line testing, should not wait until the next Authority meeting. He also explained to Mr. Poscic that the guidelines are on the City’s website and should be followed. He clarified for Chairperson Hutter that large-scope projects that require “deposit fees” would be sent to the Airport Manager and the Authority for approval first.

(7:02:55) – MOTION: “I move we approve the changes to Title 19 to apply the over-the-counter permit process to projects on the Airport and direct Airport Counsel to proceed with the City to amend Title 19.”

(7:04:18) – Discussion ensued regarding “putting a hold” on agendaizing the item for a Board of Supervisors discussion. Both mover and seconder agreed that “if we don’t have a way of knowing it’s going to be short-term, then we should move forward [with] this and let the people on the Airport get busy with their minor work”.

(7:04:09) – AMENDMENT: Vice Chairperson Peterson suggested an amendment that he “commit to having an agenda item prepared for the next meeting with whatever planning put into it so we can wrap all of this into one change for Title 19”. Both mover and seconder agreed to the amendment.

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

4. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PROPOSAL BY THE U.S.M.C. TO CONDUCT OPERATIONS AT THE CARSON CITY AIRPORT BETWEEN JUNE 10TH AND 22ND, 2016; STAGING OF AIRCRAFT; AND THE BILLETING OF APPROXIMATELY 200 PEOPLE.

(7:05:25) – Chairperson Hutter introduced the item. Mr. Rowe presented the agenda materials outlined in the Airport Manger’s Report and introduced representatives from the U.S. Marine Corps, members of the First Expeditionary Operations Training Group based at Camp Pendleton, California: Captain Scott Hambley, Major Brian Loch, and Retired Lieutenant Colonel Ed Gilhooley.

(7:07:25) – Captain Hambley gave an overview of the training exercises being conducted in Reno and noted that the Sterling Air facility in Carson City would be used as a staging area. In response to a question from Chairperson Hutter, Captain Hambley stated that they were looking at other venues as well. Mr. Gilhooley noted that Carson City, along with Minden Tahoe Airport, was being considered due to its proximity to Reno. He also outlined the areas of the Airport needed for the exercises, adding that the all fuel would be purchased in Carson City from the local Fixed Based Operator. Mr. Gilhooley also expected the total number of aircraft to be 12 and the operation to take place from Saturday evening until Sunday. Discussion ensued regarding the communication frequencies, landing patterns, and the cleanup efforts, and Mr. Gilhooley assured Vice Chairperson Peterson that they would not leave anything behind when they leave, and stated that they could not display any aircraft during the Airport Open House that day. In response to a question about dust management, Mr. Rowe noted that he would coordinate with the Public Works Department and Mr. Gilhooley noted that dust would be created; however, he advised against water trucks which he believed would make the situation worse. Member Law inquired about potential damages and insurance claim handling timelines and Captain Hambley clarified that “the U.S. Government is a self-insuring agency”, and that the claims would be submitted as such. He also gave an example of damage caused to bleachers by an aircraft in Barstow, California; however, he could not pinpoint the exact timeframe of claim payments. Mr. Gilhooley also cited some examples of damaged vehicles and fences,

advising the removal of vehicles in the area as dust would be created. Mr. Rowe explained to Vice Chairperson Peterson that the Public Works sweepers would not charge the Airport any fees for services.

PUBLIC COMMENTS

(7:45:58) – Michael Golden introduced himself as the owner of Mountain West Aviation and noted that his company was in contract with the military’s Defense Logistics Agency (DLA) and had hosted several military events at the Lake Tahoe Airport where general aviation traffic could be segregated from the military one. Mr. Golden cited an incident where used jet fuel was left behind when an aircraft was moved to San Diego for repairs. He also suggested using opposite traffic patterns and requested the use of his trucks to dispense fuel. Mr. Tackes cautioned that any spill would delay the Airport’s construction projects. Mr. Golden encouraged the Authority to accommodate the request of the Marine Corps. Mr. Tackes noted that damage mitigation should be outlined in a Memorandum of Understanding (MOU) signed by the Marine Corps and the Airport Authority. He was also informed that the personnel staying at the hangars would be “self-sufficient”, i.e. they would have food, dumpsters, and portable restrooms brought in for them. Additionally, he was told that “less than a half a dozen vans” would comprise the ground vehicles. Member White recommended that the Airport tenants make a video recording of all their aircraft and equipment prior to the exercise. Chairperson Hutter suggested having a liaison with local law enforcement and press, and Major Loch believed that would be done. Mr. Gilhooly requested a “go/no go” answer from the Authority by May 15, 2016.

(8:20:55) – MOTION: I move to approve in principle the proposed operation by the U.S. Marine Corps, conditioned upon a mutual agreement to a Memorandum of Understanding (MOU) to be developed by Airport Staff, the Chair, and the Vice Chair and that if agreement can be reached by May 15, 2016, the operation will be approved, if not, “we would go our separate ways”.

(8:21:55) – Vice Chairperson Peterson stated that he had asked “if you would leave cans of oil behind and the answer was ‘we would never do that’, we knew that you already had. That undermines the credibility of the Marine Corps, and that disturbs me”. He also noted that “fortunately”, Mr. Golden, who “had to clean up your mess also wants you here” and stated that he supported the Chair’s motion, and will work with Counsel to ensure “the least ambiguity” in the MOU. Chairperson Hutter inquired about “how much experience in a similar environment do you have?” and was informed that they had operated with “zero issues” from Los Alamitos Airport. The Chair clarified that he was inquiring about dust and debris in a congested ground environment and Mr. Gilhooly noted that Carson City “most likely replicated Prescott Airport” and suggested contacting the Airport Manager there for references. In response to a question by Chairperson Hutter, Mr. Rowe believed “this is good PR for the Airport and is good for the community”. Chairperson Hutter also inquired about fuel tax exemptions by the military and Mr. Gilhooly suggested contacting Mr. Golden for that information.

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

(8:28:30) – Chairperson Hutter recessed the meeting.

(8:37:53) – Chairperson Hutter reconvened the meeting. A quorum was present.

5. DISCUSSION AND POSSIBLE ACTION REGARDING THE DETERMINATION OF AIRPORT AUTHORITY OFFICIAL POSITION ON PROPOSED RV PARK DEVELOPMENT ON APN 008-123-34 LOCATED AT 1100 MARK WAY, CARSON CITY, PROPOSED TO CONSTRUCT AND RV RESORT WITH 215 RV SPACES, CHECK-IN OFFICE WITH A STORE, FITNESS CENTER, MANAGERS RESIDENCE, CLUB HOUSE AND POSSIBLE CASINO/ RESTAURANT; POTENTIAL NOISE AND SAFETY CONSIDERATIONS; DIRECTION TO STAFF TO COMMUNICATE AIRPORT AUTHORITY POSITION.

(8:38:01) – Chairperson Hutter introduced the item. Mr. Rowe gave background on the project and updated the Authority on discussions with the City’s Planning Department and the Developer’s representatives. Mr. Tackes also updated the Authority on the Master Plan review meeting with Mr. Rowe and the City’s department directors. He presented his concerns which are outlined in the Airport Counsel’s Briefing and are incorporated into the record. Mr. Tackes recommended authorizing Staff to stay involved with the project and to continue to voice “the significant safety concerns” with the project. Chairperson Hutter recommended providing direction to Staff and to voice the Authority’s objection to the project.

PUBLIC COMMENT

(8:46:47) – Bill Mabray introduced himself as an area resident and expressed concern over the noise and the safety, adding that the subject property was the only place to land if an aircraft needed to land in an emergency. Michael Greedy also objected to “any development at the end of a runway” and recommended that the City change its zoning.

(8:51:37) – MOTION: “I move to direct Airport Staff to represent the concerns that Airport Counsel has brought up about the proposed project with emphasis that the Airport Authority vociferously objects to any plans that incorporate the ponds, based on safety concerns.”

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

6. DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE LOWEST RESPONSIVE BIDDER TO REPAIR OR REPLACE THE ROOF AND TO MITIGATE THE MOLD HAZARDS PRESENT IN THE TERMINAL BUILDING OR TO CONSIDER THE LOWEST RESPONSIVE BIDDER TO DEMOLISH THE AIRPORT TERMINAL BUILDING; RELOCATION OF THE AIRPORT WEATHER OBSERVATION SYSTEM; AND RELOCATION OF AIRPORT OFFICES.

(9:08:41) – Chairperson Hutter introduced the item, along with agenda item F-7. Mr. Rowe presented the agenda materials incorporated into the Airport Manager’s Report and into the record. Vice Chairperson Peterson was informed that the \$89,000 quote to rehabilitate the roof and remediate the mold included all permit and bond fees. He was also informed that three of the contractors would supply temporary fencing. In response to questions by Member Law and Chairperson Hutter, Mr. Rowe clarified that the quote included a complete rehabilitation of the roof, including the eaves, and the mitigation of the mold, and replacement of the terminal walls that contain mold. However, he cautioned that he did not know the extent of the water damage. Discussion ensued regarding FAA funding to build a snow removal equipment structure and Mr. Rowe was confident it would happen in the 2021 timeframe. Member White suggested examining every aspect of the structure “before it’s a true go forward” to ensure the damage is not beyond rehabilitation and that the walls and the roof are satisfactory. He also explained to Chairperson Hutter that the Authority will be “within [budget] range”, should they not receive the rebate for the AGIS survey. Vice Chairperson Peterson suggested structuring the project in phases, in case additional damage is found. Chairperson Hutter recommended doing the exploratory work first. Discussion ensued regarding the rerouting of the utilities to the temporary structure. Mr. Rowe explained to Member White that the trailer moving and set up cost is \$3,400 which is an additional cost, adding that it will be ADA compliant. Member Law stressed the importance of insulation when bringing in a temporary trailer type building.

There were no public comments.

(9:44:55) – MOTION: “I move to accept the quote to restore the [Terminal] Building with all optional inclusions included and that we further allocate up to \$2,500 to allow the contractor to inspect further to give a more qualified opinion on the sustainability of the basic structure, at which time we can cancel or continue with the contract. If it’s found to be acceptable (the \$2,500 to be included in the \$89,000) and if we decide to terminate, then we would owe him whatever his billable time is up to that amount. We would [also] include our option to redefine the contract if subsequent discoveries make it appropriate and necessary to contain it within the budget.”

(9:47:08) – Member Poscic wished to understand the consequences of finding major issues and halting the process, and Vice Chair Peterson believed the Authority would act based on the finding. **Member White wished to amend the motion to have the contractor include a solution should a major problem is encountered. Both mover and seconder accepted the amendment.**

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

7. DISCUSSION AND POSSIBLE ACTION TO DIRECT AIRPORT STAFF TO LEASE OR PURCHASE A MOBILE OFFICE TRAILER AS AN INTERIM AIRPORT OFFICE FOR A COST NOT TO EXCEED \$56,000.00 PLUS SET UP COSTS.

(9:08:41) – Chairperson Hutter introduced this item along with item F-6 and the item was acted upon.

8. DISCUSSION AND POSSIBLE ACTION TO PROCEED WITH APPRAISAL FOR USE WITH REQUEST TO EXTEND AIRPORT LEASES; CONDITION UPON ADVANCE FOR COST OF APPRAISAL; AUTHORIZE STAFF TO ENGAGE APPRAISER FROM CITY LIST.

(9:49:06) – Chairperson Hutter introduced the item. Mr. Tackes presented the agenda items incorporated in the Airport Counsel’s Report and into the record. Member Poscic was informed that the appraisers would be instructed to appraise the storage hangars as such and not as general commercial properties. Discussion ensued regarding tearing the hangars down and their value at the time. Chairperson Hutter clarified that the item for discussion now was getting an appraisal and not extending leases, and Mr. Tackes added that there was no obligation by either party to go forward.

There were no public comments.

(10:05:25) – MOTION: “I move to authorize Staff to engage an appraiser from the City-approved list, jointly selected with the named tenants, and obtain the baseline appraisal for current lease rates as outlined in the memo, and that this be conditioned upon the tenants advancing to the Authority the estimated cost of the appraisal.

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

9. DISCUSSION AND POSSIBLE ACTION ON THE NORTH APRON REHABILITATION (AIP 3-32-0004-30) TO APPROVE TASK 5 WITH ATKINS NORTH AMERICA TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES DURING THE CONSTRUCTION OF THE PROJECT; AUTHORIZE THE CHAIRMAN TO SUBMIT AN FAA GRANT APPLICATION BASED ON THE LOWEST RESPONSIVE AND RESPONSIBLE BID; AND APPROVE ACCEPTANCE OF THE GRANT OFFER FROM THE FAA FOR THE NORTH APRON REHABILITATION; ALL CONDITIONED ON APPROVAL AND FUNDING BY THE FAA.

(8:52:59) – Chairperson Hutter introduced the item. Mr. Clague presented the project report and budget which is incorporated into the record as part of the Airport Engineer’s Report. Chairperson Hutter received confirmation that the \$20,245 line item designated to Airport Administration was a “not-to-exceed” allowance. He also clarified that around \$4,000 of the AGIS survey line item amount was already paid by the Authority, lowering the “sponsor’s share” amount.

There were no public comments.

(9:06:22) – MOTION: I move to: “1. Approve task 5 with Atkins for construction management on the North Apron Project; 2. Authorize the Chair to submit the FAA grant application based on the lowest responsive and responsible bid; 3. Approve in advance the acceptance of the FAA grant offer; all conditioned on approval and funding by the FAA.

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

G. AIRPORT ENGINEER’S REPORT

(10:06:32) – There were no additional reports from Mr. Clague.

H. AIRPORT MANAGER’S REPORT

(10:06:38) – There were no additional reports from Mr. Rowe.

I. LEGAL COUNSEL’S REPORT

(10:06:42) – Mr. Tackes announced that the U.S. Senate had approved the FAA Reauthorization Bill with “good amendments” that extend Nevada’s status as a testing area for drones.

J. TREASURER’S REPORT

() – Member White noted that as of March 31, 2016 the total value of the checking and savings accounts was \$564,562.

K. REPORT FROM AUTHORITY MEMBERS

(10:09:02) – There were no reports from Authority members.

L. PUBLIC COMMENT

(10:09:04) – There were no public comments.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(10:09:12) – Chairperson Hutter suggested having a special budget workshop. Discussion ensued and it was agreed to have the meeting on Monday, May 9, 2016, at 6 p.m. Chairperson Hutter suggested agendaizing the U.S. Marine Corps MOU as well.

N. ACTION ON ADJOURNMENT

(10:16:40) – MOTION: Vice Chairperson Peterson moved to adjourn. The motion was seconded by member Poscic. The meeting was adjourned at 10:16 p.m.

The Minutes of the April 20, 2016 Carson City Airport Authority meeting are so approved on this 15th day of June, 2016.

KARL HUTTER, Chair