

DRAFT MINUTES
Special Budget Workshop Meeting
Carson City Airport Authority
Wednesday, May 7, 2014 ● 6:00 PM
Carson City Airport Terminal Building
2600 College Parkway, Carson City, Nevada

Committee Members:

Chair – Guy Williams

Member – Lee Griffin

Member – Jim Shirk

Member – Maurice White

Vice Chair – Karl Hutter

Member – Steve Poscic

Member – Phil Stotts

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 (6:06:55) – Chairperson Williams called the meeting to order. A quorum was present.

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

B. PLEDGE OF ALLEGIANCE (6:07:15) – Led by Chairperson Williams.

C. ACTION ON APPROVAL OF PAST MINUTES. (6:07:40) – There were no minutes to approve.

D. MODIFICATION OF AGENDA (6:07:47) – None

E. PUBLIC COMMENT (6:08:08) – None.

F. CONSENT AGENDA (6:08:13) – None.

G. PUBLIC HEARING ITEMS:

1. TENTATIVE BUDGET WORKSHOP; BRIEFING ON BUDGET COMPONENTS; DISCUSSION ON RECOMMENDATIONS FOR THE FINAL BUDGET FOR FY 2014/2015; DIRECTION TO AIRPORT STAFF.

(6:08:30) – Chairperson Williams noted that the Authority was running “dangerously low on funds” as revenues were down and expenses were up. He stated that in this meeting he wished to see adjustments made to reverse this trend.

(6:10:03) – Vice Chairperson Hutter suggested closely reviewing “how we arrived at these numbers previously”.

(6:11:15) – Chairperson Williams suggested reviewing each budget line item and making recommendations.

(6:11:49) – Beth Kohn-Cole, CPA, Kohn & Company, noted that low funds did not mean “your cash is not balanced”, and she cited prepaid leases as an example, adding that she still encouraged the Authority to be conservative. Discussion ensued regarding building up the Authority’s reserves. Chairperson Williams stated that the gate card revenue should be categorized separately and set aside for future gate upgrades. He also noted that one of the main expenditures was the AGIS survey.

(6:22:50) – Vice Chairperson Hutter pointed out the decline in property taxes and the loss in tie-down revenue. Ms. Kohn-Cole advised being conservative but not under-budgeting, which would be again the law.

(6:27:32) – Chairperson Williams suggested not relying on rock sales, which were dependent on area construction projects, and requested treating it as extra income. Discussion ensued regarding rock sale revenue last year versus this year.

(6:40:45) – Mr. Tackes gave background on prepaid leases.

(6:50:32) – Ms. Kohn-Cole agreed to set up a separate account for gate maintenance.

(6:52:41) – The Authority discussed each budget line item and made the appropriate changes which would be reflected in the final budget, to be approved on May 15, 2014.

H. PUBLIC COMMENT – None.

I. AGENDA ITEMS FOR NEXT REGULAR MEETING – None.

J. ACTION ON ADJOURNMENT (8:49:18) – **Vice Chairperson Hutter moved to adjourn. The motion was seconded by Member Stotts.** The meeting was adjourned at 8:49 p.m.

The Minutes of the May 7, 2014 Carson City Airport Authority special meeting are so approved this 18th day of June, 2014.

GUY WILLIAMS, Chair