

MINUTES
Regular Meeting
Carson City Airport Authority
Thursday, July 15, 2015 ● 6:00 PM Carson
City Airport Terminal Building 2600
College Parkway, Carson City, Nevada

Committee Members

Chair – Guy Williams

Vice Chair – Karl Hutter

Member – Don Peterson

Member – Steve Poscic

Member – Jim Shirk

Member – Phil Stotts

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.

Audio recordings of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:02:48) – Chairperson Williams called the meeting to order. A quorum was present.

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

B. PLEDGE OF ALLEGIANCE (6:03:17) – Led by Chairperson Williams.

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

(6:03:52) – MOTION: I move to approve the Minutes of the June 17, 2015 Carson City Airport Authority meeting.

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

D. MODIFICATION OF AGENDA

(6:04:55) – Chairperson Williams stated that item F-5 had been withdrawn by the petitioner. He also requested hearing item F-1 after item F-4.

E. PUBLIC COMMENT

(6:05:40) – Jerry Vaccaro introduced himself and noted that he was aware that “during the comments you don’t rule on anything”; however he wished to bring several items to the Authority’s attention for future discussion. Mr. Vaccaro believed that each hangar must have airplanes in order to collect taxes; therefore, each hangar leased for other purposes would result in lost tax revenue, and wished to know how Title 19 enforcements were carried out. Mr. Tackes offered to speak with Mr. Vaccaro after the meeting to answer his questions. Mr. Vaccaro also requested information on the total legal fees paid by the Authority in the past three years, the total FAA funds received by the Authority in the past three years, and the length of the Airport Counsel’s and the Airport Engineer’s contracts. Additionally, Mr. Vaccaro requested clarification on the process of selecting Authority members and referenced an article from the Nevada Appeal regarding the most recent Board of Supervisors Appointment. Mr. Tackes indicated that audited financial statements could be obtained from the Airport Manager, and offered to call Mr. Vaccaro at a later time.

(6:12:02) – Dayton Murdoch introduced himself and suggested that the Authority make a selection for “legal representation” from numerous area attorneys, noting that it “could be cheaper”. He also suggested utilizing the District Attorney’s Office for legal issues. Additionally, Mr. Murdoch objected to the Authority member appointment process by the Board of Supervisors, indicating that he had applied for the position but not appointed because “the Airport Counsel gave the Board of Supervisors information that they could, the second time around, choose whoever they wanted”. Mr. Murdoch believed he was a qualified applicant, adding that no other manufacturers had applied.

F. PUBLIC HEARING ITEMS:**1. DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS IN ACCORDANCE WITH NRS 844, SECTION 6, PARAGRAPH 1.**

(7:51:28) – Chairperson Williams introduced the item and nominated Vice Chairperson Hutter to the position of Chair, Member Peterson to the position of Vice Chair, and Member White to the position of Secretary/Treasurer.

(7:52:30) – Member Posic inquired about an earlier public comment made by Mr. Murdoch regarding the appointment of Member Peterson, and was informed by Mr. Tackes that “there were some gross inaccuracies that had been published in the paper” and explained that the Board of Supervisors had appointed Member Peterson based on advice from the District Attorney’s Office. Mr. Tackes noted that any issues should be escalated to the District Attorney’s Office, adding that Member Peterson was unanimously approved by the Board of Supervisors.

Member White inquired about the Secretary/Treasurer’s duties and Mr. Tackes explained that the position would require being the “official keeper of the finances of the Authority”, which would mean confirming the finances reported by the Airport Manager, and being the signatory on checks.

There were no additional nominations or public comments, and Chairperson Williams called for the vote.

(8:01:12) – All officer nominations were approved unanimously.

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE TAXILANE NAMING MAP AND ADDRESSING OF BUILDINGS ON THE AIRPORT; STAFF PLAN FOR GETTING ADDRESSES AND TAXILANES MARKED CONSISTENT WITH THE MAP; NOTICE FOR BIDS FOR PAINTING ADDRESSES AND TO SEEK FUNDING FROM CARSON CITY FINANCE.

(6:16:01) –Chairperson Williams introduced the item.

(6:16:20) – Mr. Rowe presented the agenda materials, incorporated into the record and introduced Eric Schmidt, Douglas County GIS and IT Services Manager. Due to technical issues, Chairperson Williams suggested hearing the next agenda item until the video feed is reestablished.

(6:47:08) – Mr. Schmidt suggested proceeding without the PowerPoint presentation and referred to the handouts given to the Authority members and incorporated into the record. He also noted that Douglas County GIS and IT Services had been under contract with Carson City for four years to provide services. Mr. Schmidt reviewed the agenda materials and identified the key stakeholders affected by the addressing system.

(6:56:20) – Vice Chairperson Hutter suggested staying away from NATO-Alphabet names for taxilanes and non-taxiway street names and Mr. Schmidt believed it could be done. Chairperson Williams suggested informing the Airport tenants as it would affect their businesses, including having new stationary and business cards. Member Stotts inquired about updated maps such as Google Maps and Mr. Schmidt clarified the process of how addresses are used in mapping software. Mr. Tackes cautioned against aircraft names to avoid confusion. Member Stotts suggested discreet numbers for each hangar and Mr. Schmidt indicated that the numbers were assigned by the Carson City Assessor’s Office. Mr. Tackes offered to review the cooperative agreement between the Airport and the City at a future date. Chairperson Williams noted that this process was a readdressing of an existing system and was not clear as to who would be financially responsible for the changes. Discussion ensued regarding implementation.

There were no public comments.

(7:24:27) – MOTION: “I move that the Airport Authority endorse the efforts to install the GIS system at the Airport and direct the Airport Manager to coordinate a tenants’ meeting and work thoroughly to make sure that all tenants (even those that area not here) are contacted to be sure that they are aware of this, and gather either input or provide them with a mechanism to gain an understanding of how the system will work. Following that, we bring it back to the Board [Authority] for an approval once that tenant input and review has occurred.”

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

3. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE EXTENSION OF SECURITY SERVICES OR NOTICE FOR BIDS FOR SECURITY SERVICES FOR THE NEXT 5 YEARS.

(6:22:13) – Chairperson Williams introduced the item.

(6:22:30) – Mr. Rowe presented the agenda materials, incorporated into the record. He noted that the new agreement contained the \$300 per month existing fee in addition to an increased \$300 per month for added security. Mr. Rowe added that he believed the Authority would be searching for a new security firm; therefore it would be noticed for bids. Mr. Tackes expressed concern regarding the accountability of the contract as it contained no metrics for auditing. He also noted that the \$300 increase had not been approved by the Authority. Discussion ensued regarding added security versus the liability issues which had been discussed in an earlier meeting. Chairperson Williams and Member Stotts suggested having the Sherriff’s Department patrol the Airport. Vice Chairperson Hutter was informed that the Authority had no obligation to continue the patrols as the contract had not been renewed.

PUBLIC COMMENTS

(6:36:08) – Beverly Ferrato introduced herself as the owner of a hangar at the Airport. She inquired about the appearance of the security officers and was informed that they wore uniforms, drove unmarked cars, and carried weapons such as Tasers, as they were former police officers. Ms. Ferrato explained that after hearing the response to her question, she was in favor of having security on the premises.

(6:37:20) – MOTION: “I move to have Tim [Airport Manager] work with Steve [Airport Counsel] to draft a contract and let it out for bid.”

(6:38:05) – Vice Chairperson Hutter required clarification to the motion, and Member White wished to amend the motion to read “construct a proposal” instead of draft a contract”. Mr. Tackes also suggested that he work with Mr. Rowe and prepare an RFP (request for proposal) to be approved by the Authority. Chairperson Williams requested proceeding only after a discussion with the Sherriff’s Department to find out whether they would be able to patrol the Airport. Member White accepted all the suggestions as amendments to the motion. The amended motion read:

(6:39:45) – MOTION: “I move to have Tim [Airport Manager] and Steve [Airport Counsel] construct a proposal for security after they explore the option of using the Sherriff’s Department”.

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

(6:40:20) – Mr. Tackes suggested a second motion indicating the existing contract with the current security firm not be renewed. Member Shirk was informed that the contract had expired almost four years ago and that the

Authority had been operating without a new contract. Vice Chairperson Hutter suggested continuing the current security until a new firm has been selected. Mr. Rowe explained that he had received numerous security-related calls from the firm and added that they also check the Airport lights at night. Members Stotts and Poscic suggested maintaining the status quo until a new contract is in effect.

4. DISCUSSION AND POSSIBLE ACTION REGARDING ACCUMULATION OF DERELICT AND STORED AIRCRAFT ADJACENT TO TAXIWAY B; EXPLANATION OF WHY AIRCRAFT AND VEHICLES ARE STORED THERE; RENT BEING COLLECTED; ALTERNATIVE STORAGE OR DISPOSAL; RETURN OF AIRCRAFT TO LIEN HOLDERS; OTHER ACTION TO REMEDIATE THE PROBLEM.

(7:28:20) – Chairperson Williams introduced the item.

(7:28:50) – Bill Miles, introduced himself as “a member of the Carson City investment group that purchased approximately 47 acres to the east of Taxiway B”. Mr. Miles expressed concern regarding stored aircraft adjacent to their property, adding that one has already become a “pigeon coop”, and suggested moving them elsewhere. Chairperson Williams noted that the aircraft in question is hazardous to people and planes. In response to Member White’s question, Mr. Rowe explained that the three small planes would be moved by the end of the week for restoration, in addition to the Cactus Air Force aircraft. Mr. Rowe also noted that an Albatross aircraft was waiting for tires and would be moved once they were replaced; however, he had been unable to get in touch with the owner of another Albatross whose owner made automatic payments but was not responsive to other communication. Member Poscic explained the legal expenses involved in obtaining the title to an abandoned plane, adding that it was “not worth that much” as the liens of the airplane exceeded its value. Mr. Tackes suggested sending a letter to the aircraft’s owner and requesting the removal of the aircraft. Discussion ensued regarding how and where to move the plane.

There were no public comments.

(7:52:49) – MOTION: I move to authorize the Airport Counsel to notify any remaining tenants that the [current storage] area was not available for storage and that they must remove their aircraft.

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

(7:54:02) – Mr. Miles thanked the Authority and the Airport Manager for their efforts in addressing the issue.

5. DISCUSSION AND POSSIBLE ACTION REGARDING THE REQUEST BY CECIL KOUPAL TO LEASE A PORTION OF AIRPORT LAND IN THE CENTER TRIANGLE FOR THE CONSTRUCTION OF HANGARS AND DETERMINE THE PROPOSED USE.

This item was withdrawn by the applicant.

6. DISCUSSION AND POSSIBLE ACTION REGARDING THE POSTING OF SUPPORT MATERIALS ON THE WEBSITE; PUBLISHING THE AGENDA AND SUPPORTING MATERIALS TO THE PUBLIC.

(8:01:46) – Chairperson Hutter introduced the item. He also thanked the Authority and Staff for their vote of confidence in electing him Chair, and acknowledged the contributions of outgoing Chairperson Williams, thanking him for his service and leadership.

(8:04:09) – Member White stated that the supporting materials of the Authority’s meeting agendas should be posted online with each agenda prior to the meetings to receive public input. Mr. Rowe believed that was a “good idea”. Member White also suggested posting the approved minutes on the Airport’s website. In addition, he suggested publishing the meeting agenda’s on the City’s website. Discussion ensued regarding Open Meeting Law exceptions when discussing litigation, and Mr. Tackes read the Statute to the members.

There were no public comments.

(8:19:36) – MOTION: “I move that going forward, each agenda support materials be posted to the [Airport] website, that the agenda be posted on the Carson City website, that the minutes be posted to the Airport website in a timely manner, [and] that the Airport [Authority’s meeting] agenda be modeled in the same fashion as the Carson City Board of Supervisors’ agenda.

(8:20:20) – Member White clarified for Mr. Tackes that he wished to see the agenda posted online with supporting materials for each agenda item.

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

G. AIRPORT ENGINEER’S REPORT

(8:22:53) – Mr. Fitzgerald noted that the Obstruction Light grant was received from the FAA, adding that Mr. Rowe would expand on the item during the Airport Manager’s Report. He also explained that the North Apron Design grant had been approved by the FAA, and a tenant meeting would be scheduled once the timeline had been determined, with the design completion date planned for the end of the year.

H. AIRPORT MANAGER’S REPORT

(8:25:28) – Mr. Rowe presented to the Airport Manager’s Report incorporated into the record, adding that the night restrictions had been removed for both GPS approaches. Mr. Rowe also announced that the Airport Open House had been “a resounding success”, and on budget, with 5,000 to 6,000 visitors during the event. Mr. Fitzgerald noted that he and his family had attended the event for the first time and praised the Staff’s efforts. Member Williams inquired about a drag race during the open house and Mr. Rowe explained that he had received a request for a race between a Corvette and a Tesla, on the runway, adding that they “had the airport covered for

communications during that period”. Mr. Tackes advised that this was a liability for the Airport, and Mr. Stotts noted that the Airport Manager had the authority to close the Airport in case of an emergency. Mr. Tackes cautioned against last minute ideas involving airport closures for non-airport activities, adding that ‘the FAA does not look kindly on those’ and called the occurrence “poor judgement”. Chairperson Hutter expressed concern regarding the Airport’s liability and exposure, and encouraged great ideas to be discussed during the Airport Authority’s meetings. Discussion ensued and Mr. Rowe noted that any race, including model aircraft ones would have to “go away”. Mr. Tackes explained that radio controlled device should not be flown within five miles of the Airport, per the FAA guidelines. Chairperson Hutter encouraged upcoming event discussions in the Authority meetings to avoid liability issues.

I. LEGAL COUNSEL’S REPORT

(8:52:50) – Mr. Tackes presented the Airport Counsel’s report, incorporated into the record, and noted that the FAA AIP grant was sent to the FAA a week ago. He also gave background on new Authority Member Don Peterson and on his appointment by the Board of Supervisors. Member White was informed that Member Peterson was eligible to serve as an Authority Officer even if he had not been sworn in. Mr. Tackes also discussed a Corvette organization’s contract relieving the Airport of liability during their pylon races.

J. TREASURER’S REPORT

(9:02:57) – Member Poscic presented the Treasurer’s Report, incorporated into the record, and noted that the total liability and assets were at \$765,358.71.

K. REPORT FROM AUTHORITY MEMBERS

(9:04:42) – None.

L. PUBLIC COMMENT

(9:05:04) – Dee Frewert, representing Carson Aviation Academy, announced that they had entered into a teaching partnership with Charter College for an Associate of Applied Science in Aviation (fixed wing) degree program. She proposed installing a public kiosk for communication with Charter College and other aviation sites, and requested agendaizing the item for future discussion. Ms. Frewert also praised the Airport Open House and cautioned against removing many of the teaching opportunities provided by the Airport, and hoped that minor liability issues could be addressed in such a way that benefits learning by children.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(9:12:45) – Previously discussed. Additionally, several issues relating to towers were mentioned for discussion in August. Mr. Tackes also suggested a re-vote on two agenda items moved or seconded by former Airport Authority Member Lee Griffin. Member White wished to discuss items he had previously submitted for discussion. Mr. Rowe also indicated that item F-5 may be reagendaized.

N. ACTION ON ADJOURNMENT (9:20:05) – Member Williams moved to adjourn. The motion was seconded by Member Poscic. The meeting was adjourned at 9:20 p.m.

The Minutes of the July 15, 2015 Carson City Airport Authority meeting are so approved this 19th day of August, 2015.

KARL HUTTER, Chair