

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority Wednesday,**  
**August 19, 2015 ● 6:00 PM Carson City**  
**Airport Terminal Building 2600 College**  
**Parkway, Carson City, Nevada**

**Committee Members**

<b>Chair – Karl Hutter</b>	<b>Vice Chair – Don Peterson</b>
<b>Member – Steve Poscic</b>	<b>Member – Jim Shirk</b>
<b>Member – Phil Stotts</b>	<b>Member – Maurice White</b>
<b>Member – Guy Williams</b>	

**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.

Audio recordings of the Carson City Airport Authority meetings are available on [www.carson.org/minutes](http://www.carson.org/minutes).

**A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:00:05) –** Chairperson Hutter called the meeting to order. Roll was called. A quorum was present.

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

**B. PLEDGE OF ALLEGIANCE (6:00:39) –** Led by Chairperson Hutter.

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

**(6:01:43) – MOTION: I move to approve the minutes of the July 15, 2015 Carson City Airport Authority meeting as presented.**

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

**D. MODIFICATION OF AGENDA**

(6:03:04) – Chairperson Hutter requested moving item F-4 ahead of item F-1.

**E. PUBLIC COMMENT**

(6:04:13) – Ryan Pritchett introduced himself as a Client Services Manager for Armstrong Consultants, an aviation consulting firm for master design and planning. Mr. Pritchett stated that he was on his way to Minden, from Lovelock Airport, to assist in the air show activities and wished to stop by and introduce himself.

**F. PUBLIC HEARING ITEMS:****1. BRIEFING ON THE PROGRESS OF THE ADDRESSING OF BUILDINGS ON THE AIRPORT.**

(6:37:55) – Chairperson Hutter introduced the item and Mr. Rowe presented the agenda materials, which are incorporated into the record via the Airport Manager’s Report and the Airport Counsel’s Report. Mr. Rowe noted that tenants had expressed their concerns about addressing, in a recent meeting on August 13, 2015. He also stated that he would keep the Authority informed on the progress, adding that “something tangible would be presented to the Authority in a couple of months”. Mr. Tackes explained that the purpose of “addressing” the buildings was to ensure that the emergency services could respond to and find an Airport location in case of an emergency. Mr. Tackes also noted that tenants were concerned about changing deeds to hangars and creating confusion, adding that the change would not alter any legal description or ownership rights; however, new addresses would be assigned, causing additional expenses to tenants. Mr. Tackes also discussed addressing schemes that work for apartment complexes: one address with different apartment or suite numbers.

(6:48:05) – Member White inquired about changing the City’s ordinance to receive an exemption. Mr. Tackes suggested waiting until that is an absolutely necessary step. Discussion ensued regarding a grid system that utilizes the existing hangar numbers.

**2. DISCUSSION AND POSSIBLE ACTION ON NOTIFICATION FROM CRICKET COMMUNICATIONS OF THEIR INTENT TO TERMINATE ANTENNA LEASE; OPTIONS FOR AUTHORITY TO REQUIRE FULL REMOVAL AND RESTORATION, OR LOWER LEVEL AND RECEIPT OF TERMINATION PAYMENT.**

(6:50:30) – Chairperson Hutter introduced the item.

(6:50:58) – Mr. Rowe presented the agenda materials which are incorporated into the Airport Manager’s Report. Discussion ensued regarding different options and costs for the removal of the equipment. Mr. Tackes agreed with Mr. Rowe’s recommendation of receiving \$12,500 which leaves the infrastructure intact, and allows Cricket to remove the batteries and cabinets. He also explained that a 60-day written notification, per the lease, has not been yet been received; therefore, the actual removal of equipment would not take place for a while. Member white was informed that the Cricket equipment had been on the Airport property since 2002, and noted that the equipment might be outdated and not usable by now; consequently, he suggested accepting the monetary offer. Member Stotts advocated having a webcam on the Airport and wished to understand if any of the equipment might be used for that. Discussion ensued regarding the multiple options and on whether to receive them in writing prior to making a decision.

There were no public comments.

Member Peterson proposed “to instruct Mr. Rowe to communicate to them [Cricket] that we are interested in working with them, and to please frame the offers with great specificity and we will act in the next month’s meeting or prior if there is a reason, and to assure them that we will, in fact, correspond and respond quickly.” There were no objections to the proposal.

**3. DISCUSSION AND POSSIBLE ACTION TO CONFIRM EARLIER VOTES OF APPROVAL BY THE AUTHORITY ON JANUARY 21, 2015 (APPROVAL OF ATKINS TASK 4) AND FEBRUARY 18, 2015 (DENY BUDGET AUGMENTATION).**

(87:18:11) – Chairperson Hutter introduced the item.

(7:18:25) – Mr. Tackes presented the agenda materials and recommended that the Authority revote on two items either moved or seconded by Member Lee Griffin while he was ineligible to be a member of the Authority. He also noted that both motions had passed unanimously and his participation would not have changed the outcome.

There were no public comments.

**(7:20:12) – MOTION: “I move to confirm the actions taken on January 21 and February 18 as set forth by Counsel.”**

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

**4. DISCUSSION AND POSSIBLE ACTION ON AUTHORITY COMMENTS AND FEEDBACK ON A POTENTIAL RESIDENTIAL DEVELOPMENT ON PROPERTY ADJACENT TO THE WESTERN BOUNDARY OF THE AIRPORT PROPERTY, FORMERLY DON LANGSON PARCEL.**

(6:06:08) – Chairperson Hutter introduced the item.

(6:06:22) – John Uhart, with John Uhart Commercial in Carson City, introduced himself and noted that he represented a developer that was currently in escrow for a 38-acre property near the Airport. Mr. Uhart distributed a map of the property and explained that it is currently zoned as Tourist/Commercial, noting that this particular zoning has not attracted any potential clients. He also believed that a zoning change to Single Family Residential would require a Master Plan Amendment by the City. Mr. Uhart indicated that the property was currently in escrow, and that the developer with whom he was working wished to build “between 100 and 120 lots [on the] 38 acres”.

(6:10:50) – Chairperson Hutter disclosed that he had spoken with Mr. Uhart via telephone and had requested a map of the area for the Authority members to use as a reference, especially its alignment with the runway. He

also wished to ensure that the potential residents’ expectations are “well managed and understood”, adding that residents should “recognize the realities of living in an airport environment”.

(6:14:01) – Mr. Clague gave background on conversations with a previous Carson City Planning Director and shared past building height restrictions and how that had changes since the construction of the new freeway. He also suggested that Mr. Uhart submit Form 7460 to the Federal Aviation Administration (FAA), and offered to provide additional assistance as needed. Mr. Tackes stressed the importance of full disclosure and early communication to find solutions prior to the creation of conflicts, especially if they conflict with FAA grant terms. Member Shirk outlined the other City departments and Commissions that would participate in the decision-making of zoning changes. Chairperson Hutter advised Mr. Uhart to coordinate communications with Mr. Rowe and Mr. Clague. Vice Chairperson Peterson cited several situations in Texas where properties were built near airports and the noise complaints that were received by the FAA as a result. He wanted to be certain that the homebuyers were not misled. Discussion ensued regarding the existing aircraft on site and their noise levels. Chairperson Hutter suggested having the developer present at a future meeting, especially if the item is agendized for possible action. Member Shirk received confirmation that legal and engineering advice to the developers could be billed to them and not to the Authority. Member Stotts echoed Vice Chair Peterson’s comments and gave examples of many airports that were closed because new residents complained about airport noise. He also noted that complaints about this Airport’s noise levels had been received from many residents who lived further away than the proposed development.

**5. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REQUEST BY CACTUS AIR FORCE TO CONDUCT A WWII VETERAN’S EVENT ON THE MAIN APRON AND IN THE TERMINAL BUILDING ON AUGUST 30TH.**

(7:21:00) – Chairperson Hutter introduced the item.

(7:21:58) – Tim Brune introduced himself and distributed flyers, incorporated into the record, to announce the August 30, 2015 event. He also explained that the escorted crowd would be able to view the Airport exhibits en-route to see the featured aircraft. Mr. Rowe requested that the group make arrangements to bring special portable restrooms to avoid “the mess that would be created in the Terminal Building”.

(7:24:50) – Member Stotts explained that he had attended the event last year and believed it was a good event. Mr. Rowe clarified that the Cactus Air Force must provide proof of insurance and noted that the Authority must see a “hold harmless” clause prior to the start of the event.

**(7:27:55) – MOTION: I move to approve the request by Cactus Air Force.**

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

(7:29:00) – Chairperson Hutter recessed the meeting.

(7:35:10) – Chairperson Hutter called the meeting back to order. A quorum was still present.

**6. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE CONTINUED USE OF THE TERMINAL BY THE EXPERIMENTAL AIRCRAFT ASSOCIATION TO CONDUCT YOUNG EAGLES FLIGHT OPERATIONS.**

(7:35:20) – Chairperson Hutter introduced the item.

(7:35:40) – Mike Reynolds introduced himself as the current president of EAA Chapter 403 and thanked Mr. Rowe for his support of the youth aviation programs in Carson City. Mr. Reynolds requested the continuation of the Young Eagles Program, outlined in the Airport Managers’ and Airport Counsel’s reports. He also entertained contributions from the Authority, in support of the program. Chairperson Hutter praised the program, and did not see a reason for not continuing the program. Mr. Tackes thanked Mr. Reynolds for the program; however, he cautioned against discussing monetary donations, as the Authority was not noticed to have that dialogue. Discussion ensued regarding agendizing donations, and Mr. Rowe clarified that the Young Eagles have had the use of the terminal and have been offered space during the Airport Open House, free of charge. Several members offered their help individually. Member White was informed that the program would continue to exist “as long as we have pilots, a terminal, and airplanes”.

There were no public comments.

**(7:44:53) – MOTION: I move to approve the request by the EAA for continued use of the Terminal Building [for the Young Eagles Flight Operations].**

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

**7. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE CIVIL AIR PATROL TO CONDUCT BI-MONTHLY MEETINGS IN THE TERMINAL.**

(7:45:38) – Chairperson Hutter introduced the item.

(7:45:50) – Paul Thorne and Dale Brown introduced themselves and announced their intent to form a new Civil Air Patrol Squadron at the Carson City Airport, details of which are incorporated into the Airport Manager’s and the Airport Counsel’s briefings. Mr. Thorne also explained that they participate in search and rescue efforts in a more cost-effective way. Member Shirk inquired about insurance and was informed that an insurance binder was provided to the Airport Manager. Vice Chair Peterson was informed that the meetings were open to the public.

There were no public comments.

**(7:50:45) – MOTION: I move to approve the request by the Civil Air Patrol, and I move to approve the request conditioned on proof of insurance and approve the meeting in the Terminal Building and keeping the Airport Manager in the loop of when those meetings will occur.**

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

**8. DISCUSSION AND POSSIBLE ACTION REGARDING NRS 496.080, THE SALE, LEASE OR OTHER DISPOSAL OF MUNICIPAL AIRPORTS AND RELATED FACILITIES AND PROPERTY.**

(7:52:32) – Chairperson Hutter introduced the item.

(7:52:41) – Member White gave background and presented the agenda materials which are incorporated in the Airport Counsel’s Report. He also outlined certain “severe” restrictions preventing development and requested that the Authority have a discussion with Assemblyman O’Neill’s office regarding the possibility of easing some restrictions. Vice Chair Peterson was not certain a public auction process was permitted. Discussion ensued regarding NRS 496.080 and new ways of “jump starting” the revenue and the recruitment of new talent. Chairperson Hutter highlighted several “things we are doing well” and wished to understand how to pursue the most meaningful approaches. Member Shirk suggested Mr. White have discussions with Assemblyman O’Neill and Mr. White explained that such an approach would be more effective as a request from the Authority as a whole. Chairperson Hutter suggested receiving a new and detailed agenda item from Member White for discussion in the next meeting. Vice Chairperson Peterson suggested focusing on the unleased portions of the Airport as well. Chairperson Hutter suggested creating a working group, within the confines of the Open Meeting Law, to update and guide the Authority’s discussions. Member White suggested he and Vice Chairperson Peterson return to the next meeting with a proposal crafted for action.

There were no public comments.

**9. PRESENTATION OF THE 20-YEAR PAVEMENT MAINTENANCE PROGRAM FOR THE CARSON CITY AIRPORT.**

(8:28:04) – Chairperson Hutter introduced the item.

(8:28:11) – Mr. Clague presented the agenda materials which are incorporated into the record. Discussion ensued regarding short-term slurry sealing and long-term rehabilitation. Member Stotts received confirmation that the cost was determined utilizing 2014 rates and adding a three percent increase for each upcoming year.

There were no public comments.

**10. DISCUSSION AND POSSIBLE ACTION TO IDENTIFY FAA FUNDED PROJECTS FOR 2016; UPDATE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2017-2021.**

(8:46:12) – Chairperson Hutter introduced the item.

(8:46:41) – Mr. Clague reviewed the proposed 2016 projects and the 2017 through 2021 ACIP. He also referred to a spreadsheet he had presented last year, for comparison. Mr. Clague suggested keeping a wish list on the spreadsheet in order not to be forgotten. Chairperson Hutter inquired about phasing projects should matching funds not be available for a certain project. Mr. Clague explained that the projects would be presented to the FAA for input regarding prioritization and fund availability.

There were no public comments.

**(9:00:18) – MOTION: I move to approve the identification of FAA funded projects for 2016 and the updated ACIP for Fiscal years 2017-2021.**

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

**G. AIRPORT ENGINEER’S REPORT**

(9:01:26) – Mr. Clague explained that the surveying and geotechnical investigation of the design phase of the North Apron were underway.

**H. AIRPORT MANAGER’S REPORT**

(9:02:16) – Mr. Rowe announced that he and Mr. Tackes had completed the Request for Proposals (RFPs), incorporated into the record, for security firms in Carson City, Reno, and Sparks with a submission deadline of September 9, 2015. Mr. Rowe also noted that the RFPs will be reviewed in the Authority’s September 16, 2015 meeting, adding that assistance from the Carson City Sherriff’s Department would be sporadic. Chairperson Hutter received confirmation that the financial documents were generated by Mr. Rowe.

**I. LEGAL COUNSEL’S REPORT**

(9:06:40) – Mr. Tackes noted that he did not have additional items to report, other than those already incorporated into the record.

**J. TREASURER’S REPORT**

(9:06:57) – Member White reviewed the financial documents, which are incorporated into the record. Mr. Rowe explained that the Deferred Lease Cash Reserve line referred to prepaid leases.

**K. REPORT FROM AUTHORITY MEMBERS**

(9:12:43) – Member Shirk inquired about helicopter tours, based on an email he had received from a member of the public, originating from Carson City Airport and was informed they were not. Mr. Rowe explained that the Airport had “a lot of helicopter operations but not tours”, although he was aware of helicopter tours based in Tahoe. Mr. Rowe also clarified that any new activity such as a helicopter tours would have to be approved by the Authority first. Chairperson Hutter announced that the invoice for the water line construction was presented this evening to Mr. Rowe, adding that the work had been completed.

**L. PUBLIC COMMENT**

(9:14:23) – None.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(9:14:47) – Previously discussed. Additionally, Mr. White offered to bring forward an agenda item relating to NRS 496.080. Chairperson Hutter requested agendaizing “a Cricket-related action” and an RFP discussion regarding the airport security firms.

**N. ACTION ON ADJOURNMENT (9:17:03) – Vice Chairperson Peterson moved to adjourn. The motion was seconded by Member Shirk.** The meeting was adjourned at 9:17 p.m.

The Minutes of the August 19, 2015 Carson City Airport Authority meeting are so approved this 16<sup>th</sup> day of September, 2015.

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KARL HUTTER, Chair