

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, August 20, 2014 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members:

Chair – Guy Williams	Vice Chair – Karl Hutter
Member – Lee Griffin	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/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 televised Carson City Airport Authority meetings are available for viewing on AccessCarsoncity.org, http://www.breweryarts.org/?page_id=2597.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:01:26) – Vice Chairperson Hutter called the meeting to order. 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 (6:02:00) – Led by Vice Chairperson Hutter.

C. ACTION ON APPROVAL OF PAST MINUTES

(6:02:49) – MOTION: The Carson City Airport Authority approves the minutes of the June 16, 2014 meeting.

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

D. MODIFICATION OF AGENDA (6:03:15) – None.

E. PUBLIC COMMENT (6:03:29) – None.

F. CONSENT AGENDA (6:03:54) – None.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE INSTALLATION OF TWO OBSTRUCTION LIGHTS ON TWO HILLS NEAR MOUND HOUSE, NEVADA IN ORDER TO ELIMINATE THE NIGHT RESTRICTIONS FOR THE GPS RUNWAY 27 AND THE GPS A APPROACHES.

(6:04:25) – Mr. Rowe gave background and presented the agenda materials in the form of the Airport Manager’s report, which are incorporated into the record.

(6:08:20) – Vice Chairperson Hutter noted that the difficulty in accessing the site may be beneficial in avoiding vandalism. He also inquired about the accessibility of the site to replace the solar batteries in four to five years, and Mr. Rowe was not certain whether a helicopter may be needed at that time or not.

(6:09:56) – Member White suggested having a line item in the budget for the maintenance of the lights.

(6:10:15) – Vice Chairperson Hutter stressed the importance of having the lights as one of the steps to support the Fixed Base Operators (FBOs), in addition to attracting future tenants. He was also informed that the budget could support the expense, per the accounting firm.

(6:12:25) – Discussion ensued regarding the Environmental Impact Study and Mr. Clague explained that the study would be eligible for an FAA reimbursement as long as the project is shown on the Airport Capital Improvement Plan (ACIP). Vice Chairperson Hutter was informed that Mr. Rowe was seeking approval now because the lights must be installed prior to the snowfall. Mr. Clague clarified that an environmental study could be costly; however, a “categorical exclusion” would be a minimal expense.

(6:16:40) – MOTION: I move to approve the installation of two obstruction lights on two hills near Mound House, Nevada, in order to eliminate the night restrictions for the GPS Runway 27 and for the GPS A approaches, [and] not to exceed \$25,000.

PUBLIC COMMENTS: (6:17:15) – None.

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

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 3RD ADDENDUM OF THE WHICKERSHAM/SHADETREE AVIATION, INC. LEASE TO CLARIFY THAT THE TIE-DOWN PORTION ONLY GRANTS THE TENANT THE RIGHT TO USE THE TIE-DOWNS AND THE AIRPORT RETAINS POSSESSION AND CONTROL OF THE PAVEMENT AREA AND TAXI-LANES

(6:18:25) – Mr. Tackes gave background and presented the agenda materials incorporated into the Airport Counsel’s report and into the record. In response to a question from Member White, Mr. Tackes stated that he had been in conversations with the leaseholder and his attorney, and that both were amenable to the addendum.

(6:20:42) – MOTION: I move to approve the third addendum to the Wickersham/Shadetree Aviation, Inc. lease as presented.

PUBLIC COMMENTS: (6:21:08) – None.

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

3. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO PHASE 1, PHASE 2, AND PHASE 3 OF THE CARSON CITY AIRPORT MAIN APRON RECONSTRUCTION PROJECTS (FAA AIP NO. 3-32-0004-25, 3-32-0004-26, AND 3-32-0004-27), INCLUDING MONTHLY STATUS.

(6:21:56) – Mr. Clague presented the agenda materials outlined in the Airport Engineer’s report, and incorporated into the record.

(6:29:04) – In response to a question by Vice Chairperson Hutter, Mr. Clague noted that the maintenance on the runway was “long overdue”, which was last performed seven years ago.

(6:31:30) – MOTION: I move that we approve Change Order Number One to the Phase 3 main apron reconstruction contract.

PUBLIC COMMENTS: (6:31:54) – None.

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

4. DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION IN SUPPORT OF THE NEVADA STATE LEGISLATURE TO FUND AN AMOUNT OF UP TO \$500,000 TO THE AVIATION TRUST FUND TO BE REINTRODUCED IN THE 2015 NEVADA STATE LEGISLATURE.

(6:32:45) – Mr. Tackes presented the agenda item in the form of the Airport Counsel Briefing, incorporated into the record. He also updated the Authority on the aviation activities in the State. Vice Chairperson Hutter stated his approval of the resolution noting that this would have a positive economic impact in the State.

(6:39:33) – Member White inquired about the funding source and was informed that it would be included in the Governor’s general fund budget, and would be administered by the Nevada Department of Transportation (NDOT).

(6:41:29) – Member Stotts noted that he had no objections since it would benefit the Airport without costing it any money.

(6:42:20) – MOTION: I move to support the Nevada Airports Association in this effort to secure the Nevada Aviation Trust Fund funding through the Governor and the Legislature and authorize Staff to provide a letter of support for this effort, as presented.

PUBLIC COMMENTS: (6:42:43) – None.

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

5. DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION IN SUPPORT OF THE AVIATION TAX ABATEMENT PROGRAM AUTHORIZING CERTAIN QUALIFIED BUSINESSES IN NEVADA THAT OWN, OPERATE, MANUFACTURE, SERVICE OR UTILIZE AIRCRAFT, OR A COMPONENT OF AN AIRCRAFT TO APPLY TO THE OFFICE OF ECONOMIC DEVELOPMENT FOR A PARTIAL ABATEMENT FROM CERTAIN PROPERTY OR SALES AND USE TAXES.

(6:44:04) – Mr. Tackes presented the agenda item, incorporated into the Airport Counsel Briefing and into the record.

(6:51:00) – Vice Chairperson Hutter cited examples of other airports that were attracting similar activities for both manned and unmanned aircraft.

(6:52:42) – Member Stotts inquired about abatement of personal aircraft property taxes, and was informed by Mr. Tackes that he had not seen that inclusion in the previously-proposed legislation.

(6:57:06) – MOTION: I move we support the efforts to advance a tax abatement on aircraft parts such as was proposed in SB 385 and authorize Staff to provide a letter of support as presented.

PUBLIC COMMENTS: (6:57:33) – None.

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

6. DISCUSSION AND POSSIBLE ACTION TO DEVELOP SHORT TERM STRATEGIC PLANS FOR DEVELOPMENT AT THE CARSON CITY AIRPORT AND TO COORDINATE THOSE PLANS WITH THE CARSON CITY BOARD OF SUPERVISORS.

(6:58:19) – Member White presented a discussion and action report, incorporated into the record, resulting from a meeting with Member Shirk, Mr. Rowe, and Mark Steranka, Consultant with Moss Adams, LLC. He also noted that in the past, Master Plan discussions had been “rushed operations”; therefore, he wished to build the foundations of an Airport Master Plan now.

(7:03:50) – Discussion ensued regarding a proactive development of the Airport Master Plan and Vice Chairperson Hutter entertained input from Member Shirk and Mr. Rowe, who had attended the meeting as well.

(7:04:47) – Member Shirk noted that the meeting was “very productive” and wished to eventually present the ideas to the Board of Supervisors.

(7:05:30) – Mr. Rowe explained that the City’s profits from the Airport’s real and personal property taxes were approximately \$335,000 in the past year. He recommended working closely with the City to “move the Airport forward” and develop the land outside the Airport.

(7:07:29) – Mr. Clague clarified for Vice Chairperson Hutter that, according to the FAA, the Master Plan was a 20-year snapshot of what would happen; however, generally an update would be presented every 10 years. He also speculated that an Airport Master Plan would cost around \$250,000 to \$300,000. Member White suggested the recruitment of a volunteer by Mr. Rowe. Mr. Tackes suggested hiring a consultant utilizing an FAA Airport Improvement Plan (AIP) grant. He also agreed with Member White that requesting assistance from the Carson City Convention and Visitors Bureau (CCCVB) was “perfectly okay”. Mr. Tackes expressed concern over the suggestion of creating an “Airport Improvement District” because of its effect on the area residents.

(7:19:15) – Member Poscic inquired about receiving funding from City departments to sponsor or advertise the Airport Open House. Mr. White suggested exploring resources such as the CCCVB and the Governor’s Economic Development Board. Vice Chairperson Hutter advised having appropriate liaisons for the different organizations that will be approached and conveying the same Airport Authority vision, in the form of a coordinated message and targeted objectives. He also suggested working with resources that can educate the Authority on crafting a Master Plan within FAA guidelines. Mr. Clague explained that the FAA design manual appendix included a Master Plan process and offered to send that section to the Authority members. In response to Member White’s question, Mr. Tackes clarified that members may collect information without violating the Open Meeting Law; however, the information must be discussed in a public meeting environment by the

Authority. He also suggested that the Airport develop a self-sufficiency plan. Vice Chairperson Hutter suggested effectively coordinating ideas and actions based on a charter, adding that he wished to agendize a continuation of this discussion for the September meeting.

H. AIRPORT ENGINEER'S REPORT

(7:34:28) – Mr. Clague presented the remainder of the Airport Engineer's Report which is incorporated into the record.

I. AIRPORT MANAGER'S REPORT

(7:40:44) – Mr. Rowe presented the non-agendized portion of the Airport Manager's report, incorporated into the record. He also provided a budget report as of July 31, 2014, per Chairperson Williams' request, noting that the total income appeared low because the property tax revenue had not been received yet. Vice Chairperson Hutter inquired about the accuracy of the tenant email addresses used by the Airport Manager. Mr. Rowe explained that the addresses were being updated as the tenant gate cards were renewed.

J. LEGAL COUNSEL'S REPORT

(7:51:56) – Member Posic inquired about the FAA's notice of proposal regarding storage of aircraft in hangars. Mr. Tackes noted that the FAA was clarifying its rule to include other items in addition to aircraft. He also discussed the fire department's interest in meeting fire codes. Member Stotts suggested notifying the airport community of the FAA's notice. Discussion ensued and Mr. Tackes noted that this was not an agendized item and it was not appropriate for action.

K. TREASURER'S REPORT

(7:59:41) – Member Posic stated that the total assets and liabilities (including the revenue from the property taxes) was \$695,651.81.

L. REPORT FROM AUTHORITY MEMBERS

(8:00:56) – Vice Chairperson Hutter stated that he had been made aware that land in the proximity of the Airport may be sold or "flipped". He encouraged the Authority to "keep our radar out" and understand the disposition of the land when structuring leases.

(8:04:25) – Member White noted that he had heard from several Airport tenants that the recently installed tie-downs did not work for low-winged airplanes. Mr. Rowe responded that he was looking into that issue.

M. PUBLIC COMMENT

(8:05:46) – None.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(8:05:52) – Continue discussion of agenda item G6.

O. ACTION ON ADJOURNMENT (8:06:22) – Member White moved to adjourn. The motion was seconded by Member Posic. The meeting was adjourned at 8:06 p.m.

The Minutes of the August 20, 2014 Carson City Airport Authority meeting are so approved this 17th day of September, 2014.

GUY WILLIAMS, Chair