

CARSON CITY AIRPORT AUTHORITY
Minutes of the August 21, 2013 Meeting

Page 1

DRAFT

A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, August 21, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Guy Williams
Vice Chairperson Karl Hutter
Member Harlow Norvell
Member Steve Poscic

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 Airport Authority's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:02:45) – Chairperson Williams called the meeting to order at 6:02 p.m. Roll was called; a quorum was present. Members DiLoreto-Long, English, and Shirk were absent.

B. PLEDGE OF ALLEGIANCE (6:02:57) – Chairperson Williams led the Pledge of Allegiance.

(6:03:50) – Chairperson Williams extended the Authority's condolences to the family of Bob Thomas, a former member and officer of the Carson City Authority and a long time Carson aviation community member, instrumental in creating Title 19 to establish the Airport Authority. He also requested a moment of silence to remember Mr. Thomas.

C. ACTION ON APPROVAL OF PAST MINUTES (6:04:55) – Chairperson Williams introduced the item. **Vice Chairperson Hutter moved to approve the minutes of the July 17, 2013 meeting. The motion was seconded by Member Norvell. Motion carried 4-0.**

D. MODIFICATION OF AGENDA (6:05:30) – Chairperson Williams introduced the item and suggested discussing agenda item G4 first, and discussing item G2 prior to item G1. He also recommended removing item G5 from tonight's agenda at the request of Mr. Rowe.

E. PUBLIC COMMENT (6:06:17) – Chairperson Williams entertained public comments; however, none were forthcoming.

F. CONSENT AGENDA (6:06:40) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO ESTABLISH A NEW ADDRESSING SYSTEM FOR THE CARSON CITY AIRPORT TO PROVIDE A MEANS FOR IDENTIFYING HANGARS AND OTHER AREAS ON THE AIRPORT FOR EMERGENCY SERVICES. (6:18:03) – Chairperson Williams introduced the item. Mr. Rowe gave background and noted that there had been a need to better address and identify airport hangars in case of an emergency. Stacey Giomi, Carson City Fire Chief, introduced himself, Carson City Sheriff's Department Chief Deputy Ray Saylo, City Engineer Jeff Sharp, and Douglas, Carson, and Storey County GIS Supervisor, Eric Schmidt, noting that they would be available to answer Authority members' questions. Mr. Giomi explained that the current addressing system did not work during an emergency, especially if the property was located at the north end of the airport, adding that references familiar to those in aviation were unfamiliar to emergency personnel. He suggested using

CARSON CITY AIRPORT AUTHORITY
Minutes of the August 21, 2013 Meeting

Page 2

DRAFT

aviation terms as “street names” but suggested a numbering system similar to that used in Carson City communities. Mr. Schmidt gave a presentation and proposed adding taxiway names and street names, with the Authority’s approval, which would be added to the 911 system, adding that other airports are following this system. Mr. Tackes received confirmation that “condo hangars” would receive sub-addresses. Mr. Giomi indicated that all proper authorities such as utility companies and the post office would be notified, adding that address numbers would be required to be placed on the hangars. Discussion ensued regarding tenants being responsible for notification of their address changes and its impact on mail delivery. Mr. Tackes cautioned that changes must be done with the FAA restrictions in mind and Mr. Schmidt stated that they would “work with Staff and the 911 team” to ensure all requirements are met. Mr. Tackes received confirmation that the Assessor’s Office was “on board” with the proposal. He also inquired about cost and was informed that the only cost would be the stenciling of addresses on the hangars. In response to a question by Vice Chairperson Hutter, Mr. Giomi noted that the next step would be to direct Staff to work with Mr. Giomi, Mr. Schmidt, and Mr. Sharp to finalize the proposal details. Chairperson Williams entertained public comments, and when none were forthcoming, a motion. **Member Norvell moved to direct the Airport Manager, Airport Engineer, and Airport Council “to work with City Staff to move this process forward in a way that would be acceptable to both us and the Carson City Board of Supervisors”.** Chairperson Williams suggested an amendment that would require the Authority to review the costs involved. Member Norvell accepted the amendment. Member Poscic seconded the motion and the amendment. **Motion carried 4-0.**

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE CLASS II FBO STATUS TO PAUL HAMILTON DOING BUSINESS AS SPORT AVIATION CENTER, LLC. FOR OPERATION OF A FLIGHT SCHOOL AT THE CARSON CITY AIRPORT. (6:09:58) Chairperson Williams introduced the item. Paul Hamilton introduced himself and noted that he would be operating from the Sterling Air hangar as Sport Aviation Center, LLC. Member Norvell received confirmation that Mr. Tackes had reviewed Mr. Hamilton’s application and that all the items in the Title 19 checklist had been met. Member Hutter was informed that this was an expansion of Mr. Hamilton’s previous services. Chairperson Williams thanked Mr. Hamilton and entertained public comments; however, none were forthcoming. **Member Norvell moved to approve the Class II FBO application of Paul Hamilton, doing business as Sport Aviation Center, LLC. The motion was seconded by Vice Chairperson Hutter. Motion carried 4-0.**

3. DISCUSSION AND POSSIBLE ACTION TO ASSIGN THE SUBLEASE (100 ft. by 150 ft) OF THE MENTORS UNLIMITED INC. LEASE FROM NICHOLSON ENTERPRISES, INC. AND ON COURSE AVIONICS, INC. TO DENNIS BUEHN. (6:49:04) – Chairperson Williams introduced the item. Jim Cavilia, speaking on behalf of Dennis Buehn, requested that the Authority take action on this item. Mr. Tackes gave background and clarified the agenda materials which are incorporated into the record as part of the Airport Council Briefing. He also recommended that the authority not act on the item unless a sub-lessor’s consent is received. Discussion ensued regarding a termination date for a conditional approval of the sublease. Chairperson Williams entertained public comments; however, none were forthcoming. **Member Hutter moved to approve “the action to assign the sub-lease of Mentors Unlimited, Inc. from Nicholson Enterprises, Inc. and On Course Avionics, Inc. to Dennis Buehen conditioned upon receipt of a signed consent from Neil Weaver and Mentors Unlimited within 30 days of this meeting, and if the waiver and consent are not received within 30 days, the conditional approval will be terminated”.** The motion was seconded by Member Norvell. **Motion carried 4-0.**

4. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF A 5-YEAR ENGINEERING CONTRACT BEGINNING IN SEPTEMBER 2013 WITH AKTINS GLOBAL PURSUANT TO THE RANKING OF QUALIFIED FIRMS AND SUBSEQUENT NEGOTIATIONS WITH STAFF. (6:07:21) – Chairperson Williams introduced the item. Mr. Tackes gave background and noted that in the previous Airport Authority meeting, and based on the Statements of Qualifications received from two firms, Atkins had been ranked first and the Authority had directed Staff to negotiate a contract based on the ranking. Mr. Tackes stated that the five-year contract Staff negotiated was similar to the existing contract. Mr. Rowe noted that he had no objections as well, and recommended approval of the contract. Chairperson Williams entertained public comments, and when none were forthcoming, a motion. **Member Norvell moved to approve a five-year engineering and consulting contract with Atkins Global as presented. The motion was seconded by Member Poscic. Motion carried 4-0.**

CARSON CITY AIRPORT AUTHORITY
Minutes of the August 21, 2013 Meeting

Page 3

DRAFT

5. DISUSSION AND POSSIBLE ACTION TO APPROVE TASK 14 WITH ATKINS TO PROVIDE ARCHITECTURAL SERVICES FOR THE PROGRAMMING AND PREPARATION OF A DESIGN CONCEPT FOR A NEW TERMINAL BUILDING AT THE CARSON CITY AIRPORT. – This item was removed from the agenda.

(6:59:01) – Member Norvell left the meeting at 6:59 p.m. and quorum was lost. Chairperson Williams reminded the Authority that no action could be taken at this point, but suggested addressing the informational items on the agenda.

H. AIRPORT ENGINEER’S REPORT (6:59:21) – Chairperson Williams introduced the item. Mr. Clague presented the Airport Engineer’s Report which is incorporated into the record.

I. AIRPORT MANAGER’S REPORT (7:02:56) – Chairperson Williams introduced the item. Mr. Rowe presented the Airport Manager’s Report which is incorporated into the record. In response to a question by Vice Chairperson Hutter, Mr. Rowe explained that the AGIS survey criteria had narrowed, which had created a problem with the Flight Procedures Office in implementing many approaches, including the Category C one for Carson City. Mr. Rowe also announced that the Airport had lost two of its tenants, Paul Guttman and Bill Bohn on Friday, in a plane crash near Stagecoach, Nevada.

J. LEGAL COUNSEL’S REPORT (7:07:31) – Chairperson Williams introduced the item. Mr. Tackes presented the Legal Counsel’s Report which is incorporated into the record.

K. TREASURER’S REPORT (7:15:15) – Chairperson Williams introduced the item. Member Posic explained that with the property tax revenue received from the City, the total bank account was at \$607,617.01. He added that the total assets were at \$855,316.58 and the liabilities were at \$499,937. Mr. Tackes cautioned that the property tax increase on personal property and hangars generated the revenue, calling it a double-edged sword. Chairperson Williams agreed with the comments made by Mr. Tackes and encouraged members to think about different ways to develop the airport and generate new businesses that would ease the tax burden.

L. REPORT FROM AUTHORITY MEMBERS. (7:18:10) – There were no reports from Authority members. Mr. Tackes announced that the Authority’s auditing firm had “split up” and that a new re-engagement agreement would be signed with the auditor’s firm.

M. PUBLIC COMMENT (7:19:22) – Chairperson Williams entertained public comments; however, none were forthcoming

N. AGENDA ITEMS FOR NEXT REGULAR MEETING (7:19:35) – Chairperson Williams introduced the item and requested an on-going agenda item to address the Airport’s business development needs. Vice Chairperson Hutter requested an update on the conceptual progress of the proposed new terminal building, and Mr. Rowe explained that the update may be delayed. Mr. Clague Stated that he would report on grant activities.

O. ACTION ON ADJOURNMENT (7:22:58) – The meeting was adjourned at 7:23 p.m.

The Minutes of the August 21, 2013 Carson City Airport Authority meeting are so approved this 18th day of September, 2013.

GUY WILLIAMS, Chair