

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, September 21, 2016 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City,**  
**Nevada**

**Committee Members**

<b>Chair – Karl Hutter</b>	<b>Vice Chair – Linda Law</b>
<b>Member – Steve Poscic</b>	<b>Member – Jim Shirk</b>
<b>Member – Phil Stotts</b>	<b>Member – Larry Tores</b>
<b>Member – Maurice White</b>	

**Staff**

Steve Tackes, Airport Counsel  
Jim Clague – Airport Engineer  
Tim Rowe – Airport Manager  
Tamar Warren – Deputy Clerk

**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**

(6:02:57) – Chairperson Hutter called the meeting to order. Roll was called. A quorum was present.

Attendee Name	Status	Arrived
Karl Hutter	Present	
Linda Law	Present	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Larry Tores	Present	
Maurice White	Present	

**B. PLEDGE OF ALLEGIANCE**

(6:03:38) – Led by Chairperson Hutter.

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

(6:04:27) – **MOTION: I move to approve the minutes of the August 17, 2016 meeting.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Law
<b>SECONDER:</b>	Poscic
<b>AYES:</b>	Hutter, Law, Poscic, Shirk, Stotts, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**D. MODIFICATION OF THE AGENDA**

(6:04:44) – Chairperson Hutter introduced the item and requested addressing agenda item F-4 before item F-1.

**E. PUBLIC COMMENT**

(6:05:17) – None.

**F. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: ELECTION OF CHAIRMAN AND VICE CHAIRMAN PER NRS 844 SECTION 6.**

(7:01:44) – Chairperson Hutter introduced the item and entertained nominations.

**(7:01:56) – MOTION: I move to nominate Linda Law to the position of Chair.**

There were no public comments.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Hutter
<b>SECONDER:</b>	Shirk
<b>AYES:</b>	Hutter, Law, Poscic, Shirk, Stotts, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**(7:03:24) – MOTION: I nominate Phil Stotts to the position of Vice Chair.**

There were no public comments.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Poscic
<b>SECONDER:</b>	Shirk
<b>AYES:</b>	Hutter, Law, Poscic, Shirk, Stotts, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

(7:04:20) – Chairperson Hutter clarified that the election results were effective immediately following this meeting.

**2. FOR POSSIBLE ACTION: AUTHORIZATION OF INVESTIGATION OF REMEDIES FOR LOW FLYING AIRCRAFT, NOISE AND SAFETY CONCERNS DUE TO AIRCRAFT FLYING LOW OVER THE APOLLO LANE AREA ADJACENT TO THE AIRPORT; REMEDIAL ACTION AGAINST OFFENDING PILOTS AND IDENTIFICATION OF OTHER SOLUTIONS.**

(7:04:25) – Chairperson Hutter introduced the item. Glade Myler noted that he was also speaking on behalf of others in his neighborhood that could not be present this evening. He also expressed concern that since an airplane crashed in the neighborhood in 2006, not much has changed in traffic patterns, and read an excerpt from a newspaper article published on July 19, 2006, regarding responsible pilot procedures. Mr. Myler explained that the complaint was not about the noise, since they were already used to that, but it was about safety, adding that he had submitted a series of unsafe sightings, incorporated into the record, to Mr. Tackes and that he could not see the numbers on the planes. Additionally, Mr. Myler submitted a letter, also incorporated into the record, from Dottie Kelley regarding unsafe aircraft in the neighborhood. Discussion ensued regarding the roles of the FAA and the Airport Authority, and Chairperson Hutter explained that “the jurisdiction of the aircraft operating in the air...is that of the FAA”. Mr. Myler was informed that the pilots used a “see and avoid” method as the Airport did not have an FAA tower. Mr. Tackes advised that the FAA’s Reno office was the correct one to call regarding “flight characteristics of airplanes”, adding that the Authority could “educate the pilots in asking them in a nice way”. He also suggested that Mr. Myler tell the Authority when experiencing recurrences in order for the Airport Manager to have discussions with the pilots. Mr. Tackes noted that after the 2006 event, the Authority had worked with the Experimental Aircraft Association (EAA) to raise the traffic pattern altitude from 800 feet to 1,000 feet.

(7:22:05) – Member Stotts offered to assist Mr. Myler by giving him photographs and certain characteristics of aircraft in order to help identify the offending planes. In response to a comment by Mr. Myler, Chairperson Hutter explained that the Authority does not have the power to deny usage of the airport to any aircraft. Vice Chair law received confirmation from Mr. Tackes that the Authority was responsible for the ground facilities at the Airport while the FAA had jurisdiction on the air space. She also cited incidents when pilots had not used their radios.

(7:31:06) – Mr. Rowe invited Bill Schroeder, a member of the FAA safety team and FAA designated pilot examiner, to address the issue. Mr. Schroeder noted his concerns about “rogue pilots” and reiterated the information that the Airport Authority is responsible for the Airport grounds. He reviewed the recommended flight pattern for this Airport, and cited FAA regulations pertaining to pilots and their adherence to traffic patterns and altitudes. Chairperson Hutter was interested in finding out the direction of the offending aircraft which he believed was important as well.

(7:45:04) – Mr. Rowe also cited several incidents he had witnessed and had subsequently warned the pilots. He stated that he had requested that the FAA have stricter regulations as well. Mr. Myler wished to be informed with “whatever you’re doing”. Vice Chair law suggested creating a form with the date, time, and aircraft description, and submitting it to Mr. Rowe “as soon as it happens”. Member White suggested having directions on the Airport website on how a resident can forward a complaint to the FAA. Mr. Rowe indicated that he had spoken to the chief flight instructor at Carson Aviation about this issue, asking him to stop the behavior if he receives any knowledge of who was being reckless.

**3. FOR POSSIBLE ACTION: TO APPROVE TRANSFER OF CLASS II FBO STATUS OF CARSON AVIATION SERVICES, LLC LOCATED AT 2640 COLLEGE PARKWAY AT THE CARSON CITY AIRPORT TO CONDUCT IT’S AIRCRAFT MAINTENANCE AND AVIONICS BUSINESS FROM ITS CURRENT OWNER STEVE POSCIC TO NEW OWNER BETTY CREEKS.**

(8:01:34) – Chairperson Hutter introduced the item. Member Poscic recused himself and left the Dais. Mr. Tackes presented the agenda materials which are incorporated into the record. He also highlighted the additions to the missing and corrected items which were requested by the Authority during the last meeting. Betty Creeks, current co-owner of Carson Aviation Services, LLC, reviewed the financial information with the Authority and responded to clarifying questions.

There were no public comments.

**(8:12:40) – MOTION: In light of the shortcomings in the income statement, I move that the Authority approve the transfer of the Class II FBO License for Carson Aviation Services from Steve Poscic to Betty Creeks.**

(8:13:28) – Vice Chair Law wished Ms. Creeks success and hoped that she would update the Authority on her successes on a monthly basis.

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

(8:14:14) – Member Poscic returned to the dais.

**4. FOR POSSIBLE ACTION: APPROVAL OF AMENDMENT TO INTERLOCAL COOPERATIVE AGREEMENT BETWEEN THE AIRPORT AUTHORITY AND CARSON CITY TO PERMIT USE OF THE CITY’S HEALTH, DENTAL, VISION AND LIFE INSURANCE FOR AUTHORITY EMPLOYEES; DETERMINATION ON MEDICAL COVERAGE TO BE ELECTED, PAYMENT BY AUTHORITY, AND OPTION TO EMPLOYEE TO INCLUDE SPOUSAL AND DEPENDENT COVERAGE AT EMPLOYEE EXPENSE; AUTHORIZATION TO COUNSEL TO PRESENT INTERLOCAL AMENDMENT TO THE BOARD OF SUPERVISORS.**

(6:05:55) – Chairperson Hutter introduced the item. Member White gave background and noted that “pretty good savings” could be achieved by moving the employee health coverage from its current plan to the one administered by the City. He also noted that Mr. Tackes had drafted an amendment to the current interlocal agreement with the City, adding that HR Director Melanie Bruketta was present to answer questions by Authority Members. Member White noted that the savings would amount to approximately \$18,700.

(6:08:22) – Vice Chairperson Law requested further detail on the savings noting that her calculations “can’t come up with anything close to that”. Member White reviewed the budget line items with the Vice Chair, who noted that the current plan provided coverage for spouses as well as employees, adding that she had a ‘very difficult time going back to only providing for them’. Member White believed that hard decisions must be made given the current budget. Member Stotts believed that the employee benefits should not be decreased, calling it “essentially cutting their salary”. Chairperson Hutter calculated the cost savings with the provided spousal benefits and believed it would still save the Authority \$11,000 compared to the current benefits. Vice Chair Law received confirmation that the Authority reimbursed Mr. Rowe \$239 per month for his wife to carry her own insurance. She also requested information on the classification of the employees. Mr. Tackes clarified that Mr. Row was on the Point of Service (POS) plan and not the Health Maintenance Organization (HMO) plan, which would increase the monthly benefit to \$640.87. He also reminded the Authority that they must first vote on whether the City benefits will be available to Airport Employees, and then decide on “what to do for spousal coverage”. Chairperson Hutter clarified that the interlocal agreement gave the employees an option to be a part of the City plan. Discussion ensued regarding the classification of Airport Maintenance Employee Gary Prentice and between the two coverages offered by the City. Mr. Prentice noted that his wife’s only insurance was provided by the Authority. He also stated that by moving to an employee-only benefit program, he would take “a considerable pay cut, probably like 18 percent”, adding that he had not had a pay increase in five years, resulting in a fall in “real buying power”. Mr. Prentice wished to “question the real motivation behind it”, as he believed it was not “to save a few bucks”. Chairperson Hutter received confirmation from Mr. Rowe that Mr. Prentice was receiving HMO coverage under the “Employee Plus Spouse” coverage plan.

(6:27:26) – Vice Chairperson Law indicated that Mr. Prentice’s coverage, including spousal benefits, was \$1,573.72, approximately \$850 of which was for the employee coverage. She also clarified that the addendum will be renegotiated on May 17, 2020 because the original agreement, dated May 17, 1990, was a 30-year agreement. Chairperson Hutter noted that should the Employee Plus Spouse option be approved, the savings to the Authority would be approximately \$27,000 versus \$38,000 when excluding spousal coverage. Member Shirk was informed that the best value would be to provide coverage for Mr. Rowe and a stipend for spousal coverage for Mrs. Rowe. He also asked Mr. Prentice and Mr. Rowe if the proposed coverage was comparable to what they received now. Mr. Prentice was uncertain that his doctor was a participant in the City plan; however, he believed that the coverages were “reasonably comparable”. He noted that he had not yet assessed what “this plan would cost me”. Mr. Rowe stated that neither he nor Mr. Prentice knew whether they would be able to keep their own doctors.

(6:37:26) – Ms. Bruketta offered to schedule a meeting between Mr. Rowe, Mr. Prentice, the Carson City Human Resources, and the current provider to review all the benefits. Member Stotts inquired about the cost savings “without going backwards in their total benefits”. Ms. Bruketta cautioned the Authority that the City may change insurance providers and benefit levels every fiscal year, ending on June 30<sup>th</sup>. She also noted that the incurred broker fees will be passed on to the Authority, possibly \$100 more per year. Ms. Bruketta clarified the difference between classified and unclassified benefits, stating that classified employees receive \$20,000 in life insurance while the classified employees receive \$35,000. She also requested that the interlocal agreement state that the Authority is responsible for complying with any federal or state reporting requirements, to comply with the Affordable Care Act, if necessary. Ms. Bruketta noted that the City provided health care coverage for employees; however, the additional family member coverage percentage was dependent upon the type of labor agreements under which employees are covered, adding that she could not promise that the City would stay with Prominence,

as a new RFP would be issued for insurance services. Discussion ensued regarding employee classifications, and Vice Chairperson Law was informed that each individual job “is assessed specifically on those criteria alone...not according to a list”.

(6:45:31) – Member Tores was informed that the reporting was done as a verification of affordable health insurance. Member Poscic suggested addressing the interlocal agreement and waiting on the employee portion until further clarification is received by them.

**(6:46:22) – MOTION: I move to approve the Amendment to the Interlocal Cooperative Agreement between the Airport Authority and Carson City, including the request from Ms. Bruketta and the City, and to authorize Mr. Tackes to present it to the Board of Supervisors for their approval.**

(6:47:13) – Member White noted that he was instructed to bring the benefits information to the Authority and it was up to the members to make a decision, and maintained that the intent was cost savings and not an “ulterior motive”. Chairperson Hutter hoped that Mr. Rowe and Mr. Prentice will return to the Authority, after their meeting with Carson City Human Resources and the provider, and explain “what sort of disruptions, what sort of comparables and benefits” they would experience by moving to a City plan. Chairperson Hutter also clarified for Member Shirk that the modification of the interlocal agreement would “keep things moving” even if the current benefits are not appropriate, because they will be available when the City negotiates with a different provider. Ms. Bruketta clarified for Member White that the City must solidify its selection by March or April, prior to filing a tentative budget with the State. She also explained to Vice Chair law that if payment is received by November 10, 2016, the benefits will be effective as of November 1, 2016.

There were no public comments.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Hutter
<b>SECONDER:</b>	Law
<b>AYES:</b>	Hutter, Law, Poscic, Shirk, Stotts, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

(7:00:19) – Mr. Rowe offered to schedule time with HR and Mr. Prentice to review the current benefits, and Mr. Tackes noted he would receive the updated language from Ms. Bruketta to present to the Board of Supervisors. Further discussion ensued on whether the positions were classified or unclassified.

**5. FOR POSSIBLE ACTION: TO APPROVE TASK No. 6 WITH ATKINS NORTH AMERICA TO PERFORM AN AIRPORT MASTER PLAN UPDATE AT THE CARSON CITY AIRPORT.**

(8:14:15) – Chairperson Hutter introduced the item. Mr. Clague presented the agenda materials which are incorporated into the record, and answered clarifying questions. Mr. Tackes noted that he had reviewed Task Number Six and found it appropriate. He also clarified that this was a new [Airport] Master Plan for Carson City

and not an update. Mr. Clague suggested submitting a grant application immediately after meeting with the FAA and receiving a concurrence. Chairperson Hutter received confirmation that this was the only project scheduled for 2017 and estimated a \$30,000 local share. He also inquired about cash flow issues. Member White believed the Authority would be in budgetary “good shape...as long as we can fall on the rock sword”.

There were no public comments.

**(8:23:09) – MOTION: I move to approve Task Number Six with Atkins North America to prepare the Airport Master Plan Update at the Carson City Airport, contingent upon FAA funding.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Poscic
<b>SECONDER:</b>	Stotts
<b>AYES:</b>	Hutter, Law, Poscic, Shirk, Stotts, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**6. FOR POSSIBLE ACTION: ON ITEMS RELATED TO THE CARSON CITY AIRPORT PROJECT TO REHABILITATE THE NORTH APRON (FAA AIP No 3-32-0004-30), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS.**

(8:24:15) – Chairperson Hutter introduced the item and noted that this item was an update and would be addressed in the Airport Engineer’s Report.

**G. AIRPORT ENGINEER’S REPORT**

(8:25:03) – Mr. Clague presented the Engineer’s Report and answered clarifying questions. Member Law disclosed that she had attended the construction meetings along with Chairperson Hutter and was impressed by the professionalism of the companies involved. Mr. Clague noted that a fuel spill had occurred on a brand new pavement during the Air Races and stated that it would be repaired. He also announced that Chairperson Hutter, Vice Chair Law, and he had met with the Director of the Western Pacific Region and the Airports District Office Manager of the FAA and had discussed how the FAA could help.

There were no public comments.

**H. AIRPORT MANAGER’S REPORT**

(8:40:00) – Mr. Rowe presented the Airport Manager’s Report, which is incorporated into the record, and answered clarifying questions. Additionally, he noted that the Air Races weekend was “largely successful”, the South Apron was “completely full”, and no spare tie-downs were available. Member White was informed that the fuel sold as a result of the Air Races is not reflected in the enclosed financial activity.

There were no public comments.

#### **I. LEGAL COUNSEL'S REPORT**

(8:45:26) – Mr. Tackes presented the Legal Counsel's Report, incorporated into the record. He also noted that the changes to Title 19, to allow over-the-counter building permits and website posting of the traffic pattern diagram, were approved on first reading by the Board of Supervisors, with minor changes, incorporated into the record, from Supervisor Lori Bagwell regarding the permits. Mr. Tackes thanked Chairperson Hutter and Member Poscic for volunteering their services to the Airport Authority over the past four years.

There were no public comments.

#### **J. TREASURER'S REPORT**

(8:47:37) – Member White presented the Authority's July through August Profit and Loss Report. He also reported that as of August 1, 2016, the total balance of all accounts was \$779,022.

There were no public comments.

#### **K. REPORT FROM AUTHORITY MEMBERS**

(8:48:42) – Member Poscic thanked the members "for putting up with my trials and tribulations", calling his tenure on the Authority a learning experience. Chairperson Hutter also thanked the members for the opportunity to chair the Authority, and commented that the four years had gone by very quickly. Vice Chair Law shared a Nevada Appeal article about the Airport and thanked Mr. Rowe for coordinating it.

#### **L. PUBLIC COMMENT**

(8:53:14) – Michael Greedy introduced himself as an aircraft owner at the Airport and reminded the Authority to remove the Airport speed bumps.

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

(8:53:52) – Mr. Rowe noted that a \$10,000 terminal improvement expenditure request for the electrical expenses will be agendized for October. Mr. Clague stated that the independent fee estimate and the approval of the revised ACIP will also be agendized.

#### **N. ACTION ON ADJOURNMENT**

**(8:55:24) – MOTION: Member Stotts moved to adjourn. The motion was seconded by Vice Chair Law. The meeting was adjourned at 8:55 p.m.**

The Minutes of the September 21, 2016 Carson City Airport Authority meeting are so approved on this 19<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
LINDA LAW, Chairperson Elect