

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the October 16, 2013 Meeting**

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, October 16, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Guy Williams  
Vice Chairperson Karl Hutter  
Member Lee Griffin  
Member Steve Poscic  
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 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 (6:01:44)** – Chairperson Williams called the meeting to order at 6:01 p.m. Roll was called; a quorum was present. Member Shirk was absent.

**B. PLEDGE OF ALLEGIANCE (6:02:29)** – Chairperson Williams led the Pledge of Allegiance.

(6:03:01) – Chairperson Williams welcomed the new Airport Authority members: Lee Griffin, Phil Stotts, and Maurice White, and thanked them for volunteering to serve on the Authority.

**C. ACTION ON APPROVAL OF PAST MINUTES (6:03:33)** – Chairperson Williams introduced the item. **Member Stotts moved to approve the minutes of the September 18 meeting. The motion was seconded by Member Griffin. Motion carried 5-0-1, with Member White abstaining.**

**D. MODIFICATION OF AGENDA (6:04:43)** – There were no modifications to the agenda.

**E. PUBLIC COMMENT (6:04:51)** – Chairperson Williams entertained public comments; however, none were forthcoming.

**F. CONSENT AGENDA (6:05:15)** – There were no items on the consent agenda.

**G. PUBLIC HEARING ITEMS:**

**1. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE CARSON CITY AIRPORT AUTHORITY AUDIT FOR FY 2012/2013. (6:05:23)** – Chairperson Williams introduced the item and clarified for the new Authority members that voting on this item did not constitute approval of a new budget, noting that the Authority would vote to accept the audit report by the accounting firm of Kohn & Company, LLP. Beth Kohn gave background and reviewed the audit report, incorporated into the record, for the fiscal year ending on June 30, 2013. She also noted that some prepaid leases could be used as a match to FAA grants. Ms. Kohn reported that there were no compliance issues or findings, calling it a “clean audit”. She thanked Mr. Rowe for “doing a great job” as well. Member White suggested receiving the audit report earlier to have additional time for review. Ms. Kohn reviewed the audit timeline and the deadlines for submission to the State and offered to answer any questions via email. Chairperson Williams noted that due to statutory requirements, the timeline was condensed. He also entertained public comments, and when none were forthcoming, a motion. Mr. Tackes noted that he had reviewed the audit and had not observed any

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compliance issues either. **Member Griffin moved to approve the audit as submitted. The motion was seconded by Vice Chairperson Hutter. Motion carried 6-0.**

**2. DISCUSSION AND POSSIBLE ACTION TO DEVELOP ALTERNATIVE REVENUE GENERATING CONCEPTS UTILIZING THE CENTER TRIANGLE AND THE FORMER AIRPORT STRUCTURES LEASE.** (6:12:49) Chairperson Williams introduced the item and suggested postponing the discussion as there were no members of the public present to provide feedback. He also gave a brief background on this item, which would appear on the agenda monthly, as clarification for the new members. Member White requested data regarding the number of airplanes at the airport versus the number of Carson City residents who had airplanes in other airports. Mr. Tackes believed that information could be obtained from the FAA registration page and suggested Mr. Rowe attempt to find that information. He also referred to the Master Plan which at the time had specified hangars to be built on the Center Triangle; however, he believed that the Master Plan could be altered, adding that Mr. Clague had provided that plan to the Authority for review. Discussion ensued regarding Delaware-based LLCs and the anonymity associated with it. Member White also requested information regarding the occupants of the airport to understand whether the properties were being used by industries such as manufacturing, or whether they were used for storage. Vice Chairperson Hutter clarified that as a manufacturer, his company followed such trends to look into the future of aviation in general and Carson City in particular. He also added that the market was “fairly depressed”, but he was able to see some recovery.

**3. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO PHASE 1 AND PHASE 2 OF THE CARSON CITY AIRPORT MAIN APRON RECONSTRUCTION PROJECTS (FAA AIP NO. 3-32-0004-25 AND 3-32-0004-26), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS.** (6:26:23) – Chairperson Williams introduced the item, and noted that Mr. Tackes would leave the meeting, per prior notification to the Chair. Mr. Clague presented the agenda materials which are incorporated into the record, and stated that Phase 1A had been completed. He also noted that Phase 1B would be completed in November. Mr. Clague clarified that two change orders were needed for the tie-downs for Phases 1 and 2, because two separate grants were funding the projects. Discussion ensued regarding chain versus rope tie-downs and Mr. Clague explained that the tenants he had informally surveyed preferred chains to ropes. In response to a question, Mr. Clague clarified that the costs did not include installation, and Mr. Rowe noted that the installation would be carried out by the Airport maintenance staff or volunteers. Chairperson Williams entertained additional comments, and when none were forthcoming, a motion. **Member Hutter moved to approve the change order on the Main Apron Reconstruction Phase 1, AIP Number 3-32-0004-25, to add the purchase of chain sets for the 72 tie-down spaces with the total cost of \$16,403; and to approve a change order to Main Apron Reconstruction Phase 2, AIP Number 3-32-0004-26 to purchase chains for the 23 tie-down spaces, for a total cost of \$5,239.86. The motion was seconded by Member White. Motion carried 6-0.** Mr. Clague clarified to the new members that an Engineer’s Report is sent out monthly to all members of the Authority via e-mail, with hardcopies provided at each meeting. He also detailed the exhibits and the associated costs in the Engineer’s Report. In response to a question by Chairperson Williams, Mr. Clague stated that the Phase 1 and Phase 2A paving projects would be completed by the end of October, 2013. He also stated that the Phase 2B completion would depend on the weather.

**4. DISCUSSION AND POSSIBLE ACTION TO IDENTIFY FAA FUNDED PROJECTS FOR 2014 AND UPDATE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2015-2019.** (6:47:34) – Chairperson Williams introduced the item. Mr. Clague presented the agenda materials outlined in item 4 of the Airport Engineer’s Report which is incorporated into the record. He also explained the grant approval process by the FAA and the Authority. Chairperson Williams received confirmation that the Authority could make changes to future grants as needed; however, once approved by the FAA, no changes would take place. Vice Chairperson Hutter requested clarification on the drivers behind compressing a schedule or not, once approved. Mr. Clague explained that federal funding, typically \$1,000,000 or \$1,500,000, was the reason project are “split up”. Chairperson Williams added that the grant match by the Authority was also a key driver. Discussion ensued regarding the Master Plan and Chairperson Williams suggested working on building a surplus to be ready for last-minute additional FAA funding. Mr. Clague suggested a motion stating the Authority’s concurrence with the proposal. He also clarified that the FAA prioritized its

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projects as runways first, taxiways second, and aprons third; however, he believed that additional projects may be approved if they are on the Authority's Master Plan and/or Airport Layout Plan. Chairperson Williams entertained additional comments, and when none were forthcoming, a motion. **Member Griffin moved to accept and to present to the FAA the Capital Improvement Plan presented by the Airport Engineer and discussed by the Authority for FY 2015-2019, and to move forward with the two 2014 projects also specified by the Airport Engineer. The motion was seconded by member Stotts. Motion carried 6-0.**

**H. AIRPORT ENGINEER'S REPORT (7:13:57)** – Chairperson Williams introduced the item. Mr. Clague presented the remainder of the Airport Engineer's Report and the project financial summaries, which are incorporated into the record. He also informed the Authority that the Lease Parcel Map he had presented to include the now-defaulted Parcel 219A that was now part of Airport property. Chairperson Williams clarified that a hangar was bought and built on the property, and was owned by Horsecreek, LLC; however, the balance had remained as Airport property. Mr. Rowe noted that the Heritage Condo Association was responsible for the leases of the occupied properties on the parcel.

**I. AIRPORT MANAGER'S REPORT (7:18:26)** – Chairperson Williams introduced the item. Mr. Rowe presented the Airport Manager's Report which is incorporated into the record. He also gave an update on the draw-downs from the FAA for the construction projects, and on the final expenditures on the Environmental Assessment. Mr. Rowe outlined the new communication process on updating tenants on runway closures as well.

**J. LEGAL COUNSEL'S REPORT** – There was no report by Airport Counsel.

**K. TREASURER'S REPORT (7:25:56)** – Chairperson Williams introduced the item. Member Poscic noted that the Authority's assets and liabilities were totaled at \$621,318.56.

**L. REPORT FROM AUTHORITY MEMBERS. (7:27:29)** – Chairperson Williams introduced the item. Member Stotts inquired about the FAA paying for a compass rose and was informed by Mr. Clague that it was not a high priority item for the agency. Mr. Rowe also noted that the Airport did not have a location for it at this time, but agreed to do more research and report back. Discussion ensued regarding appropriate locations for a compass rose. Member Poscic suggested exploring a volunteer group that might be interested in paying one for the Airport.

**M. PUBLIC COMMENT (7:31:28)** – Chairperson Williams entertained public comments; however, none were forthcoming

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING. (7:31:30)** – Chairperson Williams introduced the item and noted that the construction projects would be carried over.

**O. ACTION ON ADJOURNMENT (7:32:07)** – **Member Stotts moved to adjourn. The motion was seconded by Member Griffin.** The meeting was adjourned at 7:32 p.m.

The Minutes of the October 16, 2013 Carson City Airport Authority meeting are so approved this 20<sup>th</sup> day of November, 2013.

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GUY WILLIAMS, Chair