

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, October 21, 2015 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, 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>

**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 (6:00:13)** – Chairperson Hutter called the meeting to order. Roll was called. A quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Karl Hutter	Present	
Don Peterson	Present	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

**B. PLEDGE OF ALLEGIANCE (6:00:52)** – Led by Chairperson Hutter.

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

**(6:01:142) – MOTION: I move to approve the minutes of the September 16, 2015 Carson City Airport Authority meeting as presented.**

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

**D. MODIFICATION OF AGENDA**

(6:02:02) – None.

**E. PUBLIC COMMENT**

(6:03:06) – Jerry Vaccaro introduced himself and requested agendizing the topic of hobby hangars for a future meeting. Mr. Vaccaro believed that he needed accurate figures from the Carson City Assessor’s Office and from the Airport Manager for an audit of the total number of hangars on City property and the total number of aircraft in the hangars. He also requested the amount of taxes collected from the Airport hangars versus, taxes from those not storing aircraft in hangars.

(6:08:37) – Bill Hartman introduced himself and noted that the “Airport sign on the flight line, pointing towards the runway” was “in pretty shabby condition”. Mr. Hartman suggested that the sign be replaced, adding that he had spoken to Steve Reynolds at Sign Pro and had received an estimate for \$350 to replace the existing sign. Mr. Hartman also requested the removal of items 4 and 5 from the agenda as he believed they were the responsibility of the Airport Manager and not the Authority. Chairperson Hutter noted that the Agenda would not be modified and the meeting would proceed as posted.

**F. PUBLIC HEARING ITEMS:**

**1. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE CARSON CITY AIRPORT AUTHORITY AUDIT FOR FY 2014/2015.**

(6:12:46) – Chairperson Hutter introduced the item.

(6:13:00) – Beth Kohn, Kohn & Company, LLP, presented the audit and the required two-page Board Communication Letter, both of which are incorporated into the record. Chairperson Hutter received clarification that the FAA had offered to fund Phase 3 of the Main Apron ahead of the timeline, and therefore it was flagged as a non-compliance item. Member Poscic was informed that the Authority “did better than budget” mostly due to reduced legal fees. Member White thanked Ms. Kohn for answering his “myriad of questions”.

**PUBLIC COMMENTS**

(6:22:00) – None.

**(6:22:20) – MOTION: I move to approve the 2014/2015 [Carson City Airport Authority] Audit as presented.**

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

**2. DISCUSSION AND POSSIBLE ACTION TO APPROVE ROBISON ENGINEERING TO CONDUCT YEARLY UNMANNED AERIAL VEHICLE OPERATIONS TO SURVEY THE GRAVEL PITS AND MINES LOCATED WITHIN 2 MILES NORTH OF THE CARSON CITY AIRPORT.**

(6:22:54) – Chairperson Hutter introduced the item.

(6:23:18) – Nicholas Breshears introduced himself as one of the pilots at Robison Engineering, and explained that because the subject property is on BLM property, they are required to do “walk-in surveys”. Mr. Breshears assured that the unmanned aerial surveys would utilize a reliable and approved craft. Member Poscic was informed that Robison Engineering carried liability insurance and the craft itself was insured. He was also informed that a (Notice to Airmen) NOTAM would be filed 72 hours in advance of an operation. Mr. Rowe also requested advance notice to have the information in the “remarks section of the Airport Weather Observation System (AWOS)”. Member Shirk inquired and received a response that the end result of the survey would be a three-dimensional map of the gravel pit. Mr. Tackes explained to Vice Chairperson Peterson that a Certificate of Authorization (COA) defines “a certain distance away from certain airports”, and that the distance from an airport with an instrument approach was three miles. Mr. Tackes added that the FAA allowed airports to make agreements with the operators to “let them come in closer” and cited AB 39 as additional information. Mr. Breshears also clarified that the “letter of agreement” stated that the Authority could cancel the agreement at any given time. Mr. Tackes explained that he would need to review the letter of agreement. Discussion ensued regarding having safety as a first priority.

There were no public comments.

**(6:37:40) – MOTION: “I move to approve the request of Robison Engineering to operate an unmanned aircraft within five miles of the Carson City Airport under the terms of the FAA Exemption Section 333, and with the following conditions: that the Carson City Airport be a named insured and indemnified against any damages, they operate below 200 [feet above ground level] AGL, and we’re exempting them from the three-mile limitation in their COA and that they be operated line-of sight unaided at all time, and that it be NOTAMed, and that the Airport Manager be notified so that it can be put into the AWOS”.**

Chairperson Hutter suggested adding that a handheld radio be used to monitor local traffic activity. Both mover and seconder agreed to this amendment to the motion.

Member Poscic received confirmation that the contract must be signed prior to any operations by Robison Engineering.

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

**3. DISCUSSION AND POSSIBLE ACTION ON WRITTEN NOTIFICATION FROM CRICKET COMMUNICATIONS OF THEIR NOTICE TO TERMINATE ANTENNA LEASE; ACCEPT,**

**REJECT OR COUNTER THE OFFER FROM CRICKET FOR A CASH PAYMENT AND DISPOSAL OF EQUIPMENT.**

(6:40:45) – Chairperson Hutter introduced the item.

(6:41:22) – Mr. Rowe presented the agenda materials incorporated into the Airport Manager’s Report and into the record. Additional information, available in the Airport Counsel’s Report, is also incorporated into the record. Mr. Tackes noted that the 30-year lease terms, starting in 2002 were a five-year lease, renewable for six terms and terminated upon a written notification by Cricket which includes the removal of all equipment from the site. Vice Chairperson Peterson expressed concern about a third party disposing of the equipment. Discussion ensued regarding liability issues should any hazardous material leaks occur. Member white suggested continuing the original lease until Cricket removes all the equipment. Further discussion ensued regarding the risks caused by the hazardous materials.

There were no public comments.

**(7:02:45) – MOTION: I move “to reject the offer from Cricket for termination of equipment transfer and instruct them that we will entertain a termination notice with no changes to the existing lease.”**

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

(7:03:49) – Chairperson Hutter instructed Mr. Rowe to convey the information to Cricket, and suggested that the termination process start after receiving a formal letter of termination from Cricket.

**4. DISCUSSION AND POSSIBLE ACTION TO APPROVE A TEMPORARY NOTICE TO AIRMAN PUBLICATION REGARDING THE UAS FIELD LOCATED WITHIN 5 NAUTICAL MILES OF THE AIRPORT UNTIL A PERMANENT REMARK IS PUBLISHED IN THE AIRPORT FACILITIES DIRECTORY.**

(7:04:06) – Chairperson Hutter introduced the item and received clarification from Mr. Rowe that this item was agendized per a request from the previous Authority meeting, to approve the NOTAM. Discussion ensued regarding whether action would be required by the Authority to carry out this item. Mr. Rowe agreed to publish the NOTAM and explained the publication process. Mr. Tackes noted that no action would be required.

**5. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE AIRPORT MANAGER TO ENGAGE AN ENVIRONMENTAL INSPECTION SERVICE TO INSPECT THE AIRPORT TERMINAL BUILDING FOR POSSIBLE ENVIRONMENTAL HAZARDS.**

(7:08:32) – Chairperson Hutter introduced the item.

(7:08:53) – Mr. Rowe presented the agenda materials incorporated into the Airport Manager’s Report and into the record. He also stated that, upon checking with appropriate City departments, he was informed that the inspection would have to be done by a private company, and that the City would be involved after the findings are issued. Chairperson Hutter inquired about a contingency budget for such items and Mr. Rowe explained that he had received a quote for \$3,500 to \$4,000 for the inspection, adding that the mitigation would have to be agendized separately. He also noted that Amy Gibbons, FAA Environmental Specialist, had not conducted a formal inspection and that the suggestion had been a verbal one. Member Shirk offered to contact City Staff and report back. Chairperson Hutter postponed the voting on the item until receiving additional input from Member Shirk.

**PUBLIC COMMENTS**

(7:18:24) – Mr. Hartman recommended contacting the State’s buildings and grounds personnel.

**6. DISCUSSION AND POSSIBLE ACTION TO MODIFY THE CARSON CITY AIRPORT DRIVING RULES AND REGULATIONS TO CHANGE THE NUMBER OF WARNINGS GIVEN TO VIOLATORS OF THE RULES.**

(7:19:27) – Chairperson Hutter introduced the item.

(7:20:00) – Mr. Rowe presented the issue outlined in the Airport Manager’s Report which is incorporated into the record. Mr. Tackes clarified the language change he had proposed, noting that the second warning temporarily suspends a driver’s privileges, and the third warning would revoke driving privileges altogether. He also added that a single violation presenting an immediate danger or a near-miss with an aircraft could result in the immediate revocation of driving privileges on the Airport grounds. Chairperson Hutter received additional information regarding the appeals process. Mr. Tackes gave examples of past cooperation between Airport Staff and the Carson City Sherriff’s Office and explained the [privilege] reinstatement process to Member White. Chairperson Hutter requested adding language that authorizes the Airport Manager to provide the immediate revocation.

**PUBLIC COMMENTS**

(7:35:10) – Mark Rasner, Pilot for the Nevada Department of Transportation (NDOT), explained that the near miss he had encountered was a violation of federal regulations and interfered with the flight crew. He also noted his support for stricter regulations. Mr. Tackes recommended making the motion with the language outlined in the Airport Counsel’s Report, but modifying it to reflect “Immediate revocation *by the Airport Manager* should occur for single violations that present immediate danger, near miss with an aircraft, or other safety violation involving serious risk of damage to property or persons. In the event of suspension or revocation, the suspended or revoked individual (or company) shall have the right to request review by the Carson City Airport Authority, *at the next noticed meeting*, whose decision shall be final.”

**(7:40:22) – MOTION: “So moved”.**

<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>	None

**G. AIRPORT ENGINEER'S REPORT**

(7:41:20) – Mr. Clague presented the Airport Engineer's Report which is incorporated into the record. He also noted that a meeting is scheduled with the FAA on December 2, 2015 to discuss the 2016 grant and the Airport's plans for the next five years. Discussion ensued regarding the Nevada Airports Technical Advisory Committee (NATAC) meeting on November 10, 2015 and Mr. Clague noted that the meeting will take Place at NDOT and Authority members would be able to attend.

**H. AIRPORT MANAGER'S REPORT**

(7:51:58) – Mr. Rowe presented the Airport Manager's Report which is incorporated into the record. He also noted that progress had been made in the Albatross issue, discussed in the previous meeting, as the aircraft was being prepared for removal from the premises by week's end. Mr. Rowe also noted that he would attend the FAA Safety Team meeting in November. He announced that on November 7, 2015 a Youth Aviation Day would take place in the Minden Airport to introduce Douglas County students to aviation and invited Authority members to attend the event. Vice Chairperson Peterson also reported on his conversation with the owner of the Albatross and suggested Mr. Rowe monitor the post-sale activity. Member Stotts updated the Authority on his conversations with the Carson City Fire Department and stated that there was interest in the aircraft; however, space might be an issue.

**PUBLIC COMMENT**

(7:54:32) – Mr. Hartman noted that he had used his GPS and was surprised to see vertical guidance as he was landing at the Airport.

**I. LEGAL COUNSEL'S REPORT**

(8:04:20) – Mr. Tackes stated that the Albatross had been sealed; however, not all the birds had been removed from inside the aircraft. He also explained that the Airport's traffic patterns were outlined in the Carson City Municipal Code, and that any proposal for change during the FAA Safety Team meeting must be reviewed by the Authority and the FAA.

**J. TREASURER'S REPORT**

(8:15:26) – Member White presented the Treasurer's Report which is incorporated into the record, and noted that the total value of the checking and savings accounts was \$606,015.00 as of September 30, 2015. He also noted that the rock sales were "brisk".

**K. REPORT FROM AUTHORITY MEMBERS**

(8:18:55) – Member Poscic inquired about the Airport Counsel's contract. Mr. Tackes clarified that a "letter of engagement" had been signed by former Authority Chair Steve Lewis.

**L. PUBLIC COMMENT**

(8:22:23) – Mr. Vaccaro inquired about the process to have his items agendized and was informed that he should contact Mr. Rowe to submit his agenda items.

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

(8:23:44) – Mr. Rowe recommended agendizing an extension of the Cinderlite contract, expiring in March, for rock removal. Chairperson Hutter suggested discussing the mold issue.

**N. ACTION ON ADJOURNMENT (8:26:50) – Chairperson Hutter adjourned the meeting at 8:27 p.m.**

The Minutes of the October 21, 2015 Carson City Airport Authority meeting are so approved on this 18<sup>th</sup> day of November, 2015.

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KARL HUTTER, Chair