

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

Committee Members

Chair – Linda Law	Vice Chair – Phil Stotts
Member – Aaron Collins	Member – Larry Harvey
Member – Jim Shirk	Member – Larry Tores
Member – Maurice White	

Staff

Steve Tackes – Airport Counsel
Brian Fitzgerald – 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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(6:0316) – Chairperson Law called the meeting to order. Roll was called. A quorum was present.

Attendee Name	Status	Arrived
Linda Law	Present	
Phil Stotts	Present	
Aaron Collins	Present	
Larry Harvey	Absent	
Jim Shirk	Absent	
Larry Tores	Present	
Maurice White	Present	

B. PLEDGE OF ALLEGIANCE

(6:03:50) – Led by Chairperson Law.

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

(6:04:16) – Chairperson Law entertained suggested revisions and, when none were forthcoming, a motion. **Member White moved to approve the minutes of the November 16, 2016 meeting. Member Tores seconded the motion.** Chairperson Law called for a vote.

(6:04:27) – **MOTION: “So moved”.**

RESULT:	APPROVED (5-0-0)
MOVER:	White
SECONDER:	Tores
AYES:	Law, Stotts, Collins, Tores, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Harvey, Shirk

D. MODIFICATION OF AGENDA

(6:04:44) – Chairperson Law entertained modifications to the agenda, and noted that Item F-6 would be addressed immediately after item F-1, and item F-4 will follow item F-5.

E. PUBLIC COMMENT

(6:05:50) – Chairperson Law entertained public comment; however, none were forthcoming.

F. PUBLIC HEARING ITEMS:

1. FOR POSSIBLE ACTION: TO APPROVE THE REQUEST BY CARSON CITY FIRE DEPARTMENT AND THE CARSON CITY PUBLIC WORKS DEPARTMENT TO OPERATE UNMANNED AERIAL VEHICLES (AKA UNMANNED AIRCRAFT SYSTEMS, OR “DRONES”; UNDER 55 LBS.) WITHIN 5 MILES OF THE CARSON CITY AIRPORT.

(6:06:20) – Chairperson Law introduced the item. Carson City Chief Deputy District Attorney Adriana Fralick presented a request from the Carson City Fire Department (CCFD) and Carson City Public Works (CDPW) Department to operate specific drones by designated operators within five miles of the Carson City Airport. Ms. Fralick also introduced Dave Ruben, representing the CCFD, and James Jacklett of CCPW.

(6:07:42) – Carson City Fire Marshall Dave Ruben introduced himself and explained that CCFD planned to use the drones for aerial mapping, fire investigations, and surveying fuels treatments. He also outlined future plans including river rescues and large fires. Mr. Ruben noted that he was enrolled in the FAA Part 107 license training, adding that a license had already been issued to the department’s forester. Vice Chair Stotts received clarification that the drones would not be used for wildland fires because of all other aviation equipment present; however, they may be used for large building fires to observe from above and identify “holes in the buildings”. Mr. Ruben also clarified that should a fire occur in the vicinity of the Airport, the Fire Department would notify the Airport Manager who will take the appropriate measures to notify pilots of drone use.

(6:14:30) – James Jacklett, Operations Manager at Carson City Public works and lead pilot for the [drone] program introduced himself. Mr. Jacklett stated that their operations were in compliance with FAA Part 107 training and noted that they are required to yield the right of way to a “piloted aircraft”, adding that they would coordinate with the Authority and the Airport Manager to ensure “everybody is safe”. He also explained that because they will operate inside the five mile air space, follow the rules, and work with the Airport. Member

Stotts believed this operation could become a good role model for other operators. Mr. Jacklett believed that the capability will allow them to save time and create efficiency in the City’s data gathering efforts.

PUBLIC COMMENT

(6:18:48) – David Corrao wished to understand how the approach and departure of aircraft at the runways would be handled. Mr. Rowe clarified that he was working with Mr. Fitzgerald to create a “partial areal map” which will identify zones prohibiting drones and zones where Airport approval is required, adding that the map will be available on the Airport website. He also offered to brief Mr. Jacklett and Mr. Ruben on Airport operations.

(6:21:12) – Paul Hamilton identified himself as a Fixed Base Operator (FBO) and considered himself a “drone advocate”. Mr. Hamilton suggested training on Airport operations to avoid misunderstandings in the future to drone users. He also advised drone location identification by radio to ensure further safety.

(6:24:35) – Erich Laetsch suggested that drone operators be required to have an aircraft frequency radio to broadcast the position of a drone, especially “in a quick response situation” when there is no time for Airport notification. Member Collins believed radio communication would be “a good idea”, especially below 400 feet, as it would be considered a crucial space and “kind of scary”.

(6:26:45) – Chairperson Law entertained additional comments, and when none were forthcoming, a motion.

(6:26:55) – MOTION: I move to approve the requests of the Carson City Fire Department and the Carson City Public Works Department to operate their UAVs within 5 miles of the Carson City Airport, so long as they comply fully with FAA Part 107, and that they notify the Airport Manager at least 24 hours (if possible) prior to operations that are within 1 mile of the Carson City Airport.

RESULT:	APPROVED (5-0-0)
MOVER:	Stotts
SECONDER:	White
AYES:	Law, Stotts, Collins, , Tores, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Harvey, Shirk

2. FOR POSSIBLE ACTION: BRIEFING AND COMMENTS REGARDING THE PROPOSED RV PARK RESORT ON THE WESTERN INSURANCE PROPERTY WEST OF THE CARSON CITY AIRPORT; DETERMINATION BY AUTHORITY OF WHETHER TO SUPPORT THE APPEAL.

(6:30:38) – Chairperson Law introduced the item and invited Philip Ware to present. Mr. Ware noted that he would address the proposed RV Park issues pertaining specifically to the Airport and reviewed a PowerPoint presentation which outlined several reasons such as safety concerns and economic development for not supporting the proposed park. He also invited the Authority to support the neighborhood in opposing the RV park by having

“some contact made with officials...with planning officials and the Commission, or ultimately with the Board of Supervisors” during the February 2, 2017 Board meeting.

(6:47:15) – Vice Chair Stotts noted that an engine failure frequently happened during takeoff or upon return to the airport “to crash somewhere safely”. He also believed that “it’s nice to avoid noise complaints” from a development within the vicinity of an airport. Member White received clarification that Mr. Ware was “trying to make the public and the Board aware that there should be some discussion between the Airport Authority and City Planning and have a realistic assessment” on the park’s occupancy rate.

PUBLIC COMMENT

(6:53:02) – Mary Fischer, who introduced herself as a resident of the Cottonwood Mobile Home Park, believed that the Authority had previously opposed any housing development on the property. However, she noted that if RV park residents stay beyond 30 days, it will be considered a mobile home park, and cited a letter of explanation from “a Program Deputy at Manufactured Housing”, incorporated into the record.

(6:58:06) – Tammy Lubich introduced herself as a Mark Way resident stated her opposition to the density of the RV park, and she believed that the Airport Authority “can say what the density can be at the end of a runway”. She approved of low density, single family one-acre homes.

(7:00:53) – David Corrao, a former member of the Airport Authority, explained that in the late 1990s “we spent a lot of money and a lot of planning to realign the runways” to avoid aircraft traffic over residential areas. Mr. Corrao also noted that during his tenure, the Authority had rejected several proposals including one for a miniature golf course because of aircraft take offs, and was opposed to the RV park.

(7:02:33) – Michael Bennett introduced himself as “the civil engineer on the project” and the developer representative. He also clarified that the property to the east of the proposed park is currently owned by the Authority and the property to the north of the park belongs to Carson City Parks and Recreation. Mr. Bennett noted that the property was currently zoned as Tourist Commercial, which would allow for the RV park, adding that the only request they had made to the Planning Commission was for the extended stay. He stated that they intended to comply with Carson City [municipal] codes governing RV parks, and have completed their application to the FAA to “check for compliance to Part 77”. Mr. Bennett noted “we’re trying to be good neighbors, we’re doing our best to be good neighbors, but it is private property, it is zoned for development and we’re working to develop within that zoning code”. Member White was informed that the Planning Commission had approved a 26-foot maximum height for the structures.

(7:05:03) – Erich Laetsch noted that he was sympathetic with the developer and believed having a high density project near departure runways “doesn’t make common sense, even if it’s legally permitted”.

(7:06:13) – Member White inquired about the number of noise complaints received by the Airport, and Mr. Rowe stated that they received around 50 per year, from the south side or the southeast side of the Airport, adding that most problems are alleviated by talking to the pilots. He also confirmed for Member White that they had all the property to ensure a safety zone. Discussion ensued regarding safe altitudes. Michael Greedy clarified that the aircraft he flew made a turn when reaching the freeway. Member Collins clarified that the takeoff noise was the

loudest. Mr. Rowe clarified for Member White that his concern was the proposed pond which would attract birds, and had asked Mr. Bennett to remove it from the plan, clarifying that the bird study was done by the Nevada Department of Transportation and the FAA. Mr. Tackes clarified for Member White that the Airport authority had voted to oppose the 180-day stay project earlier, and had communicated their opposition to the Planning Commission, which had approved the 180-day special use permit and the increased water consumption. Further discussion ensued regarding the FAA’s role in defining the obstructions to aviation. Chairperson Law read the three conditions of approval by the Planning Commission that pertained to the Airport Authority and the FAA. Discussion ensued regarding maximum height regulations by the FAA and Mr. Bennett clarified that regardless of the maximum allowed height, they were instructed by the Planning Commission (Condition number 19) to remain at a maximum height of 26 feet.

(7:33:12) – Chairperson Law entertained additional comments, and when none were forthcoming, a motion.

(7:33:31) – MOTION: I move to authorize the Airport Manager and Airport Counsel to participate in the appeal by supporting the position advanced by the neighborhood group.

(7:33:52) – Member White stated he would not support the motion because “the project fully complies with the conditions [of approval] and the legal situations that it is under, and we have at length discussed our financial issues”. He noted that the Authority had already spent \$450 in legal fees while the issue was being discussed and might spend more on “a project that is legal”.

RESULT:	APPROVED (4-1-0)
MOVER:	Tores
SECONDER:	Collins
AYES:	Law, Stotts, Collins, Torres
NAYS:	White
ABSTENTIONS	None
ABSENT:	Harvey, Shirk

3. FOR POSSIBLE ACTION: REGARDING THE REQUEST BY DEAN DUNCAN TO LEASE A PORTION OF LEASE PARCEL 219B OF AIRPORT LAND FOR THE CONSTRUCTION OF THREE HANGARS; DETERMINE PROPOSED USE AND PROCEED WITH APPRAISAL; AND RECOVERY OF THE COST OF APPRAISAL.

(7:35:40) – Chairperson Law introduced the item. Dean Duncan introduced himself as the applicant for the lease to build two hangars on Parcel 219A, and presented his request, which is incorporated into the record. Mr. Tackes noted that the Authority had leased large areas of lands to developers to build large blocks of hangars and not individual ones. He also gave background on how the lot was returned to Airport Authority and why it contained utilities, and was “so far removed” from the comparable lots, “strongly urging” the Authority against that which would destroy the value of “what’s out there right now”.

(7:44:52) – Vice Chair Stotts believed that the Authority had not had many hangar constructions and that smaller hangars were needed on the Airport. Mr. Duncan was not aware that another property was available to him. Member Collins believed that there is more information out there to make an appropriate decision. Member

Torres received clarification from Mr. Tackes that the Board of Supervisors was informed the parcel would be leased as one and that the lot was not appraised along with the other lots because it already contained utilities. Mr. Duncan asked the Authority to get in touch with him if they reach a decision that will accommodate his needs. Chairperson Law thanked Mr. Duncan for “starting the conversation”.

PUBLIC COMMENT

(7:52:51) – Brad Graber suggested to “put the property up, and see if you have any takers on it”. He believed that the development should be “nice enough to conform [to] everything else”. Discussion ensued regarding obtaining an appraisal paid by the interested party or parties.

4. FOR POSSIBLE ACTION: APPROVAL OF THE REQUEST BY SIERRA MOUNTAIN AIR PARK SOUTH, LLC FOR AN EXTENSION OF THEIR AIRCRAFT STORAGE ONLY LEASE FOR 22 YEARS UPON RAISING THEIR RENT TO THE APPRAISED CURRENT VALUE AND MAKING A FINANCIAL CONTRIBUTION TOWARD THE REMAINDER DUE ON THE TERMINAL RENOVATION PROJECT.

(8:23:37) – Chairperson Law introduced the item. Mr. Tackes presented the agenda materials outlined in the Airport Counsel’s Report and incorporated into the record.

(8:25:08) – Chairperson Law entertained a motion since there were no public comments.

(8:25:41) – I move to approve the modified request for the extension of lease as presented and subject to the prior and additional terms set forth to include the language change regarding fresh appraisals.

RESULT:	APPROVED (4-1-0)
MOVER:	White
SECONDER:	Collins
AYES:	Law, Collins, Tores, White
NAYS:	Stotts
ABSTENTIONS	None
ABSENT:	Harvey, Shirk

5. FOR POSSIBLE ACTION: FURTHER REVIEW AND APPROVAL OF THE REQUEST BY JOHN MAYES, LUDD CORRAO FAMILY REVOCABLE LIVING TRUST, SEIBOLD/TRI-MOTOR, LLC, AND SIERRA MOUNTAIN AIR PARK NORTH, LLC FOR AN EXTENSION OF THEIR AIRCRAFT STORAGE ONLY LEASES FOR 22 YEARS UPON RAISING THEIR RENT TO THE APPRAISED CURRENT VALUE AND MAKING A FINANCIAL CONTRIBUTION TO THE TERMINAL RENOVATION PROJECT; AND AS DIRECTED FURTHER AMENDMENTS FOLLOWING CARSON CITY BOARD OF SUPERVISORS REQUIREMENTS AT MEETING HELD DECEMBER 15, 2016.

(7:55:25) – Chairperson Law introduced the item. Mr. Tackes gave background, outlined in the Airport Counsel’s Briefing and recommended approval with the addition of three issues recommended by the Board of Supervisors.

Vice Chair Stotts noted his objection to “a lifetime lease” of 72 years. Discussion ensued regarding appraisals. Member Collins was in favor of having appraisals every 10 years, per the FAA’s appraisal guide. Additionally, he believed that the Board of Supervisors’ added suggestions “seems to follow exactly what this guide puts forth”. Member White was informed that either capital improvements or maintenance would be considered enhancements. He also cautioned the Authority against incurring additional legal expenditures, calling it “a serious budget issue”. Vice Chair Stotts suggested passing on future legal expenses to the applicants.

(8:22:01) – Chairperson Law entertained public comments and when none were forthcoming, a motion.

(8:22:23) – I move to approve the modified request for the extension of the appraised leases as presented and subject to the prior and additional terms set forth.

RESULT:	APPROVED (4-1-0)
MOVER:	White
SECONDER:	Collins
AYES:	Law, Collins, Tores, White
NAYS:	Stotts
ABSTENTIONS	None
ABSENT:	Harvey, Shirk

6. FOR POSSIBLE ACTION: APPROVAL OF A THROUGH-THE-FENCE PERMIT FOR MUSTANG MANUFACTURING, INC./TSM ENTERPRISES, LLC, LOCATED AT 2401 LOCKHEED WAY, CARSON CITY, WITH EXISTING AIRCRAFT ACCESS ADJACENT TO TAXIWAY C.

(6:27:49) – Chairperson Law introduced the item. Mr. Tackes gave background, incorporated into the Airport Counsel’s Report, and presented the lease which is also incorporated into the record. Chairperson Law entertained member and public comments; however, none were forthcoming.

(6:29:19) – I move to approve the Through-the-Fence permit to Mustang Manufacturing Inc., as presented.

RESULT:	APPROVED (5-0-0)
MOVER:	Tores
SECONDER:	White
AYES:	Law, Stotts, Collins, Tores, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Harvey, Shirk

G. AIRPORT ENGINEER’S REPORT

(8:26:37) – Mr. Fitzgerald noted that due to the winter shutdown, the only open project is the North Apron which will have the electrical and power pole projects completed next week, with the expectation of having power by mid-January. He also estimated that NV Energy will have power there by mid-January. Mr. Fitzgerald explained that the project’s construction portion was approximately 94 percent complete and that Atkins was at 75 percent

of the budget for construction management, expecting it to remain under-budget. He added that they would submit the ACIP plan to the FAA, and that they would submit the Airport Master Plan Update Grant to them as well.

H. AIRPORT MANAGER'S REPORT

(8:28:37) – Mr. Rowe announced that the Terminal “is up and running” and that Airport Staff had already moved in there. He also noted that he had attended a Nevada Business Aviation Association webinar discussing the proposed personal property tax regulations. Mr. Rowe believed that the regulation will provide “more headaches” to Tax Assessors than Airports due to apportionment complications. He also explained that The Carson City Airport was an uncontrolled airport; therefore, it would add difficulty should they be required to track landing aircraft.

I. LEGAL COUNSEL'S REPORT

(8:30:56) – Mr. Tackes notified the Authority that the Nevada legislative session will begin on February 6, 2017 and that he will continue to track all aviation legislation at no cost to the Authority. He also reminded the members that a tentative budget must be filed with the Nevada Department of Taxation by April 15, 2017 by the treasurer, and the final budget by May 31, 2017. Mr. Tackes also urged Authority members to get trained on the Open Meeting Law by viewing the training produced by the District Attorney's Office, available online at <http://www.carsonnv.org/da-training-march-26-2015/>. Chairperson Law notified the Authority that they are able track up to 10 bills for free on the legislative website, under Personalized Legislative Tracking, <https://www.leg.state.nv.us/App/NELIS/REL/79th2017/Plt>, during the entire legislative session. She also offered to bring Statutory Ethical Standards handbooks and Open Meeting Law manuals, generated by the State's research department, for any member who is interested. Member White believed that the Open Meeting Video was required viewing for any committee or commission appointee. Member White also received clarification that the aviation gas tax, currently distributed to the Civil Air Patrol, and NDOT is planning on legislation (SB 64) to bring the tax to the Airport Authority and to comply with federal regulations.

J. TREASURER'S REPORT

(8:42:05) – Member White presented the balance sheets incorporated into the record, and noted that the current “cash on hand” was \$1,060,751. Mr. Rowe confirmed that the approximately \$41,000 property tax revenue was “the delinquent amount from last year's property taxes”. Discussion ensued regarding the property tax amounts and Mr. Rowe stated that Beth Kohn, accountant, will be present at the next meeting and will clarify the amounts. Chairperson Law requested that Ms. Kohn “adjust these figures at least every 90 days”. Member White was informed that the “restricted accounts” will be changed to “committed accounts” in early 2017.

K. REPORT FROM AUTHORITY MEMBERS

(8:47:28) – There were no reports from Authority Members. Member White inquired about Chairperson Law's offer in July 2016 to analyze the controllable budget items, and the Chair noted that she had given her report to former Chairperson Hutter and former Member Poscic prior to their terms' end. Chairperson Law stated that she was working on the Airport Staff evaluation criteria and had enlisted the assistance of Member Harvey. Mr. Rowe also updated Member White that the hangar numbering capability had moved to Carson City and he

planned on working with the Carson City Fire Department. Mr. Tackes gave background on the reasons for the project and for originally initiating it in Douglas County.

L. PUBLIC COMMENT

(8:52:25) – There were no public comments.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

Previously discussed.

N. ACTION ON ADJOURNMENT

(8:52:33) – Chairperson Law adjourned the meeting at 8:50 p.m.

The Minutes of the December 21, 2016 Carson City Airport Authority meeting are so approved on this 18th day of January, 2017.

LINDA LAW, Chair