

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, October 18, 2017 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Linda Law	Vice Chair – Brian Vowell
Member – John Barrette	Member – Larry Harvey
Member – Larry Tores	Member – Maurice White

Staff

Steve Tackes – Airport Counsel
Dirk Zahtilla – Airport Manager
Cheryl Eggert – Deputy Clerk
Minutes By: 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

(6:03:13) – Chairperson Law called the meeting to order at 6:03 p.m. Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Linda Law	Present	
Vice Chairperson Brian Vowell	Present	
Member John Barrette	Present	
Member Larry Harvey	Present	

B. PLEDGE OF ALLEGIANCE

(6:03:43) – Led by Chairperson Law.

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

(6:04:01) – Chairperson Law introduced the item and entertained a motion to approve the minutes of the September 20, 2017 Airport Authority meeting minutes.

(6:04:19) – **MOTION: So moved.**

RESULT:	APPROVED (4-0-0)
MOVER:	Harvey
SECONDER:	Barrette
AYES:	Law, Vowell, Barrette, Harvey
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

D. MODIFICATION OF AGENDA

(6:04:52) – There were no modifications to the agenda.

E. PUBLIC COMMENT

(6:05:10) – There were no public comments.

F. PUBLIC HEARING ITEMS:

1 FOR POSSIBLE ACTION TO AWARD LEASE BASED UPON THE RESOLUTION AND NOTICE OF INVITATION TO BID CARSON CITY AIRPORT LEASE ON THE LEASE PARCEL LOCATED AT THE CORNER OF TAXIWAYS B AND C; APN 5-091-18/19; LOT E ON DOCUMENT 457163 RECORDED AUG 28, 2015, AS FOLLOWS: (a) OPENING, REVIEW AND CONSIDERATION OF THE SUBMITTED BIDS; (b) DETERMINATION OF QUALIFIED BIDS AND RESPONSIBLE BIDDERS; (c) CONSIDERATION OF LEASE RATES AND TERMS OF THE LEASE AND PHASING; (d) ORAL BIDDING; (e) CONSIDERATION OF AWARD TO THE HIGHEST BID FROM A QUALIFIED BIDDER; (f) AUTHORIZATION TO PRESENT THE LEASE AWARD TO THE BOARD OF SUPERVISORS PER NRS CHAPTER 844; (g) DETERMINATION OF WHETHER TO REJECT ALL BIDS AND RESUBMIT THE INVITATION TO BID.

(6:05:34) – Chairperson Law introduced the item. Mr. Tackes gave background and reviewed the bid process and results, as reported in the Airport Counsel’s Report. He also confirmed that only one sealed bid was received and it met all the [included] resolution criteria and recommended approval of the bid and award it to Sierra Skyway, Inc. In response to a question by Chairperson Law, Mr. Tackes clarified that the lease format was part of the resolution that had been adopted in the previous meeting. Vice Chair Vowell was informed that the underground infrastructure was in the hangars already, adding that the lease terms dictated that each of the three phases take no more than one year to be completed. There were no public comments. **Chairperson Law entertained a motion to award the lease to Sierra Skyway, Inc. on the basis of the bid submitted at the rate of \$0.24 per square foot per year and authorize Staff to present the lease to the City Board of Supervisors for their approval.**

(6:14:48) – **MOTION: So moved.**

RESULT:	APPROVED (4-0-0)
MOVER:	Vowell
SECONDER:	Barrette
AYES:	Law, Vowell, Barrette, Harvey
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

2. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE PURCHASE OF A TOW BEHIND BLOWER FOR CLEANING OF RUNWAY, TAXIWAYS, AND APRONS.

(6:15:25) – Chairperson Law introduced the item. Mr. Zahtilla presented the Manager’s Brief, incorporated into the record, and recommended purchasing the fuel injection Buffalo Turbine Model BT-CKB5EFI. Vice Chair Vowell believed the City sweepers had been used in the past, and inquired why the runways would be damaged but not the taxiways. Mr. Zahtilla noted that the City only swept once-or-twice per year which wasn’t enough. He also anticipated that the blower should last for over 15 years. There were no public comments; therefore, Chairperson Law entertained a motion.

(6:20:49) – MOTION: I move to approve the purchase of the blower as presented.

(6:20:05) – Treasurer Harvey also thanked Mr. Zahtilla “for doing the extra work”.

RESULT:	APPROVED (4-0-0)
MOVER:	Harvey
SECONDER:	Barrette
AYES:	Law, Vowell, Barrette, Harvey
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

3. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE PURCHASE OF A CANTELEVER GATE TO REPLACE GATE #2.

(6:21:24) – Chairperson Law introduced the item. Mr. Zahtilla presented the remainder of the Manager’s Brief, incorporated into the record, and recommended the selection of Tahoe Fence which he considered a better bid overall. Chairperson Law received confirmation that the old fence will be repurposed and used for the IWOS station. Vice Chair Vowell received confirmation that the Tahoe Fence quote required Airport maintenance to remove the existing gate. There were no public comments. **Chairperson Law entertained a motion to approve the purchase of a replacement gate as presented.**

(6:24:53) – MOTION: So moved.

RESULT:	APPROVED (4-0-0)
MOVER:	Vowell
SECONDER:	Harvey
AYES:	Law, Vowell, Barrette, Harvey
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

4. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A DRONE AND LASER AWARENESS OUTREACH PROGRAM.

(6:25:24) – Chairperson Law introduced the item. Vice Chairperson Vowell expressed concern that several incidents of drone activity had taken place in the past few years within the airspace around the Airport. He recounted a recent incident in which he had barely missed a drone while landing, and after calling the Carson City Sheriff’s Office (CCSO), he was made aware that there was no policy regarding drone activity. The Vice Chair suggested an outreach program to educate owners and operators on local, state, and federal laws regarding drones. He was also informed that two pilots were struck by a laser used by a juvenile, who was later apprehended and charged by the CCSO. Vice Chair Vowell requested funds to print and distribute educational flyers to area residents regarding the use of drones and lasers, the dangers and harm they would cause to pilots and aircraft, and the legal consequences of using them. Mr. Zahtilla noted that the \$565 amount was a rough estimate for printing and mailing costs. Treasurer Harvey suggested discussing the issue with the Nevada Appeal and having an article published to reach a broader audience without naming the juveniles. Chairperson Law suggested contacting Anne Knowles of the Nevada Appeal who covers the Airport Authority meetings. Vice Chair Vowell offered to close the loop regarding the juveniles’ judgement prior to contacting the press. There were not public comments. **Chairperson Law entertained a motion to approve the drone and laser awareness outreach program as presented pending more investigation of the cost estimate.**

(6:35:10) – MOTION: I move to approve moving forward with [the drone and laser education program and allocate] the amount not to exceed \$1,000 for the promotion.

RESULT:	APPROVED (4-0-0)
MOVER:	Harvey
SECONDER:	Vowell
AYES:	Law, Vowell, Barrette, Harvey
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

(6:36:04) – Chairperson Law instructed Vice Chair Vowell to move forward, in cooperation with the Airport Manager in gathering and publishing the appropriate information.

5. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE THE INSTALLATION OF A GREEN “LEARN TO FLY HERE” SIGN NEAR THE ENTRANCE TO THE AIRPORT.

(6:36:21) – Chairperson Law introduced the item. Vice Chair Vowell disclosed that he “has an interest” in this item and would present from the podium.

(6:37:18) – Mr. Vowell requested permission from the Authority to install a “Learn to Fly Here” green and white street sign near the Airport. He also noted that along with his company, Carson Aviation Adventures, Skydiving Tahoe and the Sport Aviation Center would benefit from the sign, adding that a smaller version of the sign was already installed on their building. Mr. Vowell stated that they have already procured a standard street sign-sized one and would like to place it around 30 – 40 feet from the Airport entrance at Silver Lane. He also offered to incur the concrete and pole costs for proper mounting. Mr. Vowell inquired about City Permits and assured the Authority that they would incur all the costs for the project and work with the City’s permit department. Member Barrette suggested talking to the City’s permit department, especially if it looked like a street sign. Treasurer Harvey preferred to approve the sign after seeing it, and wished to hear the City’s response as well. **Chairperson Law suggested postponement of the vote on the item until the November meeting.** There were no public comments.

6. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF JOB DESCRIPTION FOR AIRPORT MANAGER; REVIEW OF DRAFT EMPLOYMENT AGREEMENT; PLAN FOR FILLING THE AIRPORT MANAGER VACANCY; PUBLISHING OR POSTING OF JOB AVAILABILITY.

(6:41:30) – Chairperson Law introduced the item. Treasurer Harvey gave background and noted that the employment agreement, incorporated into the record, was sent to the members; however he had not brought the job description with him. Discussion ensued and Member Harvey noted that the one attached to the Agreement was “pretty close” to the final draft. Chairperson Law reminded the Authority members that the agreement terms will be different if the decision is made to hire a contract employee. Mr. Tackes noted that a full-time employee will receive benefits including PERS, unlike an independent contractor. Chairperson Law explained that she was scheduled to meet with Bobbi Thompson, Minden-Tahoe Airport Manager, to discuss these issues. Treasurer Harvey clarified that the general duties put together by the subcommittee describe the responsibilities of an ideal, full-time candidate; however, that could change as the hiring decision was made. Chairperson Law reminded the Authority that when its mission statement is finalized, it will “have a great deal of effect on where we go with that person”. Mr. Tackes offered to look into the possibility of having a workshop without violating the Open Meeting Law. Treasurer Harvey stated that he would email the most recent job description to the members. Chairperson Law indicated that another report will be presented at the next meeting, incorporating the items discussed in this meeting. There were no public comments.

G. AIRPORT ENGINEER’S REPORT

(6:58:58) – Mr. Tackes stated that Mr. Fitzgerald was out of town; however, he wished the Authority to know that “it’s time for us to submit our draft ACIP plan to the FAA”, and that the FAA would meet with them either in the

Phoenix office or via telephone, preferred by Mr. Fitzgerald. Mr. Tackes suggested that Chairperson Law approve the ACIP at a later date because it was not agendaized for approval in this meeting, adding that the FAA would make changes anyway. He clarified that the FAA will receive the version that was approved by the Authority at an earlier meeting, and that the changes could be approved in the November meeting. Mr. Fitzgerald also wanted to inform the Authority that he was proceeding with a Master Plan Advisory Board comprising the Chair and Vice Chair, Airport Counsel, a Carson City Planning Department representative, an economic development agency member, an Airport tenant, an FAA representative, an NDOT representative, an Aircraft Owners' and Pilots' Association representative, a National Business Aircraft Association member, an industrial park tenant, and the new Airport Manager. Mr. Tackes also noted that any recommendations should be sent to Mr. Fitzgerald or Chairperson Law. Mr. Fitzgerald also wished to notify the Authority that the rehabilitation of Taxiways A and D are on-going with a review planned for December. Additionally, he was in contact with a developer near the Airport and had communicated to them the correct heights "below the altitude of Part 77".

H. AIRPORT MANAGER'S REPORT

(7:0545) – Mr. Zahtilla presented the Airport Manager's Report, incorporated into the record, and responded to clarifying questions.

I. LEGAL COUNSEL'S REPORT

(7:12:19) – Mr. Tackes presented the balance of the Airport Counsel Report which is incorporated into the record. He also noted that he had just received the Byard recorded lease (discussed in the September 20, 2018 meeting) and noted that he would contact Mr. Byard for the payment of \$14,306.95 flat fee, adding that he will coordinate the rent increase portion with the Airport Manager.

J. TREASURER'S REPORT

(7:15:25) – Treasurer Harvey reported that the total assets had increased by 11 percent and offered to provide a new quarterly report by Friday. Chairperson Law noted that she had spoken with Beth Kohn, CPA, who had indicated that the single audit would be available for presentation in the November meeting. The Chair also thanked Mr. Zahtilla for working with Ms. Kohn to clean up several items in QuickBooks.

K. REPORT FROM AUTHORITY MEMBERS

(7:17:11) – Chairperson Law introduced the item; however there were no comments from Authority members.

L. PUBLIC COMMENT

(7:17:45) – Chairperson Law entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:1:55) – Chairperson Law suggested agendizing the single audit, the EAA weekend, transient tie-down fees, and the possible adjustment to gate card fees. Mr. Tackes requested agendizing the sign requested by Vice Chair Vowell, and the ACIP discussion.

N. ACTION ON ADJOURNMENT

(7:19:41) – Chairperson Law adjourned the meeting at 7:19 p.m.

The Minutes of the October 18, 2017 Carson City Airport Authority meeting are so approved on this 15th day of November, 2017.

LINDA LAW, Chair