

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, November 15, 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 – Michael Golden
Member – Bradley Harris	Member – Larry Harvey

Staff

Steve Tackes – Airport Counsel
Brian Fitzgerald – Airport Engineer
Dirk Zahtilla – 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

(6:04:20) – Chairperson Law called the meeting to order at 6:00 p.m. Roll was called and a quorum was present. Vice Chair Vowell and Treasurer Harvey were absent.

Attendee Name	Status	Arrived
Chairperson Linda Law	Present	
Vice Chairperson Brian Vowell	Absent	
Treasurer Larry Harvey	Absent	
Member John Barrette	Present	
Member Michael Golden	Present	
Member Bradley Harris	Present	

B. PLEDGE OF ALLEGIANCE

(6:04:54) – Led by Chairperson Law.

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

(6:05:17) – Chairperson Law introduced the item and noted a typographical error. Mr. Tackes clarified that the minutes could be approved with the current quorum should the two new members abstain.

(6:06:01) – MOTION: I move to approve the minutes of the October 18, 2017 meeting as corrected.

RESULT:	APPROVED (2-0-2)
MOVER:	Barrette
SECONDER:	Law
AYES:	Law, Barrette
NAYS:	None
ABSTENTIONS	Golden, Harris
ABSENT:	Vowell, Harvey

D. MODIFICATION OF AGENDA

(6:06:11) – Chairperson Law noted that agenda items F-3 and F-6 will be continued since Vice Chair Vowell and Treasurer Harvey were the requesters of the items.

E. PUBLIC COMMENT

(6:07:24) – Erich Laetsch introduced himself and recommended withdrawing item F-5 since two members were absent and two members were new to the Authority. He also noted that that this discussion was related to the Airport Manager position which would be continued. Mr. Tackes suggested receiving input from the new members first. Member Harris noted that he was ready to discuss the item and hear from the Airport Manager. Member Golden agreed with Mr. Laetsch that the item was related to the Airport Manager position. Chairperson Law suggested hearing the Airport Manager’s presentation prior to deciding on whether to vote on the item or not.

F. PUBLIC HEARING ITEMS:

1. FOR POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2016/2017.

(6:10:47) – Chairperson Law introduced the item. Beth Kohn-Cole of Kohn & Company presented the audit which is incorporated into the record, and responded to member questions. She also noted that this was “a clean or unmodified audit opinion”. Chairperson Law entertained public comments

PUBLIC COMMENTS

(6:16:44) – Erich Laetsch inquired about “pop up, unbudgeted expenses” such as the recent repair of Terminal Building. Ms. Kohn noted that \$353,000 of the cash at hand related to long-term leases that “should not be spent until it’s recognized as revenue”. Chairperson Law entertained additional comments, and when none were forthcoming, a motion.

(6:22:40) – MOTION: I move to accept the audit report as presented.

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

2. FOR POSSIBLE ACTION TO APPROVE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) SUBMITTAL TO THE FAA.

(6:23:08) – Chairperson Law introduced the item. Mr. Fitzgerald presented the draft Airport Capital Improvement Plan which is incorporated into the record. Mr. Tackes reviewed the FAA’s approval process and the possibility of some schedules being moved around. Member Harris stressed the importance of a working AWOS system and suggested having the safety matters such as obstruction lights higher on the priority list. In response to a question, Mr. Fitzgerald clarified that there currently are no backup generators for the Airport lighting systems. There were no public comments. **Chairperson Law entertained a motion to approve the ACIP as presented.**

(6:34:14) – MOTION: So moved.

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

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

This item was postponed.

4. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A SCHEDULE OF TIE- DOWN FEES FOR AUTHORITY MANAGED TIE-DOWNS.

(6:34:42) – Chairperson Law introduced the item. Mr. Zahtilla and Mr. Tackes presented the information outlined in the Airport Counsel’s report. Mr. Zahtilla proposed \$10 per-day fee for small transient aircraft and \$20 per-day fee for large aircraft, and \$40 per-night for “the circles”. He also suggested charging \$40 per-month for small aircraft, \$80 per-month for larger aircraft, and no monthly fees for “the circles” as they would be used for emergency aircraft. Discussion ensued regarding the Albatrosses that have resided at the Airport. Member

Golden noted that by his experience, the fees proposed by Mr. Zahtilla were low; however, he wished to confirm that Minden Tahoe Airport did not charge any tie-down fees. Member Golden also expressed concern about the process and the additional burden of collecting fees and gave examples of a Bay Area airport that tagged aircraft overnight for fee collection. Mr. Zahtilla explained that Airport Maintenance Specialist now performed the task of hanging an invoice envelope on transient aircraft. In response to Member Barrette’s question, Mr. Tackes explained that the Minden Tahoe Airport website indicated that they would not charge transient fees. He also noted that the Albatrosses must be charged a fee. Member Golden indicated he was ready for a motion.

(6:49:50) – MOTION: I move that the Airport Authority assess a \$120 per-month fee for each aircraft parked in the dirt area on the far north east side of the Airport, effective December 1, 2017.

PUBLIC COMMENT

(6:51:06) – Brad Graeber introduced himself and believed that there is a historical significance to those aircraft and he suggested moving them closer to the fuel isle, and charging less (around \$50) than the proposed fees. There were no other comments and Chairperson Law called for the vote.

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

(6:54:01) – Mr. Tackes cautioned that the Albatrosses were currently a liability issue.

(6:54:55) – Member Harris received confirmation that the transient aircraft discussion would be postponed until Staff has the opportunity to have discussions with Minden Tahoe Airport about their transient policy.

5. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A WAGE SCALE FOR THE AIRPORT OPERATIONS AND MAINTENANCE SPECIALIST TO INCLUDE A SALARY ADJUSTMENT FOR THE CURRENT OPERATIONS AND MAINTENANCE SPECIALIST, MR. GARY PROVINCE.

(6:57:15) – Chairperson Law introduced the item. Mr. Zahtilla presented the Airport Operations and Maintenance Specialist Gary Province’s existing job description, list of accomplishments, comparative salary information, and a proposed wage increase scale, all of which are incorporated into the record. He also considered Mr. Province’s work “great”, and cited examples of how he anticipated issues before being told to do something. Mr. Zahtilla explained that the difference between Mr. Province’s current salary and the proposed maximum was a \$10.50, and suggested granting 60 percent of that amount to him, representing his seven years of employment with the Airport.

(7:05:50) – Member Golden was informed that Mr. Province’s current salary was \$18.90 per hour, which included a \$.90 raise after his first year of employment. Mr. Zahtilla also informed Member Barrette that the monthly impact to the budget was an increase of \$1,400. He also indicated that in this (better) economy, it would be difficult to replace Mr. Province at his current salary. Discussion ensued regarding the actual impact to the budget when other aspects such as worker’s compensation and additional benefits were included. Chairperson Law entertained public comments.

PUBLIC COMMENTS

(7:12:21) – Mr. Province introduced himself and noted that he had enjoyed his employment with the Carson City Airport. He thanked the Authority for hearing him and reminded the members that the Airport has saved the funds that would have been paid to him in the form of salary increases.

(7:14:55) – Chairperson Law was informed by Mr. Tackes that the Authority could address the item in two motions: one to establish the wage scale, and another to vote on a salary increase. **Chairperson Law entertained a motion to establish \$18.50 to \$29 per-hour as a wage range for the Airport Operations and Maintenance position.**

(7:15:55) – MOTION: I move.

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

(7:16:50) – Chairperson Law entertained consideration of the proposed increase of Mr. Province’s salary to \$26.50 per-hour. Member Golden suggested delegating the pay increase decision to the Airport Manager and Mr. Tackes did not see an issue with the suggestion, as long as hiring or firing functions are not delegated as well. Members Barrette and Harris were also in agreement. **Chairperson Law entertained a motion to allow Mr. Zahtilla to set an appropriate rate for Mr. Province’s salary.**

(7:19:22) – MOTION: So moved.

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

(7:19:35) – Member Barrette wished to be ensured that the Airport Manager’s discretion would still give oversight to the Authority.

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.

(7:19:20) – This item will be continued. Member Golden referenced the budget issues and conversations heard throughout the meeting and stated several considerations for the position of the permanent Airport Manager. He called for “a strong business acumen, who’s going to develop opportunities here at the Airport”, calling it a critical element for strong leadership.

G. AIRPORT ENGINEER’S REPORT

(7:22:11) – Mr. Fitzgerald presented the Airport Engineer’s Report which is incorporated into the record and responded to clarifying questions.

H. AIRPORT MANAGER’S REPORT

(7:27:12) – Mr. Zahtilla presented the Airport Manager’s Report, incorporated into the record, and responded to member questions.

I. LEGAL COUNSEL’S REPORT

(7:35:05) – Mr. Tackes referenced the Airport Counsel’s Report, incorporated into the record, and noted that he had no additional items to report.

J. TREASURER’S REPORT

(7:35:15) – Chairperson Law referenced the financial report incorporated into the record and stated that Treasurer Harvey was at a conference and would address any issues at the Authority’s December meeting.

K. REPORT FROM AUTHORITY MEMBERS

(7:36:09) – Chairperson Law introduced the item. Member Harris inquired about the hangar survey follow up. Mr. Tackes gave background and noted that most hangar owners had responded except a few and a follow up would be conducted as well. He also explained that the survey had resulted in the compilation of an available hangar inventory.

L. PUBLIC COMMENT

There were no public comments.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

None.

N. ACTION ON ADJOURNMENT

(7:45:40) – Chairperson Law adjourned the meeting at 7:45 p.m.

The Minutes of the November 15, 2017 Carson City Airport Authority meeting are so approved on this 20th day of December, 2017.

LINDA LAW, Chair