

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, May 17, 2017 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City,
Nevada

Committee Members

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| Chair – Linda Law | Vice Chair – Phil Stotts |
| Member – John Barrette | Member – Larry Harvey |
| Member – Larry Tores | Member – Brian Vowell |
| 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

(6:02:45) – Chairperson Law called the meeting to order at 6:02 p.m. Roll was called. A quorum was present. Vice Chair Stotts was absent.

| Attendee Name | Status | Arrived |
|------------------------------|---------------|----------------|
| Chairperson Linda Law | Present | |
| Vice Chairperson Phil Stotts | Absent | |
| Member John Barrette | Present | |
| Member Larry Harvey | Present | |
| Member Larry Tores | Present | |
| Member Brian Vowell | Present | |
| Member Maurice White | Present | |

B. PLEDGE OF ALLEGIANCE

(6:03:15) – Led by Chairperson Law.

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

(6:03:41) – Chairperson Law entertained suggested revisions and, when none were forthcoming, a motion.

(6:03:45) – MOTION: I move to approve the minutes [of the May 17, 2017].

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| RESULT: | APPROVED (6-0-0) |
| MOVER: | Barrette |
| SECONDER: | Harvey |
| AYES: | Law, Barrette, Harvey, Tores, Vowell, White |
| NAYS: | None |
| ABSTENTIONS | None |
| ABSENT: | Stotts |

D. MODIFICATION OF AGENDA

(6:04:06) – There were no other modifications to the agenda.

E. PUBLIC COMMENT

(6:04:24) – There were no public comments.

F. PUBLIC HEARING ITEMS:

F-1 FOR POSSIBLE ACTION: TO APPROVE AUGMENTATION OF THE CARSON CITY AIRPORT AUTHORITY 2016-2017 BUDGET; AUTHORIZATION FOR STAFF TO MAKE THE REQUIRED FILINGS.

(6:04:50) – Chairperson Law introduced the item. Beth Kohn-Cole, Kohn and Company, LLC, presented the agenda materials which are incorporated into the record. Chairperson Law entertained member and public comments, and when none were forthcoming, a motion.

(6:06:31) – MOTION: I move to approve the [2016-2017] budget augmentation as presented.

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| RESULT: | APPROVED (6-0-0) |
| MOVER: | Harvey |
| SECONDER: | White |
| AYES: | Law, Barrette, Harvey, Tores, Vowell, White |
| NAYS: | None |
| ABSTENTIONS | None |
| ABSENT: | Stotts |

F-2 FOR POSSIBLE ACTION: TO APPROVE THE CARSON CITY AIRPORT AUTHORITY TENTATIVE BUDGET AS THE FINAL BUDGET FOR FISCAL YEAR 2017 TO 2018; AUTHORIZATION TO CERTIFY AND TRANSMIT SAME TO THE DEPARTMENT OF TAXATION AND THE NEVADA TAX COMMISSION; AUTHORIZATION FOR STAFF TO MAKE THE REQUIRED FILINGS.

(6:07:06) – Chairperson Law introduced the item. Ms. Cole explained that the only change to the tentative budget was the adjustment of the grant revenue, based on the Airport Engineer’s input, and noted that “the final budget looks exactly like your tentative budget that was discussed at the last meeting”. There were no member or public comments. Chairperson Law entertained a motion.

(6:08:05) – MOTION: I move to accept the tentative budget as the final budget for Fiscal Year 2017-2018, to authorize to certify and transmit the same to the Department of Taxation and the Nevada Tax Commission, and to authorize Staff to make the required filings.

(6:08:26) – Member White offered two amendments to Member Harvey’s motion. He suggested that previously discussed “Airfield Maintenance, line 6319 on the budget, where we put an extra \$2,000 into that line item and we talked about that being for Staff to take care of the entry way of the Airport...weed removal, dead bush removal, and dress the place up so it looks appropriate; and we also discussed that our year-end balance on the Net Ordinary Income we would have a policy of 8.25 percent [as] our minimum balance”. Member Harvey agreed that the first amendment would be a direction to Staff. Ms. Kohn noted that the Authority was “in excess of 8.3 percent” for the minimum balance. Member Harvey accepted both amendments and wished to understand Staff was clear on the amendments. Mr. Rowe noted that Staff would conduct the necessary airfield maintenance; however, this was their “go to placement once other priorities are addressed”. He also cited some of the already-underway maintenance.

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| RESULT: | APPROVED (6-0-0) |
| MOVER: | Harvey |
| SECONDER: | White |
| AYES: | Law, Barrette, Harvey, Tores, Vowell, White |
| NAYS: | None |
| ABSTENTIONS | None |
| ABSENT: | Stotts |

F-3 FOR POSSIBLE ACTION: TO APPROVE KOHN AND COMPANY, LLP TO CONDUCT THE FY 2016/2017 AUDIT OF THE CARSON CITY AIRPORT AUTHORITY.

(6:12:32) – Chairperson Law introduced the item. Ms. Kohn referenced the engagement letter which is incorporated into the record and presented the agenda materials. Member Harvey noted that he had reviewed said letter and was in support of conducting the audit. There were no public comments.

(6:14:17) – MOTION: I move to approve item F-3 to engage Kohn and Company to conduct the FY 2016/2017 [Airport Authority] audit.

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| RESULT: | APPROVED (6-0-0) |
| MOVER: | Harvey |
| SECONDER: | Barrette |
| AYES: | Law, Barrette, Harvey, Tores, Vowell, White |
| NAYS: | None |
| ABSTENTIONS | None |
| ABSENT: | Stotts |

(6:14:45) – Ms. Kohn reminded Mr. Rowe to submit the previously approved final budget and the budget augmentation to the Department of Taxation before June 1, 2017.

F-4 FOR POSSIBLE ACTION: TO APPROVE THE REQUEST BY BRIAN KULPA OF KRN TV TO OPERATE UNMANNED AERIAL VEHICLES (aka Unmanned Aircraft Systems, or “DRONES”; UNDER 55 LBS) WITHIN 5 MILES OF THE CARSON CITY AIRPORT IN FURTHERENCE OF THE NEWS AGENCY.

(6:15:17) – Chairperson Law introduced the item. Mr. Rowe indicated that the requestor was not present and suggested proceeding with the agenda until his arrival.

(6:36:28) – In response to Chairperson Law’s question, Mr. Rowe noted that Mr. Kulpa was not present and suggested postponing the agenda item. Mr. Tackes clarified that if the Airport Manager was satisfied that Mr. Kulpa is qualified, he “wouldn’t have any problem with you going forward and approving it”. He also outlined the criteria of qualification as complying with FAA Part 107 requirements and notifying the Airport Manager if they’re flying within a mile of the Airport. Mr. Rowe noted that Mr. Kulpa was an experienced unmanned aircraft system (UAS) pilot and was in the process of obtaining his [Part] 107 certification for news gathering purposes. Member White received confirmation that Mr. Rowe will discuss with Mr. Kulpa that the correct notifications were a must even with the uncertainty and the emergency nature of the “news business”. Member Vowell was informed that Mr. Kulpa had a radio and had someone with him to operate both the radio and the drone. Member Barrette did not feel comfortable on voting without hearing from Mr. Kulpa. There were no public comments.

(6:40:27) – MOTION: I move to accept item F-4 on the agenda as written.

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| RESULT: | APPROVED (5-0-1) |
| MOVER: | Vowell |
| SECONDER: | Harvey |
| AYES: | Law, Harvey, Tores, Vowell, White |
| NAYS: | None |
| ABSTENTIONS | Barrette |
| ABSENT: | Stotts |

5. FOR POSSIBLE ACTION: APPROVAL OF ASSIGNMENT OF THE CUBIX CORPORATION LEASE (PARCEL W1-C UNDER LEASE RECORDED OCTOBER 19, 2006 AS DOCUMENT NO. 360015) TO GONI AVIATION, LLC.

(6:15:50) – Chairperson Law introduced the item. Steve Lewis gave background on his involvement in aviation in general and Carson City in particular, and introduced himself as the Owner of Sterling Air. He also noted that through a recent partnership with Bill Hartman and George Clary, they had formed Goni Aviation, LLC for the sole purpose of acquiring the Cubix FBO and hangar, which they had leased individually and wished to purchase now as Goni Aviation. Mr. Tackes clarified for Member Vowell, who inquired about having a new lease, that “the existing lease has a stated term and has a provision for assignment, and is not set up when somebody sells the property”. There were no public comments.

(6:20:34) – MOTION: I move to approve [the assignment of the Cubix Corporation lease to Goni Aviation, LLC].

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| RESULT: | APPROVED (6-0-0) |
| MOVER: | Vowell |
| SECONDER: | Barrette |
| AYES: | Law, Barrette, Harvey, Tores, Vowell, White |
| NAYS: | None |
| ABSTENTIONS | None |
| ABSENT: | Stotts |

F-6 FOR POSSIBLE ACTION: REGARDING THE REQUEST BY DENNIS GIANGRECO TO LEASE PARCEL 219B OF AIRPORT LAND FOR THE CONSTRUCTION OF HANGARS FOR AIRCRAFT STORAGE; DETERMINE PROPOSED USE AND PROCEED WITH APPRAISAL; AND RECOVERY OF THE COST OF APPRAISAL.

(6:21:09) – Chairperson Law introduced the item and noted for the record that Dennis Giangreco had distributed a set of blueprints, incorporated into the record, to show the proposed construction on the property. Mr. Giangreco introduced himself as a hangar owner in Los Angeles, adding that he had moved to Lake Tahoe 10 years ago and wished to develop additional hangar properties in phases. Mr. Tackes presented background on the property, which is incorporated in the Airport Counsel’s Report and responded to clarifying questions.

(6:29:24) - In response to Member Barrette, Mr. Giangreco explained that he planned the phased development of structures “that will accommodate higher end aircraft”. Member White was informed that Mr. Giangreco would be an “on-site landlord”. Chairperson Law entertained public comments.

PUBLIC COMMENT

(6:32-44) – Brad Graeber received confirmation that the utilities (gas, storm drain, sewer and water) are already installed and, therefore, would most likely cause the property to be appraised at a higher rate. Mr. Giangreco confirmed that the [electrical] boxes were also “there”. Mr. Tackes outlined the noticing process and noted that a newspaper notification was “one of the requirements”. Mr. Fitzgerald confirmed that electricity was also installed.

(6:35:08) – MOTION: I move to approve that Staff proceed with the appraisal for the lease rate for the Lease Parcel 219B conditioned upon [the recovery of] the appraisal fee from Mr. Giangreco.

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| RESULT: | APPROVED (6-0-0) |
| MOVER: | Harvey |
| SECONDER: | Vowell |
| AYES: | Law, Barrette, Harvey, Tores, Vowell, White |
| NAYS: | None |
| ABSTENTIONS | None |
| ABSENT: | Stotts |

G. AIRPORT ENGINEER'S REPORT

(6:41:44) – Mr. Fitzgerald presented the Airport Engineer's Report incorporated into the record. Member Vowell was informed that the current "ponding" would evaporate. Mr. Fitzgerald offered to look into the mosquito abatement issue. Discussion ensued regarding pest issues and spraying and Member White suggested that Mr. Rowe look into working with University of Nevada Reno Cooperative Extension for mosquito abatement and Chairperson Law suggested inquiring with the Department of Health.

H. AIRPORT MANAGER'S REPORT

(6:47:52) – Mr. Rowe presented the Airport Manager's Report, incorporated into the record, and responded to clarifying questions.

I. LEGAL COUNSEL'S REPORT

(6:54:52) – In addition to the Airport Counsel Briefing, incorporated into the record, Mr. Tackes updated the Authority on related legislative activities and responded to clarifying questions.

J. TREASURER'S REPORT

(6:59:52) – Member Harvey reviewed the financial information, incorporated into the record, and noted that the utilities expenses were lower.

K. REPORT FROM AUTHORITY MEMBERS

(7:00:44) – There were no reports from Authority members.

L. PUBLIC COMMENT

(7:00:54) – Chairperson Law entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING**N. ACTION ON ADJOURNMENT**

(7:01:05) – Chairperson Law adjourned the meeting at 7:01 p.m.

The Minutes of the May 25, 2017 Carson City Airport Authority meeting are so approved on this 21st day of June, 2017.

LINDA LAW, Chair