

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, September 20, 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
Brian Fitzgerald – Airport Engineer
Dirk Zahilla, 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

(6:02:52) – Chairperson Law called the meeting to order at 6:02 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	
Member Larry Tores	Present	
Member Maurice White	Present	

B. PLEDGE OF ALLEGIANCE

(6:03:29) – Led by Chairperson Law.

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

(6:03:57) – Chairperson Law introduced the item.

(6:04:17) – **MOTION: I move to approve the minutes [of the August 16, 2017] meeting.**

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

D. MODIFICATION OF AGENDA

(6:04:37) – There were no modifications to the agenda.

E. PUBLIC COMMENT

(6:05:15) – There were no public comments.

F. PUBLIC HEARING ITEMS:

1 FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF PLAN FOR FILLING THE AIRPORT MANAGER VACANCY; REALIGNMENT OF DUTIES AND POSITIONS; CONSIDERATION OF PART TIME POSITIONS; PUBLISHING OR POSTING OF JOB AVAILABILITY.

(6:05:38) – Chairperson Law introduced the item and referenced a draft outlining the responsibilities of the Carson City Airport Manager. Treasurer Harvey reviewed the draft which is incorporated into the record and outlined the next steps which included feedback from the Authority. Chairperson Law recommended tabling the discussion until the October meeting to allow time for Authority members to thoroughly review the document. Member Barrette was informed that the vacancy would be advertised after the October Authority meeting.

PUBLIC COMMENTS

(6:08:38) – Erich Laetsch applauded the Chair and the Authority for the outline. He was also pleased to see that the outline did not contain clerical duties such as answering phones and picking up mail, and emphasized a management role. Mr. Laetsch wished to see additional responsibilities such as marketing and economic development. He also suggested leaving out the requirement of being experienced in airport administration and [FAA] pilot rating. Mr. Laetsch preferred to have an experienced manager instead. Chairperson Law noted that this discussion will take place during the October meeting.

2. FOR POSSIBLE ACTION: APPROVAL OF A REQUEST BY GEORGE BYARD ON BEHALF OF THE BYARD FAMILY TRUST FOR AN EXTENSION OF THEIR AIRCRAFT STORAGE ONLY LEASE TO SET A NEW 50 YEAR TERM UPON RAISING THE RENT TO THE CURRENT

APPRAISED VALUE ALONG WITH THE OPPORTUNITY COST PAYMENT AND OTHER CONDITIONS REQUIRED OF PREVIOUS LEASE EXTENSIONS.

(6:14:27) – Chairperson Law introduced the item. Mr. Tackes presented background, included in the Airport Counsel’s Report, and the amendment to the lease agreement which is incorporated into the record, and recommended approval. Vice Chair Vowell received clarification that Mr. Byard had paid for the appraisal and that the subject property was 33,740 square feet, for an annual lease amount of \$4,383, an almost 20 percent increase from the current lease amount. Member Tores was informed that the appraisal was done by William Kimmel, a Carson City-approved MAI appraiser from Reno with extensive experience in airport appraisals. There were no public comments. **Chairperson Law entertained a motion to approve the request for the extension of the Byard lease [agreement] as presented.**

(6:22:2) – MOTION: So moved.

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

(6:23:36) – Mr. Tackes noted that based on Vice Chair Vowell’s inquiry; he would add the rental rate to the lease amendment.

3. FOR POSSIBLE ACTION: ADOPTION OF 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; APPROXIMATELY 95,774 SQ FT; DETERMINATION OF APPROPRIATE MINIMUM LEASE RATE AND TERMS OF LEASE AND PERMITTED USES; SET DEADLINE FOR BIDS AND THE DATE FOR THE BID OPENING AND CONSIDERATION.

(6:24:18) – Chairperson Law introduced the item. Mr. Tackes noted that Dennis Giangreco was unable to fly into Carson City due to high winds; however, he believed the hangars “will work”. He also gave background (incorporated into the Legal Counsel’s Report) and outlined the bid process. Mr. Tackes clarified that Mr. Giangreco had paid for the appraisals. Member Barrette inquired about a higher price per square foot since amenities were already included in the hangars and Mr. Tackes recommended waiting for the bids to come in to see if any were higher. In addition, he recommended adoption of the attached resolution. There were no public comments. **Chairperson Law entertained a motion to adopt the resolution offering the land for lease under the terms set forth in the briefing, with a minimum rental rate of \$.24 per square foot, per year.** Discussion ensued whether there would be enough time to advertise and open the bids prior to the next meeting. Treasurer Harvey suggested amending the motion to include “with best efforts, no later than November 1, [2017]”. Mr.

Tackes offered to contact the Nevada Appeal to see if they can meet the advertising timelines. He also suggested posting the information online. **Chairperson Law reiterated the suggested motion to adopt the resolution offering the land for lease under the terms set forth in the briefing, with a minimum rental rate of \$.24 per square foot, per year, providing that it can be published three times before [the] October meeting, if not, to be scheduled for [the] November meeting and to be published in other electronic format(s).**

(6:42:36) – MOTION: So moved.

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

4. FOR POSSIBLE ACTION: APPROVAL OF TASK NO. 7 TO THE ATKINS ENGINEERING CONTRACT TO PROVIDE DESIGN SERVICES FOR THE REHABILITATE TAXIWAYS A & D PROJECT WITH A NOT TO EXCEED AMOUNT OF \$26,900.

(6:43:06) – Chairperson Law introduced the item. Mr. Fitzgerald presented the agenda materials incorporated into the record and responded to clarifying questions. He also noted that he would revise the document to correct several errors pointed out by Member White. Mr. Fitzgerald clarified for Vice Chair Vowell that projected costs are from actual estimates that are adjusted for inflation. There were no public comments. **Chairperson Law entertained a motion to approve Task Number Seven, conditional to receipt of FAA funding.**

(6:50:52) – MOTION: So moved.

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

5. FOR POSSIBLE ACTION: APPROVAL OF THE PURCHASE OF A BLOWER FOR CLEANING THE RUNWAY AND TAXIWAYS WITH A NOT TO EXCEED AMOUNT OF \$10,000; APPROVAL OF AN EXPENDITURE OF \$4,000 FROM THE GATE ACCOUNT TO REPLACE GATE 2.

(6:51:19) – Chairperson Law introduced the item. Interim Airport Manager Dirk Zahtilla noted that a blower to keep the runways clean was a better solution because it would not damage the surface. He also referenced a

quote, which is incorporated into the record, noting that the shipping cost is included in the quote. Discussion ensued about other airports using blowers instead of sweepers and whether it was the City's responsibility to clear the runways. Mr. Tackes noted that the Byard lease would bring in a single payment of \$14,306.95 in revenue which could be used for purchasing the equipment.

PUBLIC COMMENT

(6:59:30) – Mr. Laetsch commented on the blower that moved dust around and suggested purchasing a vacuum cleaner. Mr. Zahtilla noted that the latter would cost \$80,000 to \$100,000. Discussion ensued and Member White clarified that the City sweeper was a vacuum truck. Member Barrette suggested waiting a month.

(7:03:11) – Les Abendroth noted that he owned a sweeper he did not use, and invited Airport maintenance and the Airport Manager to “try it out” for purchase.

(7:04:30) – Chairperson Law noted that “a little more research” was needed on the item and postponed the decision until the October meeting.

(7:04:51) – Mr. Zahtilla presented his second request, replacement of gate number two and suggested utilizing some of the accrued gate fund dollars. Mr. Tackes received confirmation that only the gate, and not the readers, would be replaced for \$4,000. Mr. Fitzgerald noted that gates one, two, and four were set to be replaced in 2020, and the majority would be funded by FAA grants. Chairperson Law and Vice Chairperson Vowell inquired about the gate's close proximity to gate one and questioned whether the gate was necessary. Mr. Tackes was informed that the gate required very little maintenance by the fence company as most of the maintenance was performed in-house. Discussion ensued regarding the future gate repairs in 2020 and the matching funds to FAA funding. Member White suggested replacing the gate only if it will match the 2019 project and not require a replacement then. Mr. Fitzgerald offered to work with the Airport Manager on compatibility issues, adding that the funds would be incurred by the Authority and could not be prorated for the 2020 project. It was agreed to have this item tabled until the October Authority meeting.

G. AIRPORT ENGINEER'S REPORT

(7:21:43) – Mr. Fitzgerald presented the balance of the Airport Engineer's report which is incorporated into the record. He also reviewed the revised 2019-2023 ACIP plans to be presented to the FAA.

H. AIRPORT MANAGER'S REPORT

(7:25:51) – Mr. Zahtilla presented the Airport Manager's Report, incorporated into the record, and responded to clarifying questions. Mr. Tackes suggested getting together with Mr. Zahtilla and Chairperson Law to discuss actions regarding driving violations, especially on runways.

I. LEGAL COUNSEL'S REPORT

(7:45:06) – Mr. Tackes presented the balance of the Airport Counsel Report which is incorporated into the record, and noted that many more Hangar Use Policy forms had been returned since he had sent out the Report. He also thanked Members White and Tores for serving on the Airport Authority. Chairperson Law also thanked the members for serving on the Authority and noted that Member Tores had been appointed for a partial term as a result of a resignation. She expressed regret that he would be ineligible for another term, noting “I’d like to see us try to change Title 19 so that if someone comes on to complete a term, that they then can serve a [full] term”. Chairperson Law was informed by Member Tores that three manufacturers were interested in serving on the Authority.

J. TREASURER’S REPORT

(7:50:20) – Treasurer Harvey thanked Chairperson Law for [temporarily] stepping into the role of Airport Manager and for paying bills. He also referenced the financial report which is incorporated into the record. Chairperson Law explained that she had authorized CPA Beth Kohn to purchase a \$118 annual software license to remotely access the Airport accounting software and save travel time to Carson City.

K. REPORT FROM AUTHORITY MEMBERS

(7:53:17) – Chairperson Law requested an update on the west end office improvements from Vice Chair Vowell who explained that the improvements to the actual space had not yet begun; however, the internet should be installed “in the next couple of weeks” and a wall placard to instruct the public on accessing the internet. Mr. Zahtilla was informed that the free public access would be separate from the Airport Manager’s business access. Member Barrett noted that Mr. Zahtilla had “hit the ground running” and received confirmation that the directions from the Authority to the Airport Manager were clear. Member White thanked Staff and former and current Authority members, adding “it’s been a fun ride and I will be back”. Member Tores also thanked the Authority and explained that “it’s been a great experience” and noted that he had learned a lot about the Airport and its management.

L. PUBLIC COMMENT

(7:56:10) – Chairperson Law entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:56:20) – Previously discussed

N. ACTION ON ADJOURNMENT

(7:56:34) – Chairperson Law adjourned the meeting at 7:56 p.m.

The Minutes of the September 20, 2017 Carson City Airport Authority meeting are so approved on this 18th day of October, 2017.

LINDA LAW, Chair