

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, February 21, 2018 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

|                                |                                  |
|--------------------------------|----------------------------------|
| <b>Chair – Linda Law</b>       | <b>Vice Chair – Brian Vowell</b> |
| <b>Member – John Barrette</b>  | <b>Member – Michael Golden</b>   |
| <b>Member – Bradley Harris</b> | <b>Member – Larry Harvey</b>     |
| <b>Member – Jon Rogers</b>     |                                  |

**Staff**

Steve Tackes – Airport Counsel  
Brian Fitzgerald – Airport Engineer  
Dirk Zahtilla – Interim 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](http://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 and a quorum was present.

| <b>Attendee Name</b>          | <b>Status</b> | <b>Arrived</b> |
|-------------------------------|---------------|----------------|
| Chairperson Linda Law         | Present       |                |
| Vice Chairperson Brian Vowell | Present       |                |
| Treasurer Larry Harvey        | Present       |                |
| Member John Barrette          | Present       |                |
| Member Michael Golden         | Present       |                |
| Member Bradley Harris         | Present       |                |
| Member Jon Rogers             | Present       |                |

**B. PLEDGE OF ALLEGIANCE**

(6:03:25) – Led by Chairperson Law.

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

(6:03:47) – Chairperson Law introduced the item and entertained a motion.

**(6:04:06) – MOTION: I move to approve the December 20, 2017 meeting minutes as submitted.**

|                    |   |
|--------------------|---|
| <b>RESULT:</b>     | <b>APPROVED (7-0-0)</b>                               |
| <b>MOVER:</b>      | Vowell  |
| <b>SECONDER:</b>   | Barrette  |
| <b>AYES:</b>       | Law, Vowell, Barrette, Golden, Harris, Harvey, Rogers |
| <b>NAYS:</b>       | None  |
| <b>ABSTENTIONS</b> | None  |
| <b>ABSENT:</b>     | None  |

**D. MODIFICATION OF AGENDA**

(6:04:33) – Member Golden suggested hearing item F-2 prior to item F-1. There were no objections from the Authority members.

**E. PUBLIC COMMENT**

(6:05:46) – There were no public comments.

**F. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: REVIEW AND EVALUATION OF RESUMES SUBMITTED IN RESPONSE TO JOB ANNOUNCEMENT AND INVITATION FOR RESUMES; RANK APPLICANTS; ADDITIONAL STEPS; AUTHORIZE AUTHORITY MEMBER AND COUNSEL TO MAKE JOB OFFER TO APPLICANT(S) IN RANKED ORDER; APPROVAL OF BASE CONTRACT FOR MODIFICATION AND USE WITH RANKED APPLICANT.**

(6:43:18) – Chairperson Law introduced the item. Treasurer Harvey presented the agenda materials and gave an update on the conducted video interviews. He noted that due to technical errors, one of the video interviews had to be redone and was uploaded now, along with the others. He also outlined the next steps which included one-on-one interviews with the top candidates, an audio of which would be uploaded to the Airport website. Treasurer Harvey informed the Authority that the top candidates would present to them in person and answer member questions, then begin the negotiation process.

**(6:47:49) – MOTION: I move to approve the draft document as a base document – with the expectation that the terms may be negotiated.**

(6:48:03) – Member Golden stated that he was “really comfortable” with the process: however, he inquired whether the entire Authority could be present during the interviews. Mr. Tackes explained the Open Meeting Law guidelines and noted that everything discussed during the interviews was passed on, unfiltered, to the all Authority members. Member Golden was also informed that he should recommend any candidate he believed belonged in the top group for an interview. Mr. Tackes also noted that references would be checked as well. Member Golden suggested going beyond their references for feedback. Discussion ensued regarding the in-

person interviews. Vice Chair Vowell received confirmation that a special meeting required three full business days for notification. There were no public comments.

|                    |   |
|--------------------|---|
| <b>RESULT:</b>     | <b>APPROVED (7-0-0)</b>                               |
| <b>MOVER:</b>      | Harvey  |
| <b>SECONDER:</b>   | Harris  |
| <b>AYES:</b>       | Law, Vowell, Barrette, Golden, Harris, Harvey, Rogers |
| <b>NAYS:</b>       | None  |
| <b>ABSTENTIONS</b> | None  |
| <b>ABSENT:</b>     | None  |

**2. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A SCHEDULE FOR GATE CARD RENEWALS AND POSSIBLE CHANGES TO FEES ASSOCIATED WITH GATE CARDS AND ANY OTHER RELATED ISSUES.**

(6:06:27) – Chairperson Law introduced the item. Mr. Zahtilla referenced a memorandum from Member Golden and noted his agreement to the proposal. He also reviewed a document titled “Evolution of Gate Card Fees” which is incorporated into the record, and responded to clarifying questions by the members. Mr. Zahtilla believed that FBOs should purchase the employee gate cards to ensure that when employees leave an FBO, the employer is responsible for notifying the Airport Manager to deactivate the card. Vice Chair Vowell noted that this was not a Part 139 Airport; therefore there were no legal or TSA requirements to have access control at the Airport. He was also concerned that the gate card policy would not solve issues of speeding across a runway or the presence of wildlife, and inquired about cards for contractors or vendors such as FedEx or UPS. Mr. Zahtilla clarified that an application is filled out prior to issuing gate cards and the applicant must sign to commit to following the rules of the Airport. Member Golden cited several incidents in other airports that had been caused due to lack of security, adding that he was not fond of airport gates; however, he believed they were necessary. Vice Chair Vowell noted that many incidents could not have been prevented by having gates.

Member Golden was in favor of issuing cards to airport tenants and believed vendors should be issued their own cards. Discussion ensued regarding members of the Experimental Aircraft Association (EAA) having gate access cards, and both Vice Chair Vowell and Member Golden were not in favor of the EAA members having their own gate cards and suggested accessing the Airport via the parking lot. Member Harris suggested having a policy discussion later; however, he was ready to vote on just the fee structure. Mr. Tackes agreed with Member Harris’ recommendation and received confirmation that a renewal without the \$10 fee would ensure the cardholder information is up to date. Member Golden believed that waiving the \$10 renewal fee would make the Airport friendlier. He was also informed that a gate card policy currently exists; however, Mr. Zahtilla was in favor to have FBOs control the cardholder numbers. Discussion ensued regarding the gate card fund, which currently was a separate line item in the budget. Chairperson Law entertained public comments.

**PUBLIC COMMENT**

(6:37:26) – Brad Graber introduced himself and noted that he had purchased several gate cards at different prices and suggested having a record of them; however, he did not want to be charged again for those cards. Chairperson Law entertained a motion,

**(6:40:14) – MOTION: I move to approve the policy submitted for consideration by Member Golden [incorporated into the record].**

(6:40:01) – Chairperson Law clarified that the motion also reflected no cost to cardholders if they update their information by July 1, 2018. Member Golden read his memo into the record and stressed that there will be no proration of fees.

|                    |   |
|--------------------|---|
| <b>RESULT:</b>     | <b>APPROVED (7-0-0)</b>                               |
| <b>MOVER:</b>      | Vowell  |
| <b>SECONDER:</b>   | Rogers  |
| <b>AYES:</b>       | Law, Vowell, Barrette, Golden, Harris, Harvey, Rogers |
| <b>NAYS:</b>       | None  |
| <b>ABSTENTIONS</b> | None  |
| <b>ABSENT:</b>     | None  |

**3. FOR POSSIBLE ACTION: MANAGER REQUESTS GUIDANCE ON THE ISSUES OF INDIVIDUALS PERFORMING WORK FOR HIRE AS A/Ps WITHOUT APPROVED FBO STATUS AND INDIVIDUALS WHO USE HANGARS AS RESIDENCES.**

(6:57:42) – Chairperson Law introduced the item. Mr. Zahtilla presented the situation. Mr. Tackes referenced the Legal Counsel’s Report and noted that all complaints should be backed by evidence to support them. He cited complaints against two individuals who allegedly were performing work without being approved as FBOs. Vice Chair Vowell requested lease information update on several hangars to check for potential violations. Mr. Tackes clarified that any violations of a non-compete clause would be a civil matter between the two entities. Member Golden expressed concern that Staff in the past had not enforced many of the violations such as individuals living in hangars. He also believed that Title 19 violations should be enforced, and cited examples of individuals soliciting business while circumventing FBOs. Discussion ensued regarding certain FBO leases and whether some hangars are being used as residences. Member Rogers suggested receiving formal and signed complaints. Mr. Tackes informed Vice Chair Vowell that both the Airport and Carson City must be listed as additional insureds on FBO policies. Member Golden clarified that repair stations must have specific coverage called aircraft movement. Chairperson Law summarized the discussion by stating that if a complaint is brought to Mr. Zahtilla regarding individuals operating under the auspices of an FBO, he must request the documents to prove that “they are indeed attached to and working under the auspices of that FBO”, and any complaint about a transient person must be accompanied by dates and times and visual or written documentation. She also entertained public comments, noting that they will be limited to three minutes per member of the public.

**PUBLIC COMMENT**

(7:19:15) – Erich Laetsch introduced himself and believed that Member Golden should have recused himself from the discussion due to the fact that he was “an owner or principal in an FBO which had in the past, may now presently, and certainly in the future has the opportunity to do maintenance”. Mr. Laetsch believed that by participating and providing an opinion, Member Golden has “totally contaminated this discussion”. Mr. Tackes acknowledged having “this issue before” and noted that he had spoken the Ethics Commission at numerous occasions about it, calling it “almost a built-in conflict of interest”. He explained that the law requires that two Authority members represent FBOs and that the guidance he has received states “if the matter we’re discussing is specifically about that FBO, which I don’t recognize this matter to be, then they must disclose and recuse. But, if it’s not specifically about business they’re conducting or directed at trying to change their business, then I don’t think they’re required to abstain and disclose.” Mr. Laetsch disagreed, noting that Member Golden could be a potential competitor”. He cited examples of having an expert come and help him with a repair, which he believed is his right. Treasurer Harvey believed that the instructions to the Airport Manager were clear, and did not see a reason to have a vote on the issue. Vice Chair Vowell noted that there were two issues: 1) the homeless who are camping out in between hangars, and 2) those who have “built-in residences”. Discussion ensued regarding vagrants on the premises. Mr. Zahtilla stated that he had only heard of one individual who was living in a hangar and Mr. Tackes assured the Authority that if the incident of someone applying for a driver’s license using an Airport address can be proved, then he can “take that next step”. Member Rogers believed that individuals may bring a “friend” to help with their repairs and Mr. Tackes offered to look into Title 19.

(7:32:32) – Bill Hartman introduced himself and noted that the Cubix Hangar is now called the Goni Aviation Hangar and stated that he was one of the three owners. Mr. Hartman also added that they use it primarily for storage. In response to a question, he clarified that former Authority Member Steve Poscic was not affiliated with them. There were no additional public comments.

(7:34:05) – Chairperson Law recessed the meeting.

(7:47:11) – Chairperson Law reconvened the meeting. A quorum was still present.

#### **4. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF DIRECTION TO CONSULTANT AND ENGINEER REGARDING FAA AIP 31 MASTER PLAN.**

(7:47:29) – Chairperson Law introduced the item. Mr. Fitzgerald gave a status update of the Master Plan and invited everyone to the Public Information Workshop on Tuesday, February 27, 2018 [flyer attached]. He also responded to clarifying questions and noted that all materials are available on [www.carsoncity.airportstudy.com](http://www.carsoncity.airportstudy.com). Mr. Fitzgerald indicated that the Authority’s April meeting will contain “a lot more information”. Member Barrette was informed that “this is a full review” and that the last review had taken place in 2001. Vice Chair Vowell was informed that the target date to submit the plan to the FAA was December 2018. A forecast and projections were also expected by the FAA. Mr. Tackes indicated that funding was part of the FAA approval as well.

#### **G. AIRPORT ENGINEER’S REPORT**

(7:54:55) – Mr. Fitzgerald explained that the upcoming taxiway rehabilitation project will include resurfacing all the taxiways on the airport. He added that the project will go to bid early April [2018], the bids will be open at the end of April [2018], and heard by the Authority in May [2018]. Mr. Fitzgerald noted that they are planning on having work done at night to avoid inconveniencing the Airport community.

#### **H. AIRPORT MANAGER'S REPORT**

(7:57:40) – Mr. Zahtilla presented the Airport Manager's Report, incorporated into the record, and responded to member questions. Mr. Tackes suggested looking into the last weekend in June for the Airport Open House to coincide with the Reno-Carson City Navy Week.

#### **I. LEGAL COUNSEL'S REPORT**

(8:08:30) – Mr. Tackes presented the Legal Counsel's Report, incorporated into the record, which also included incident reporting procedures. Discussion ensued regarding whose responsibility it is to protect the accident scene versus helping those who are injured. Mr. Tackes recommended calling 911 first.

#### **J. TREASURER'S REPORT**

(8:17:19) – Treasurer Harvey Presented the Treasurer's Report, including the previous year's comparisons, and responded to clarifying questions. He also noted that a meeting had been set up in March with the accounting firm to begin the budgeting process.

#### **K. REPORT FROM AUTHORITY MEMBERS**

(8:21:34) – Chairperson Law introduced the item and reported on a meeting with Vice Chair Vowell, Gary Province from Airport maintenance, and Cinderlite to discuss moving an access gate, a cooperative effort between the City, the Airport, and Cinderlite, to understand the responsibilities and the required labor and materials. Chairperson Law indicated that the cost incurred by Cinderlite would be deducted from the appropriate month's rock sales. Vice Chair Vowell recapped his discussion with Cinderlite and noted that an extension would be necessary for them to procure rocks, estimated to take another three or four years. He also explained that to avoid small aircraft hazards, he had requested that the project be graded and "to bring that slope down on at least over the approach into the runway as soon as possible". Vice Chair Vowell noted that Cinderlite did not currently have an interest in the large boulders, unless they win certain bids that need large rocks. Chairperson Law believed that Cinderlite was focusing on an effort to make the approach to the airport safer for aviation, but "it's just going to take them a while". Vice Chairperson Vowell suggested having a permanent Notice to Airmen (NOTAM) regarding excavation in the area and the wind effects from the pit. Mr. Tackes suggested adding the presence of easterly winds to the NOTAM. Member Rogers was informed that Cinderlite has a remediation agreement in their contract. Member Golden was informed that the entire contract, including the remediation, was bonded. Chairperson Law updated the Authority on a meeting with the Carson City Fire Department about an addressing system for the Airport regarding emergency responses, and that Mr. Fitzgerald was reviewing the maps and suggested having them available on the website for public comment. She also thanked Member Harris and

Treasurer Harvey for attending the Open Meeting Law presentation by the Attorney General’s Office and encouraged other members to view the video.

**L. PUBLIC COMMENT**

There were no public comments.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING**

**N. ACTION ON ADJOURNMENT**

**(8:36:40) – Member Golden Moved to adjourn the meeting. The motion was seconded by Vice Chair Vowell. Chairperson Law adjourned the meeting at 8:37 p.m.**

The Minutes of the February 21, 2018 Carson City Airport Authority meeting are so approved on this 21<sup>st</sup> day of March, 2018.

---

LINDA LAW, Chair