

DRAFT MINUTES
Special Meeting
Carson City Airport Authority
Tuesday, March 13, 2018 ● 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
Member – Jon Rogers	

Staff

Steve Tackes – Airport Counsel
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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(6:05:32) – Chairperson Law called the meeting to order at 6:05 p.m. Roll was called and a quorum was present.

Attendee Name	Status	Arrived
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

(6:06:19) – Led by Chairperson Law.

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

There were no minutes for approval

D. MODIFICATION OF AGENDA

There were no modifications to the agenda.

E. PUBLIC COMMENT

There were no public comments.

F. PUBLIC HEARING ITEMS:**1. FOR POSSIBLE ACTION: FOR POSSIBLE ACTION: APPROVAL OF CONTRACT OF EMPLOYMENT OF NEW AIRPORT MANAGER.**

(5:07:30) – Chairperson Law introduced the item. Treasurer Harvey thanked Vice Chair Vowell, Member Harris, Mr. Tackes and Mr. Zahtilla for their time and participation in the interviewing process, and noted that the quality of applicants had been impressive. He outlined the selection process and referenced the agenda materials including resumes and a worksheet used by the team to rank the applicants. Mr. Tackes noted that the two top-ranking candidates, Ken Moen and Greg Owen had also been recommended by Staff and “either one of them I think would do a great job here at Carson City Airport”. He also suggested giving each of the two finalists the opportunity to provide the Authority with a three-minute introduction about himself.

(6:11 14) – Greg Owen introduced himself and noted that his background in Ukiah, California provided him with the experience required to become Airport Manager in Carson City. He also thanked the Authority for this opportunity.

(6:12:51) – Ken Moen also introduced himself and noted that he had been able to attend several Authority meetings. He outlined his experience in Reno and stated that he had watched the changes taking place at this Airport.

(6:16:27) – Member Harvey reviewed the weighting of the candidates and the compilation of the results. Member Golden praised the work done by the group and the attention to detail, calling it “phenomenal”. Member Barrette also praised the outcome. Vice Chair Vowell noted that his decision was very close, adding that both candidates were outstanding and had complementary skill sets. He also stated that he was leaning towards Mr. Moen due to his experience. Member Harris was in favor of extending the offer to Mr. Moen based on the results of “the homework assignment” given to all candidates and because of his local contacts to accelerate bringing new business to the Airport. He believed that Mr. Moen’s experience in working in “an Airport Authority structure” was beneficial as well. Chairperson Law entertained public comments; however, none were forthcoming. She also stated that she had gone through the applicant resumes and her recommendation was identical to those of the sub-group. The Chair also thanked all the applicants who had taken the time to apply. Vice Chair Vowell indicated that each sub-group member had individually ranked the candidates but when they had met, the scores were almost identical. Mr. Tackes recommended ranking the candidates in a motion.

(6:23:20) – MOTION: I move we rank the candidates Ken Moen as number one and Greg Owen as number two, and direct Staff along with Member Harvey to negotiate a contract with the highest ranked candidate. And, if unsuccessful, then with the next one in ranking.

(6:29:01) – Member Golden inquired about the offer parameters and Member Harvey explained that they were done and that the Authority was now approving the negotiation and would later approve the final contract and offer.

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

G. AIRPORT MANAGER’S REPORT

(6:31:02) – Mr. Zahtilla indicated that he would provide his report at the regularly-scheduled Authority meeting.

H. REPORT FROM AUTHORITY MEMBERS

(6:31:20) – There were no reports from Authority members.

I. PUBLIC COMMENT

(6:31:25) – There were no public comments.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:31:31) – Chairperson Law stated that any future agenda items should be forwarded to her, to Mr. Zahtilla, or to Mr. Tackes by tomorrow morning.

N. ACTION ON ADJOURNMENT

(6:31:54) – Chairperson Law adjourned the meeting at 6:31 p.m.

The Minutes of the March 13, 2018 Carson City Airport Authority special meeting are so approved on this 21st day of March, 2018.

LINDA LAW, Chair