

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

Authority Members

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|--------------------------------|----------------------------------|
| 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 (via telephone)
Brian Fitzgerald – Airport Engineer
Dirk Zahtilla – Interim Airport Manager
Kathleen King – Chief Deputy Clerk
Minutes by: 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

(6:00:19) – Chairperson Law called the meeting to order at 6 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

(6:00:48) – Led by Chairperson Law.

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

(6:01:16) – Chairperson Law introduced the item and noted two sets of minutes. Chairperson Law entertained comments or corrections and, when none were forthcoming, a motion.

(6:01:38) – MOTION: I move to approve the February 21, 2018 and March 13, 2018 meeting minutes.

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

D. MODIFICATION OF AGENDA

(6:02:05) – Chairperson Law introduced this item, and entertained modifications to the agenda. None were forthcoming and she deemed the agenda adopted as published.

E. PUBLIC COMMENT

(6:02:30) – Chairperson Law entertained public comment; however, none was forthcoming.

F. PUBLIC HEARING ITEMS:

1. FOR POSSIBLE ACTION: APPROVAL OF CONTRACT OF EMPLOYMENT OF NEW AIRPORT MANAGER.

(6:02:55) – Chairperson Law introduced the item, and Member Harvey provided background information and reviewed the agenda materials. In response to a question by Member Golden, Member Harvey advised that newly-hired Airport Manager Ken Moen would begin his employment on March 22, 2018. Chairperson Law noted that per his employment agreement, interim Airport Manager Dirk Zahtilla would remain on board for up to 30 days to train Mr. Moen. Member Barrette thanked Mr. Zahtilla for managing the Airport on an interim basis. Chairperson Law entertained public comments and when none were forthcoming, a motion.

(6:05:20) – MOTION: I move to approve the employment agreement, and authorize Chairperson Law to sign it as submitted.

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

(6:07:05) – Chairperson Law and Mr. Moen signed the agreement.

2. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A CLARIFICATION OF THE GATE CARD RULE ALLOWING “TEMPORARY CONTRACTORS WHILE PERFORMING WORK ON THE AIRSIDE” TO BE ISSUED GATE CARDS.

(6:07:35) – Chairperson Law introduced the item, and Mr. Zahtilla reviewed the agenda materials. He also expressed concern that terminated employees of FBOs who still have their gate cards will be able to get in if FBOs don't assume responsibility for their employees' gate cards. Chairperson Law entertained questions or comments of the Airport Authority members and, when none were forthcoming, of the public.

(6:10:13) – Brad Graber believed that helping out to FBOs should be a consideration of the Authority and believed that managing their employees' gate cards is another burden on an FBO.

(6:11:08) – Member Golden suggested turning off the card if it does not get renewed each year. He also proposed tabling the discussion to receive input from the Airport Manager. Mr. Tackes was in favor of disabling cards after an employee is terminated and he suggested receiving notification from the employers to disable particular card numbers when an employee is no longer employed by an FBO. Chairperson Law suggested adding key card numbers to the checkout sheets. Member Golden believed that FBOs collect terminated employers' badges, key cards, access to the parking lot, etc. Member Harris noted that the Airport has a direct relationship with the FBO, not the employee; therefore, nothing should be issued directly to the employee, including gate cards. Vice Chair Vowell clarified that he received a gate card not as an FBO but as an individual who had signed a contract with the Airport Manager. Chairperson Law postponed voting on this item until the next meeting in order to receive input from Mr. Moen.

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

(6:23:37) – Chairperson Law introduced the item, and Mr. Fitzgerald reviewed the agenda materials which are incorporated into the record. He also noted that the materials were ready to be sent to the FAA if the Authority had no additional comments. Upon Chairperson Law's request, Mr. Fitzgerald explained that any work done within 250 feet of the center line would require restrictions or closure of the runway; therefore, any associated work to phase one will be done at night. He also added that the seal coating would require a 24-hour closure as well, preferably during the daytime, while the striping would require a total of 48 hours of closure. Vice Chair Vowell was informed that the closure would be for the entire runway and Chairperson Law received confirmation that appropriate Notes to Airmen (NOTAMs) will be issued.

G. AIRPORT ENGINEER'S REPORT

Previously discussed during item F-3.

H. AIRPORT MANAGER'S REPORT

(6:29:56) – Mr. Zahtilla reviewed his report which is incorporated into the record. Authority members thanked Mr. Zahtilla for his service as Interim Airport Manager.

I. LEGAL COUNSEL’S REPORT

(6:33:19) – Mr. Tackes clarified that the correct date to file the proposed budget with the Department of Taxation was April 15, 2018 and not April 21, 2018, and that the final must be approved by June 1, 2018 and filed by June 3, 2018. He also noted that the final budget approval must be agendaized for the May 16, 2018 meeting.

J. TREASURER’S REPORT

(6:34:27) – Treasurer Harvey indicated that a budget meeting will be held on March 22, 2018 and the attendees will be Chairperson Law, Airport Manager Moen, Interim Airport Manager Zahtilla, Treasurer Harvey, and Beth Kohn, CPA to review the budget. He also reviewed the financial report which is incorporated into the record and noted that the information was available online, on the Airport’s website.

K. REPORT FROM AUTHORITY MEMBERS

(6:35:18) – Chairperson Law entertained reports from Authority members; however, none were forthcoming.

L. PUBLIC COMMENT

(6:33:24) – There were no public comments.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:35:32) – Chairperson Law instructed the members to send agenda item requests to Mr. Moen, Mr. Tackes, or to her. Member Barrette thanked the members of the subcommittee to hire the Airport Manager.

N. ACTION ON ADJOURNMENT

(6:36:17) – Chairperson Law adjourned the meeting at 6:36 p.m.

The Minutes of the March 21, 2018 Carson City Airport Authority meeting are so approved on this 18th day of April, 2018.

LINDA LAW, Chair