

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, April 18, 2018 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Authority 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 (via telephone)  
Brian Fitzgerald – Airport Engineer  
Ken Moen – 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**

(6:03:00) – Chairperson Law called the meeting to order at 6:03 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**

(6:03:30) – Led by Chairperson Law.

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

(6:04:00) – Chairperson Law introduced the item and entertained comments or corrections and, when none were forthcoming, a motion.

(6:04:16) – MOTION: I move to approve the March 13 and March 21, 2018 meeting minutes.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Barrette
<b>SECONDER:</b>	Vowell
<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**

(6:04:40) – Chairperson Law introduced this item, and entertained modifications to the agenda. No modifications were requested by the members.

**E. PUBLIC COMMENT**

(6:05:07) – Chairperson Law entertained public comments. Thurman “Buzz” Elliott introduced himself and noted that he was helping a friend expand a hangar ramp and requested a contact and next steps. Chairperson Law suggested that Mr. Elliott contact Airport Manager Moen.

**F. AWARDS AND PRESENTATION**

(6:07:35) – Chairperson Law invited Interim Airport Manager Dirk Zahtilla and thanked him for his patience in filling the Airport Manager Role temporarily until a new manager was hired. She also presented him with an award in appreciation of his hard work.

**G. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: DISCUSS AND MODIFY, IF APPROPRIATE, THE TENTATIVE BUDGET FOR FISCAL YEAR JULY 1, 2018 THROUGH JUNE 30, 2019 WHICH HAS BEEN SUBMITTED TO STATE OF NEVADA DEPARTMENT OF TAXATION BY KOHN & CO.**

(6:08:55) – Chairperson Law introduced the item. Beth Kohn of Kohn & Co. presented the tentative budget summary, incorporated into the record, and responded to clarifying questions by Authority members. Discussion ensued regarding the aviation gas tax and Ms. Kohn suggested that Mr. Moen follow up with the City. Member Golden anticipated that the revenue from the tax would be “very negligible”. There were no public comments and Chairperson Law entertained a motion to approve the discussed modifications to the Tentative [Airport Authority] Budget for the Fiscal year of July 1, 2018 to June 30, 2019 in order to comply with the publication and filing requirements prior to the [Authority’s] May 23, 2018 final budget meeting. Mr. Tackes clarified that the Authority would approve the changes made in this meeting, adding that a motion was optional at this time, as the budget was not the final one.

**2. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF CHANGING MAY 16, 2018 MEETING DATE TO MAY 23, 2018 IN ORDER TO APPROVE FISCAL YEAR JULY 1, 2018 THROUGH JUNE 30, 2019 OPERATING BUDGET.**

(6:25:25) – Chairperson Law introduced the item. Mr. Moen explained that the proposed date change was to satisfy the budget approval process requirement. He also confirmed that the meeting would take place at 6 p.m. in the Sierra Room. **Chairperson Law entertained a motion to approve setting the May Airport Authority meeting May 23, 2018, in [the Sierra Room].** There were no public comments.

**(6:27:27) – MOTION: So moved.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Harris
<b>SECONDER:</b>	Harvey
<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: DISCUSSION AND POSSIBLE APPROVAL OF SIERRA SKYWAY, INC. BUILDING PLANS AND ADDENDUM TO LEASE AGREEMENT IN ORDER TO ACCOMMODATE CONSTRUCTION OF UTILITY RISER OUTSIDE LEASEHOLD.**

(6:28:05) – Chairperson Law introduced the item. Mr. Moen gave background and presented the agenda materials. He also noted that lessee Dennis Giangreco was present and had brought plans with him that he had not yet seen.

(6:29:36) – Mr. Giangreco introduced himself and explained the need for utility risers. Mr. Tackes believed that a lot line adjustment would suffice for the Authority; however, he recommended clearing the construction with the fire department. Mr. Fitzgerald confirmed that the required property would be about 45 feet. Chairperson Law recommended not holding up construction and suggested that Mr. Giangreco receive a signed letter from the fire department to present to the Authority. Mr. Giangreco suggested conditional approval of his plan to present to the fire department. Mr. Tackes noted that Mr. Fitzgerald had reviewed and approved the plan, suggesting a conditional approval of the proposed addendum “based on positive feedback from the fire department”. There were no public comments; therefore, **Chairperson Law entertained a motion “to approve the plans and to conditionally approve the addendum that would include the area necessary for the pad and that the Airport Manager be tasked with receiving a letter from Mr. Giangreco regarding the accommodations of the utility riser as presented”.**

**(6:34:04) – MOTION: So moved.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Vowell
<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

**4. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE CARSON CITY AIRPORT GATE CARD POLICY.**

(6:35:15) – Chairperson Law introduced the item. Mr. Moen gave background and referenced a memorandum, incorporated into the record and authored by him, regarding a gate card policy recommendation. Vice Chair Vowell recommended several changes such as referring to persons as owners/operators and recommended having an agreement “so that we bind the cardholders to insuring that they maintain the insurance”. Discussion ensued regarding the driving rules and regulations and Chairperson Law stated that each gate card requester signs an agreement. Member Rogers also suggested a clarification. Chairperson Law entertained public comments.

**PUBLIC COMMENT**

(6:24:38) – Brad Graber introduced himself and inquired about the whereabouts of the recommended policy. He was informed by Mr. Moen that it was posted on the website with the agenda materials. Discussion ensued regarding the accessibility of the gate card policy to all the tenants. Mr. Graber also noted that it was hard to hear in the back of the Sierra Room.

(6:46:50) – Member Golden clarified that “nothing has changed” in the gate card policy; however, it was now being incorporated into the driving rules. **Chairperson Law entertained a motion to approve the gate card policy recommended by the Airport Manager.**

**(6:27:27) – MOTION: I move.**

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

**5. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF TRAVEL OF BOARD CHAIR AND MANAGER TO ATTEND FAA WESTERN-PACIFIC REGION, 9TH AIRPORTS CONFERENCE JUNE 12-14, 2018 IN TORRANCE, CA.**

(6:48:10) – Chairperson Law introduced the item. She also explained that the FAA had invited her or Mr. Tackes to review the hangar inspection compliance process conducted last year and noted that she would be at the Torrance conference, requesting the approval of travel funds for her and Mr. Moen’s attendance at the conference. Member Barrette in favor of the item and praised the Airport’s leadership in the inspection process.

(6:51:08) – Vice Chair Vowell did not believe “we pushed back on these guys hard enough”. Mr. Moen also informed the Vice Chair that he had spoken with an FAA representative who recommended that he attend. Chairperson Law clarified that the conference itself was free and that they would only incur travel costs. Member Barrette believed that “we need to cooperate with [the FAA] as much as we possibly can”. Vice Chair Vowell wished to understand the benefits of attending the conference and Mr. Tackes believed “it’s a great opportunity to get some good face time with the FAA’s Airports Division” and praised the data collected to determine FAA compliance. Member Golden was also in favor of having the Chair and Airport Manager attend the conference to gain further exposure to the FAA to show “we’re engaged in the process with them”. Member Harris inquired about the expenditure amount and Chairperson Law noted that she had made reservations at a different hotel and at a much lower room rate. Mr. Moen explained that he had not made reservations, pending a decision by the Authority. Treasurer Harvey clarified that the amount requested would not be “of grave concern” in terms of the budget. Member Rogers inquired about other opportunities for the Airport Manager to meet with the FAA should the Chair attend alone. Chairperson Law saw the public relations value in having Mr. Moen attend. Mr. Moen believed the opportunity was educational as well. **Chairperson Law entertained public comments and when none were forthcoming, a motion to approve travel expenses for the FAA conference.**

**(6:27:27) – MOTION: So moved.**

<b>RESULT:</b>	<b>APPROVED (6-1-0)</b>
<b>MOVER:</b>	Harvey
<b>SECONDER:</b>	Golden
<b>AYES:</b>	Law, Barrette, Golden, Harris, Harvey, Rogers
<b>NAYS:</b>	Vowell
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

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

(7:05:02) – Chairperson Law introduced the item. Mr. Fitzgerald explained that he had nothing new to report and that they were moving forward with Airport alternatives for development and noted that a revised aircraft forecast will be presented at the next meeting.

**7. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF REQUEST FOR QUALIFICATIONS (RFQ) FOR AVIATION PLANNING SERVICES FOR 2018 TO 2023 AND CORRESPONDING RFQ FOR ARCHITECTURAL/ENGINEERING SERVICES 2018 TO 2023.**

(7:06:28) – Chairperson Law introduced the item. Mr. Tackes gave background and presented the agenda materials which are incorporated into the record. He also responded to clarifying questions by the Authority members. Discussion ensued on what may not be funded by the FAA in the future. There were no public comments. **Chairperson Law entertained a motion to approve the RFQs and direct the Airport Staff to publish them and seek qualified firms for responses.**

**(7:16:56) – MOTION: I move.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Harris
<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

**8. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL TO SUBMIT BILL DRAFT RESOLUTION CHANGES TO AIRPORT AUTHORITY ACT FOR CARSON CITY CHAPTER 844, STATUTES OF NEVADA 1989 TO STATE REPRESENTATIVE AL KRAMER FOR AMENDMENT.**

(7:17:32) – Chairperson Law introduced the item. Mr. Tackes presented the agenda summary outlined in the Legal Counsel’s report and reviewed the proposed NRS amendments which are incorporated into the record. He also responded to clarifying questions by Authority members and entertained additional changes. Mr. Tackes noted that he wished to get buy-in from the Board of Supervisors as well to present a “unified group”.

(7:23:15) – Member Rogers was informed that the members would reapply for their next term, to be considered for appointment by the Board of Supervisors. Mr. Tackes clarified for Member Golden that the proposed language “is intended to say you’re eligible to serve a second four-year term”. Chairperson Law cited the example of several Authority members who wished to stay on for another term, especially a few who had filled a short-term vacancy prior to the expiration of a term. Member Harvey believed that members may be more effective in their second term as it would take several years to familiarize themselves. He also clarified that this was an “eligibility” and not an automatic reappointment. Vice Chair Vowell thanked Assemblyman Al Kramer for accepting the sponsorship of a Bill. He also suggested having a sub-committee [non quorum] to make additional necessary changes. Discussion ensued regarding Airport taxes versus having a self-sufficient Airport. Mr. Tackes suggested getting the bill in the queue early and Chairperson Law recommended “getting it in the hopper as a placeholder” as soon as possible. Treasurer Harvey was in support of the item. Mr. Tackes noted that based on a comment by Member Rogers, he would like to see the service term wording change from the ability to

serve for eight [two consecutive four-year] years to “is eligible to serve for eight years” to avoid confusion. There were no public comments.

**(7:46:40) – Chairperson Law entertained a motion “to approve the legislative changes to NRS 844 as amended during this meeting and direct Airport Staff to work with Assemblyman Kramer to submit the bill to the Legislative Counsel Bureau, contingent upon us forming a committee [of three or fewer members] to review the cooperative agreement, [Chapter] 844, and Title 19 language.”**

(7:47:11) – Vice Chair Vowell suggested amending the motion to state that the committee will complete its review within 90 days. Chairperson Law was in favor of the amendment.

**(7:47:32) – MOTION: So moved.**

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

(7:48:28) – Chairperson Law recessed the meeting.

(7:54:55) – Chairperson Law reconvened the meeting. A quorum was still present.

**H. AIRPORT ENGINEER’S REPORT**

(7:55:03) – Mr. Fitzgerald updated the Authority on the Taxiways Project and noted that a pre-bid meeting was scheduled for May 2, 2018 with a bid opening on May 8, 2018. He also believed that the FAA would most likely have a grant offer within 60 days of submission, with a possible September start date. Chairperson Law cautioned against having the project interfering with the Reno Air Races.

**I. AIRPORT MANAGER’S REPORT**

(7:59:57) – Mr. Moen explained that he had been transitioning into his new position and thanked [interim Airport Manager] Dirk Zahtilla for his assistance. He also updated the Authority on the traffic counts of the different types of aircraft, and the repairs and improvements being made by Airport Maintenance Technician Gary Province. Mr. Moen relayed discussions with the City Manager regarding “upgrading the status of the Airport” and expressed his desire to discuss instrument approach possibilities with the FAA. He also noted that he planned to meet with different City departments and others to discuss the upcoming open house and to begin work on the Airport strategic plan.

**J. LEGAL COUNSEL’S REPORT**

(8:13:41) – Mr. Tackes noted that he did not have any additional items to discuss.

**K. TREASURER’S REPORT**

(8:13:48) – Treasurer Harvey thanked the Authority for their earlier comments during the budget discussion and referenced the financial report, incorporated into the record, noting that “we are on track at this point, through the year”.

**L. REPORT FROM AUTHORITY MEMBERS**

(6:14:28) – Chairperson Law relayed her conversation with the Treasurer’s Office regarding “depositing our excess funds with the Treasurer’s Office as part of the local government investment pool”, adding that the investments may provide an additional 8,000 to 10,000 per year in interest income, even with the current low interest rates.

**M. PUBLIC COMMENT**

(8:15:08) – There were no public comments.

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

(8:16:15) – Chairperson Law suggested forwarding upcoming agenda items to Mr. Moen or Mr. Tackes.

**O. ACTION ON ADJOURNMENT**

**(8:16:28) – Chairperson Law adjourned the meeting at 8:16 p.m.**

The Minutes of the April, 18, 2018 Carson City Airport Authority meeting are so approved on this 23<sup>rd</sup> day of May, 2018.

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LINDA LAW, Chair