

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, May 23, 2018 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Authority 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
Brian Fitzgerald – Airport Engineer
Ken Moen – Airport Manager
Mary Walker – Recording Secretary
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

(6:02:09) – Chairperson Law called the meeting to order. 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

(6:02:49) – Led by Chairperson Law.

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

(6:03:11) – Chairperson Law introduced the item and entertained comments or corrections and, when none were forthcoming, a motion.

(6:03:34) – MOTION: I move to approve the April 18, 2018 Airport Authority meeting minutes [as presented].

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

D. MODIFICATION OF AGENDA

(6:03:48) – Chairperson Law introduced this item, and entertained modifications to the agenda. No modifications were requested by the members.

E. PUBLIC COMMENT

(6:04:11) – Chairperson Law entertained public comments; however, none were forthcoming.

F. AWARDS AND PRESENTATION

(6:04:38) – None.

G. PUBLIC HEARING ITEMS:

1. FOR POSSIBLE ACTION: TO APPROVE THE CARSON CITY AIRPORT AUTHORITY TENTATIVE BUDGET AS THE FINAL BUDGET FOR FISCAL YEAR JULY 1, 2018 THROUGH JUNE 30, 2019; AUTHORIZATION TO CERTIFY AND TRANSMIT SAME TO THE DEPARTMENT OF TRANSPORTATION AND THE NEVADA TAX COMMISSION; AUTHORIZATION FOR STAFF TO MAKE THE REQUIRED FILINGS.

(6:04:43) – Chairperson Law introduced the item. Beth Kohn-Cole of Kohn & Co. presented the proposed final budget summary, incorporated into the record, and reviewed the changes discussed in the previous Authority meeting. She also responded to clarifying questions by the members. Ms. Kohn-Cole noted that a budget augmentation will take place at the next Authority meeting to augment the rock sales income. There were no public comments. **Chairperson Law entertained a motion to approve the tentative budget for Fiscal Year July 1, 2018 to June 30, 2019 and direct Staff to make the required filings.**

(6:07:00) – MOTION: I move.

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

2. FOR POSSIBLE ACTION: TO APPROVE KOHN AND COMPANY, LLP TO CONDUCT FY2017/18 AUDIT OF THE CARSON CITY AIRPORT AUTHORITY.

(6:07:25) – Chairperson Law introduced the item. Ms. Kohn-Cole referenced the engagement letter sent by her and incorporated into the record, with a not-to-exceed amount clause. Treasurer Harvey thanked Ms. Kohn-Cole for the expertise she has provided to date, especially during the recent transition to a new Airport Manager. There were no public comments. **Chairperson Law entertained a motion to approve Kohn and Company, LLP to conduct the Fiscal Year 2017/2018 audit of the Carson City Airport Authority.**

(6:08:56) – MOTION: So moved.

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

3. INFORMATION: PRESENTATION OF RENO LUMBER PROJECT NORTH TAXIWAY DELTA ON ARROWHEAD DRIVE AND SIERRA SKYWAYS HANGAR PROJECT.

(6:09:31) – Chairperson Law introduced the item. Keith Shaffer of Manhard Consulting introduced himself and presented an update regarding the construction off Arrowhead Drive, near the Airport. He also noted that they were following the FAA guidelines and had posted appropriate notices per those guidelines. Mr. Shaffer explained that the project was a flat area where Reno Lumber would stage and package wholesale lumber for the Carson City and Carson Valley areas. He also noted that a one-story office building will be constructed near Arrowhead Drive, not to exceed 14 feet in height, and the site would contain yard lights no taller than 25 feet with the lumber housed in a building no taller than 25 feet, against the fence and near Taxiway D. Mr. Shaffer added that all the required notices had been filed with the FAA and they were providing additional information requested by the FAA. Chairperson Law received clarification that the lights will only illuminate the property and will not interfere with aviation.

(6:15:37) – Mr. Shaffer also updated the Authority on the Sierra Skyways, Inc. hangar project. He stated that the site improvement and hangar design plans had been submitted, adding that they would be “hangars very much like what was proposed some eight years ago or more”. Mr. Shaffer also responded to clarifying questions by Authority members, and agreed to provide “a legal description of the nine-by-nine [fire service shed/building] outside the main hangar building” to Mr. Tackes and to include in the lease amendment. He confirmed for Chairperson Law that he was working with the City on the Special Use Permit. Mr. Shaffer noted for the record that “the project that we are moving forward with, at the end of the day, is a condominium hangar project”, adding that they will be presenting to the Planning Commission in June. Discussion ensued regarding the location of utilities and Mr. Shaffer noted that they were adjacent to the property “and if it doesn’t line up exactly, it will be constructed that way”. There were no public comments.

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW OF PROPOSED CHANGES TO THE DRAFT LEGISLATION UPDATING NRS 844 REGARDING THE CARSON CITY AIRPORT AUTHORITY; MAKE ADDITIONAL MODIFICATIONS OR GIVE WORKING GROUP FURTHER DIRECTION.

(6:24:50) – Chairperson Law introduced the item. Mr. Tackes presented the agenda materials incorporated into the record and responded to clarifying questions. He also noted that he had incorporated the changes provided by the Authority during its last meeting and highlighted the additional changes for consideration in this meeting. Chairperson Law expressed concern over the proposed reduction of Authority members and stated that a five-person board would limit the forming of three-person subcommittees as they would be considered a quorum. She also believed in the benefit of having more than one FBO or manufacturer representative. Member Golden opposed the reduction of the Authority members and cited the example of a five-member, bi-county, publicly-elected airport board that had “unintended consequences” and had caused damage to the airport. He also opposed having one FBO representative for those who have “more of a vested interest than any other members of the Airport Authority” in the operations of the Airport, adding that manufacturers were “off-airport” therefore he was “ambivalent to” the concept. Vice Chair Vowell clarified that the reviewing subcommittee had not intended to take away the voice of any particular segment and that it had intended to streamline the Airport operations such as writing leases and offered to take the current comments back to the subcommittee. He also believed that incorporating the cooperative agreement with the City into the legislation could allow the Authority to manage the Airport, and that the proposal was still work in progress and would be revised based on this discussion.

(6:49:10) – Treasurer Harvey praised the subcommittee for its “great work” and was in favor of the proposed changes that allowed the Authority to make personnel decisions without legislative changes. He was also in agreement with the earlier discussion of not reducing the number of Authority members. Member Rogers clarified that the consideration of having a five-member board was “an attempt to streamline the process of finding board members” but did not believe it “needs to be defended”. He was also in favor of having a cooperative agreement with the City “which can be greatly reduced”. Member Barrette was also opposed to reducing the number of Authority members. Member Rogers suggested approving the changes as written, with the exception of reducing the number of members from seven to five. Chairperson Law believed that the sooner the bill draft was submitted, the sooner it would go forward. Vice Chair Vowell was in favor of approving the changes as discussed; however, he suggested continuing the subcommittee meetings to streamline the cooperative

agreement. Mr. Tackes believed that a cooperative agreement is necessary and proposed a few edits. He also wished to present the item, along with Mr. Moen, to the Board of Supervisors as the second “involved entity”. There were no public comments. **Chairperson Law entertained a motion to approve the revised version of the legislative changes and direct Staff to pursue the Bill Draft Request with the exception of reducing the number of [Authority] members in Sections 4 and 29, and adding in the cooperative agreement provisions in Section 26.**

(7:00:01) – MOTION: I move.

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

(7:01:10) – Mr. Tackes informed Member Harris that he planned to present this item to the Board of Supervisors in their early or mid-June meeting.

5. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL FAA AIP 32 REHABILITATE TAXIWAYS A, B, C, D, TAXI LANES E, F, AND ACCESS ROAD ACCEPTANCE OF MAXWELL ASPHALT AS THE LOW BIDDER AT \$229,588.30 AND TO AUTHORIZE CHAIR LAW TO ACCEPT FAA GRANT; AUTHORIZE STAFF TO OBTAIN BOARD OF SUPERVISOR APPROVAL; ALTERNATIVELY REJECT ALL BIDS AND RE-ISSUE REQUEST FOR BIDS OR ACCEPT THE ONLY RESPONSIVE BID OF THE THREE BIDS RECEIVED.

(7:02:04) – Chairperson Law introduced the item. Mr. Fitzgerald presented the agenda materials which are incorporated into the Airport Engineer’s report, and reviewed the three proposed scenarios in the report. He also recommended the approval of option three, which was to reject all bids.

(7:05:04) – Chairperson Law recessed the meeting.

(7:12:48) – Chairperson Law reconvened the meeting. A quorum was still present.

(7:13:15) – Chairperson Law reintroduced the item and suggested rejecting the bids and reissuing [the request for bids]. Member Golden was also in favor of rejecting the bids, even though it would put the project behind. Members Barrette recommended rejecting the current bid and starting over. Member Rogers inquired about receiving more than one bid and Mr. Fitzgerald believed that the two other bidders would resubmit new bids. Vice Chair Vowell was informed that the bids must be opened no less than 21 days after the day the project is advertised. There were no public comments.

(7:17:20) – Chairperson Law entertained a motion to reject all bids and re-notice the project for bids with the correct information and the written bid documents at the shortest possible time. Mr. Tackes clarified that a bid protest “would push us out of this construction season”. Discussion ensued regarding the rejected bids being seen by the other bidders.

(7:17:30) – MOTION: So moved.

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

6. FOR DISCUSSION AND POSSIBLE ACTION: AUTHORIZE STAFF TO SUBMIT AWOS REPLACEMENT ESTIMATE TO FAA FOR INCLUSION IN 2018-19 ACIP.

(7:21:00) – Chairperson Law introduced the item. Mr. Fitzgerald presented the enclosed AWOS replacement estimate and recommended replacement now, then researching an upgrade for the future. He also responded to clarifying questions from the Authority members. Mr. Fitzgerald informed Vice Chair Vowell that other vendors’ bids would have resulted in replacing all the equipment as vendors had their proprietary technologies. There were no public comments.

(7:25:29) – Chairperson Law entertained a motion to approve the replacement of the AWOS using the updated estimate of cost and to update the ACIP accordingly.

(7:16:56) – MOTION: I so move.

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

H. AIRPORT ENGINEER’S REPORT

(7:26:05) – Mr. Fitzgerald presented the balance of the Airport Engineer’s Report which is incorporated into the record and responded to clarifying questions. Vice Chair Vowell expressed concern over the presence of weeds

and the possible damage to aircraft tires. Mr. Moen explained that the weed abatement was part of the Airport Maintenance Technician's plan.

I. AIRPORT MANAGER'S REPORT

(7:30:42) – Mr. Moen noted that the Airport Open House would be held in 30 days. He also updated the Authority on his meetings with Airport tenants and City officials. Mr. Moen reported on many day-to-day Airport activities as well, and announced that Gary Province, Airport Maintenance Technician, had attended an airport safety an operations specialist class in Reno. He also noted that he had been offered a seat by NDOT on the Transportation Planning and Advisory Committee, an advisory committee to NDOT management and staff on transportation issues in Nevada. Mr. Moen stated that he had participated in several aviation-related seminars and was exploring non-traditional aviation opportunities such as unmanned ground and air transportation.

J. LEGAL COUNSEL'S REPORT

(7:44:00) – Mr. Tackes praised the Community Development Director Lee Plemel and Planning Manager Hope Sullivan for their assistance in resolving the Special Use Permit issue discussed in item G-3, by suggesting to file for one Special Use Permit to cover the entire Airport for hangar construction and expansion buildings for storage.

K. TREASURER'S REPORT

(7:47:23) – Treasurer Harvey referenced the budget, incorporated into the record, and noted that they were on track and that Mr. Moen was learning QuickBooks. He also responded to members' questions. Member Rogers offered to assist with the budget process "making it look more like what a private enterprise might do". Member Harris also suggested having a project level budgeting to look at costs. Member Rogers suggested separating direct costs from overhead costs.

L. REPORT FROM AUTHORITY MEMBERS

(7:54:22) – Chairperson Law reported that she was staying in contact with the Treasurer's Office regarding a Local Government Investment Program and was waiting to hear whether the Authority qualified.

M. PUBLIC COMMENT

(7:54:59) – There were no public comments.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:55:10) – Chairperson Law suggested forwarding upcoming agenda items to Mr. Moen or Mr. Tackes.

O. ACTION ON ADJOURNMENT

(7:55:24) – Chairperson Law adjourned the meeting at 7:55 p.m.

The Minutes of the May 23, 2018 Carson City Airport Authority meeting are so approved on this 20th day of June, 2018.

LINDA LAW, Chair