

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, June 20, 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  
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**

(6:01:27) – Chairperson Law called the meeting to order. Roll was called and a quorum was present. Treasurer Harvey and Member Golden were absent as excused.

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

**B. PLEDGE OF ALLEGIANCE**

(6:02:18) – Led by Chairperson Law.

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

(6:02:40) – Chairperson Law introduced the item and entertained comments or corrections and, when none were forthcoming, a motion to approve the minutes of the May 23, 2018 meeting as presented.

(6:03:00) – MOTION: So moved.

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Harris
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Law, Vowell, Barrette, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Harvey, Golden

**D. MODIFICATION OF AGENDA**

(6:03:36) – None.

**E. PUBLIC COMMENT**

(6:03:55) – Chairperson Law entertained public comments; however, none were forthcoming. Mr. Fitzgerald introduced Ben Goebel, his manager at Atkins, and based in Chicago.

**F. AWARDS AND PRESENTATION**

(6:04:23) – None.

**G. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: TO APPROVE THE CARSON CITY AIRPORT AUTHORITY BUDGET AUGMENTATION FOR FISCAL YEAR 2017/18; AUTHORIZATION FOR STAFF TO MAKE THE REQUIRED FILINGS.**

(6:04:27) – Chairperson Law introduced the item. Beth Kohn-Cole of Kohn & Co. introduced herself and presented the budget augmentation worksheet, incorporated into the record. She noted that “this augmentation is in line with what management determined at that time where your estimated final numbers would be”, adding that the augmentation reflected \$78,000 of additional revenue, an increase in the opening fund balance of \$53,000, several decreases in expenses, and an increase to the budgeted ending fund balance. She also responded to clarifying questions by the members. There were no public comments; therefore, **Chairperson Law entertained a motion to approve the budget augmentation for FY 2018/18 and authorize Staff to make the required filings.**

(6:07:54) – MOTION: So moved.

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Rogers
<b>SECONDER:</b>	Harris
<b>AYES:</b>	Law, Vowell, Barrette, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Harvey, Golden

**2. FOR POSSIBLE ACTION: DISCUSSION AND AWARD FAA AIP 32 REHABILITATE TAXIWAYS A, B, C, D, TAXILANES E, F, AND ACCESS ROAD TO THE RESPONSIVE APPARENT LOW BIDDER, APPROVE THE CONTRACT WITH ATKINS TO PROVIDE CONSTRUCTION MANAGEMENT, SUBMIT A GRANT APPLICATION TO THE FAA BASED ON BIDS, AND TO AUTHORIZE CHAIR LAW TO ACCEPT FAA GRANT WHEN OFFERED.**

(6:09:30) – Chairperson Law introduced the item. Mr. Fitzgerald gave background and presented the agenda materials which were incorporated into the Airport Engineer’s Report and into the record. He also recommended awarding the bid to Q&D Construction even though Maxwell Asphalt was technically the low bidder; however their “bid attachments associated with the addendum weren’t included in their bid proposal [specifically included in the instructions]” and had not listed themselves “on the subcontractors’ list as self-performing any remaining part of the project that their subcontractor will not be doing.” Mr. Fitzgerald also responded to clarifying questions by the members. Discussion ensued and Mr. Tackes provided additional clarification regarding the importance of the deficiencies, calling them “significant errors”. Member Harris expressed concern over “spending this Airport’s money responsibly” and believed that the technical errors should not cost the Authority and additional \$37,000 and Mr. Tackes reminded the Authority that they were only responsible for the six percent match, slightly over \$2,000 and emphasized the importance of meeting the FAA’s bid criteria. Chairperson Law also cautioned that with the better economy, these bids may be higher next year. She was also concerned that a bidder who had not read their directions may have performance issues. Member Barrette was also concerned about the performance of a contractor who had not followed instructions, adding that Q&D Construction had performed well during the downtown project. Vice Chair Vowell was informed that incomplete bids had been rejected in the past. There were no public comments.

**(6:22:30) – Chairperson Law entertained a motion to award the bid to Q&D [Construction], approve the contract with Atkins to provide construction supervision conditioned on Atkins being selected as the Airport Engineer during the construction, approve submittal of the FAA AIP Grant application, and authorize the Chair and the Mayor to accept the FAA Grant when offered.**

(6:23:25) – Vice Chair Vowell inquired about the condition of Atkins being approved as the Airport Engineer. Mr. Takes clarified that he had suggested including the clause in case Atkins was not awarded a new contract by the Authority, adding that should that be the case, the new Airport Engineer would oversee the construction. Discussion ensued, and Mr. Fitzgerald explained that the current grant submission will include the cost estimates provided by Atkins and a change order may be required should a different firm manage the project. Mr. Tackes stated that the suggested motion by the Chair included the award of the bid to Q&D Construction, the contract

with Atkins [to manage the project], the approval of the submittal of the FAA grant application to the FAA, and authorizing the Chair and the Mayor to accept the grant when offered. Member Rogers was informed that a change order is possible to change the project management contractor. There were no public comments. **Chairperson Law reiterated her earlier proposed motion.**

**(6:31:21) – MOTION: So moved.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Rogers
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Law, Vowell, Barrette, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Harvey, Golden

**3. FOR POSSIBLE ACTION: TO APPROVE FINAL BILL DRAFT REQUEST FOR NRS 844 FOLLOWING BOARD OF SUPERVISORS SUGGESTED REVISIONS.**

(6:32:00) – Chairperson Law introduced the item. Mr. Tackes presented the Board of Supervisors’ feedback and the proposed final Bill Draft Request, incorporated into the record, noting that he had already sent the draft to Assemblyman Al Kramer’s office, and that he would submit any changes from this discussion as well. He also responded to clarifying questions from the Authority members. In response to a question regarding the redrafting of the cooperative agreement with the City, Mr. Tackes suggested working with the Deputy City Manager, an Authority Member, the Airport Manager, and the Airport Counsel to discuss updates to the agreement. There were no public comments.

**(6:37:58) – Chairperson Law entertained a motion to approve the version of the Bill Draft Request with the City’s suggested additions as approved by the City.**

**(6:38:08) – MOTION: So moved.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Vowell
<b>SECONDER:</b>	Rogers
<b>AYES:</b>	Law, Vowell, Barrette, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Harvey, Golden

**H. AIRPORT ENGINEER’S REPORT**

(6:38:41) – Mr. Fitzgerald presented the balance of the Airport Engineer’s Report, incorporated into the record, and responded to clarifying questions. Member Rogers inquired about the number of Authority members who would be attending the Master Plan Update meeting to avoid having a quorum present, and Mr. Fitzgerald encouraged coordinating the attendance of the members to the public meeting to avoid having more than three members present.

#### **I. AIRPORT MANAGER’S REPORT**

(6:42:38) – Mr. Moen updated the authority on his activities in the past 90 days and reminded the members that the Airport Open House would take place on June 23, 2018. He also outlined the marketing plans for the event, some enhancements to block noise inside the terminal building, and reviewed several open house schedule highlights. Mr. Moen noted that he, along with Gary Province, Airport Maintenance, will receive FAA training on electronic NOTAM publishing. He also thanked Members Rogers and Harris for their assistance in fundraising for the open house. Member Barrette inquired about Mr. Moen’s efforts for further economic development ideas for the Airport. Member Rogers praised the open house event for not charging admission in order to involve the entire community.

#### **J. LEGAL COUNSEL’S REPORT**

(6:52:14) – Mr. Tackes noted that once the FAA Grant Application [item G-2] has been signed, he will schedule a presentation to the Board of Supervisors by him, the Chair, and the Airport Manager, in anticipation of the short window given by the FAA once they have approved the grant application. He also cautioned against having a quorum during the Airport Master Plan public meeting.

#### **K. TREASURER’S REPORT**

(6:54:12) – Chairperson Law suggested postponing the item since Treasurer Harvey was not present, and asked Mr. Moen to post the latest report on the Airport’s website.

#### **L. REPORT FROM AUTHORITY MEMBERS**

(6:54:38) – Chairperson Law reported on a successful FAA conference attendance, adding that they had met many people who would be helpful in completing the operations manual. She also noted that she had contacted the Treasurer’s Office regarding being qualified for the Local Government Investment Pool; however, her contact had been on vacation. Mr. Tackes believed that the invitation from the FAA for Chairperson Law to present at the conference was “quite the feather in out hat”, as she was invited by them to show the right way to formulate a hangar use policy.

#### **M. PUBLIC COMMENT**

(6:58:15) – There were no public comments.

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

(6:58:22) – Chairperson Law suggested forwarding upcoming agenda items to Mr. Moen.

**O. ACTION ON ADJOURNMENT**

**(6:58:37) – Chairperson Law adjourned the meeting at 6:58 p.m.**

The Minutes of the June 20, 2018 Carson City Airport Authority meeting are so approved on this 18<sup>th</sup> day of July, 2018.

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LINDA LAW, Chair