

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, July 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  
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**

(6:04:15) – Chairperson Law called the meeting to order. Roll was called and a quorum was present. Treasurer Harvey was absent.

<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	Present	
Member Bradley Harris	Present	
Member Jon Rogers	Present	

**B. PLEDGE OF ALLEGIANCE**

(6:05:04) – Led by Chairperson Law.

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

(6:05:54) – Chairperson Law introduced the item and entertained comments or corrections and, when none were forthcoming, **a motion to approve the minutes of the June 20, 2018 meeting as presented.**

**(6:06:26) – MOTION: So moved.**

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

**D. MODIFICATION OF AGENDA**

(6:07:20) – None.

**E. PUBLIC COMMENT**

(6:07:26) – Chairperson Law entertained public comments; however, none were forthcoming.

**F. AWARDS AND PRESENTATION**

(6:07:51) – None.

**G. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: TO APPROVE THE CARSON CITY AIRPORT AUTHORITY (CCAA) PARTICIPATION IN THE LOCAL GOVERNMENT POOLED INVESTMENT FUND (LGIP) AND AUTHOIZATION FOR STAFF TO MAKE THE REQUIRED FILINGS.**

(6:07:57) – Chairperson Law introduced the item and announced that the State Treasurer’s Office had approved the Authority’s participation in the Local Government Pooled Investment fund, adding that she has the necessary paperwork ready to authorize the Airport Manager (primary) and the Authority Chair and Treasurer (secondary) account activators. She also suggested approving receipt of reports by the Airport Counsel and responded to clarifying questions. There were no public comments.

**(6:12:21) – Chairperson Law entertained a motion to approve the participation by the Carson City Airport Authority in the Local Government Pooled Investment Fund and authorize the Officers and Staff to activate an account for the Authority and report back to the Authority on the amounts moved.**

(6:12:33) – MOTION: So moved.

(6:12:55) – Members Harris and Rogers thanked the Chair for the “attention to detail” and the investment opportunity.

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

**2. FOR POSSIBLE ACTION: TO AFFIRM BOARD CHAIR’S APPOINTMENT OF CCAA COMMITTEE TO REVIEW STATEMENTS OF INTEREST AND QUALIFICATONS FOR AIRPORT ARCHITECTURAL/ENGINEERING AND PLANNING SERVICES CONTRACT.**

(6:13:53) – Chairperson Law introduced the item which is clarified in the Airport Counsel’s report. Mr. Moen reported on the subcommittee comprising Vice Chair Vowell and Members Barrette and Harris, and Mr. Moen. He reviewed the scoring process and stated that the scores will be presented at the Authority’s August meeting in order to come up with a recommendation. There were no public comments.

(6:17:10) – Chairperson Law entertained a motion to affirm the Chair’s appointment of the subcommittee members, and that they create the scoring and compilation of the data received.

(6:17:24) – MOTION: So moved.

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

**3. FOR POSSIBLE ACTION: DISCUSSION OF MASTER PLAN AIRPORT FACILITY ALTERNATIVES IN ORDER TO PROVIDE CONSULTANT WITH A RECOMMENDED DEVELOPMENT CONCEPT.**

(6:17:51) – Chairperson Law introduced the item. Mr. Fitzgerald presented the agenda materials incorporated into the Airport Engineer’s Report and responded to clarifying questions by the Authority members. Member Golden inquired about the night and precision restrictions and Mr. Fitzgerald offered to return with further information on the “request for better approaches”. Mr. Tackes stated that he had made the approach requests on the FAA’s website and encouraged everyone to do the same. Discussion ensued regarding runway length and Member Golden suggested lengthening the runway by 600 feet to make “a huge operational difference”. Member Harris believed that the night approach was one of the highly desired improvements, and placed it in the top three most requested items. Mr. Tackes noted that a recent FAA change indicated that “you can’t have a roadway in your runway safety area”, calling it a limitation on the west side of the Airport. Further discussion ensued regarding the nighttime approach, and Mr. Moen offered to bring forth the item during an upcoming conference attended by FAA members and find out about grandfathered exceptions. Mr. Fitzgerald encouraged the Authority members to send additional comments to Mr. Moen or to him. Chairperson Law suggested making the Airport Manager “the point person on the night approach”. There were no public comments.

**(6:41:15) – Chairperson Law entertained a motion to designate the Airport Manager as the point person on researching and determining the night approach option.**

**(6:41:30) – MOTION: So moved.**

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

**4. FOR POSSIBLE ACTION: TO APPROVE LEASEHOLD LOT LINE ADJUSTMENTS TO PARCEL 38.**

(6:41:56) – Chairperson Law introduced the item. Mr. Tackes presented the information incorporated into the Airport Counsel’s Report. He also reviewed the Airport Lease Amendment, with the Lot Line Adjustments, incorporated into the record as well, and responded to clarifying questions. There were no public comments.

**(6:46:29) – Chairperson Law entertained a motion to approve the Lot Line Adjustments to Parcel Number 38.**

**(6:46:34) – MOTION: So moved.**

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

**5. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE CONCEPT OF DEVELOPING A LETTER OF AGREEMENT FOR UNMANNED AERIAL SYSTEMS (UAS) TEST SITE WITH THE NEVADA INSTITUTE FOR AUTONOMOUS SYSTEMS (NIAS) AT CXP.**

(6:47:06) – Chairperson Law introduced the item. Mr. Moen gave background and presented a draft Letter of Agreement with the Nevada Institute for Autonomous Systems at the Airport, which is incorporated into the record. Mr. Moen proposed setting up a test site range that can be monitored and believed the operation can contribute to the Airport via a fee structure. He also gave examples of incidents involving drones in the vicinity of the Airport and suggested proactive community involvement in reporting and understanding the issues. Discussion ensued regarding educating the public and assuming a leadership role by having a public information campaign. Vice Chair Vowell cited an example of “rogue operators” and suggested involving other government entities to educate and enforce. There were no public comments.

**(7:05:46) – Chairperson Law entertained a motion to approve the concept of developing a Letter of Agreement for Unmanned Aerial Systems (UAS) Test Site with NIAS at the Carson City Airport as well as authorizing research on a public information campaign and related public service announcements if necessary and authorize the Airport Manager to proceed with those investigations and actions.**

**(7:06:14) – MOTION: I’ll move.**

<b>RESULT:</b>	<b>APPROVED (5-0-1)</b>
<b>MOVER:</b>	Golden
<b>SECONDER:</b>	Rogers
<b>AYES:</b>	Law, Vowell, Golden, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	Barrette
<b>ABSENT:</b>	Harvey

**H. AIRPORT ENGINEER’S REPORT**

(7:06:48) – Chairperson Law introduced the item. Mr. Fitzgerald presented the Airport Engineer’s Report, incorporated into the record, and responded to clarifying questions.

**I. AIRPORT MANAGER’S REPORT**

(7:07:52) – Mr. Moen reported that the Board of Supervisors had approved the FAA grant request, which he planned to submit along with Mr. Tackes. He also updated the Authority on his activities during the first 120 days on the job which consisted of continuing to meet tenants, the Airport Open House, speaking events at the Kiwanis Club, and hosting 70 campers with the Cactus Air Force. Mr. Moen believed that “the trespasser” had returned and a key was missing, which had led to re-keying several doors. He noted that they were also ready “to close the books” on the audit, adding that they were working on better online accounting data management. Mr. Moen reported that the attendees ranged between four and five thousand people and called it “a steady day”. He also thanked Members Rogers and Harris for their fundraising efforts to subsidize the Open House expenses. Mr. Moen noted that he will bring back the results of a survey that is in progress and informed the Authority members on upcoming official email addresses which were in the works along with an economic impact study. Member Golden commended Mr. Moen for a successful Open House.

**J. LEGAL COUNSEL’S REPORT**

(7:25:05) – Mr. Tackes believed that moving forward “Mr. Moen will be the primary voice of the Authority in front of the Board of Supervisors”. The Legal Counsel’s written report is incorporated into the record.

**K. TREASURER’S REPORT**

(7:25:30) – Chairperson Law noted that Treasurer Harvey was out of the area and that the report will be incorporated into the record.

**L. REPORT FROM AUTHORITY MEMBERS**

(7:26:04) – None.

**M. PUBLIC COMMENT**

(7:26:20) – There were no public comments.

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

(7:26:28) – Chairperson Law suggested forwarding upcoming agenda items to Mr. Moen.

**O. ACTION ON ADJOURNMENT**

**(6:26:47) – Chairperson Law adjourned the meeting at 6:26 p.m.**

The Minutes of the July 18, 2018 Carson City Airport Authority meeting are so approved on this 15<sup>th</sup> day of August, 2018.

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LINDA LAW, Chair