

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, August 15, 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
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

(6:02:31) – 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	Absent	
Treasurer Larry Harvey	Present	
Member John Barrette	Present	
Member Michael Golden	Present	
Member Bradley Harris	Present	
Member Jon Rogers	Present	

(6:04:42) – Chairperson Law noted for the record that she had received a phone call from Vice Chair Vowell noting he would not be present at this meeting.

B. PLEDGE OF ALLEGIANCE

(6:03:04) – Led by Chairperson Law.

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

(6:03:27) – Chairperson Law introduced the item and entertained comments or corrections and, when none were forthcoming, **a motion to approve the minutes of the July 18, 2018 meeting as presented.**

(6:03:52) – MOTION: So moved.

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

D. MODIFICATION OF AGENDA

(6:04:55) – Chairperson Law introduced the item and read a prepared statement regarding item G1, indicating that the issue was a landlord/tenant concern and that it should not be discussed publicly “in anticipation of potential legal activities”. Therefore, she suggested tabling the item until “the September meeting to allow time for the landlord/tenant issues to be resolved between the parties” or “to give the tenant a two-week opportunity to cure his arrearages with the CCAA”.

E. PUBLIC COMMENT

(6:07:48) – Chairperson Law entertained public comments; however, none were forthcoming.

F. AWARDS AND PRESENTATION

(6:08:08) – None.

G. PUBLIC HEARING ITEMS:

1. FOR POSSIBLE ACTION: CARSON AVIATION ADVENTURES LEASE ON 2500 E. COLLEGE PARKWAY HAS BEEN TERMINATED AND BUSINESS DOES NOT HAVE PRESENCE ON AIRFIELD AS REQUIRED BY TITLE 19. TERMINATION OF BUSINESS LICENSE HELD BY PIER28 INC. FOR CARSON AVIATION ADVENTURES; NOTIFICATION TO CITY OF NEED TO REPLACE FBO MEMBER ON CCAA.

(6:08:16) – This item will be tabled, per agenda item D.

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

(6:08:18) – Chairperson Law introduced the item. Mr. Fitzgerald reported on a meeting with Coffman Associates, Inc. to discuss the alternatives in Chapter 4 of the Master Plan, incorporated in the Airport Engineer’s Report. Additionally, he referenced a draft memorandum by Mr. Moen, also incorporated into the record, outlining “preferred and secondary alternatives” and entertained feedback from Authority members. Mr. Moen noted that upon approval of the draft letter, he would submit it to Coffman Associates with the updated date. There were no member or public comments.

(6:10:24) – Chairperson Law entertained a motion to recommend the options outlined by Staff as the Authority’s preferred option for the Master Plan alternatives.

(6:10:38) – MOTION: So moved.

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

3. FOR POSSIBLE ACTION: TO APPROVE LEASEHOLD LOT LINE ADJUSTMENTS TO PARCEL 219B.

(6:11:25) – Chairperson Law introduced the item. Mr. Tackes gave background and referenced the Airport Council’s Report. He also noted that the tenant, Dennis Giangreco, had provided a letter from the Fire Marshall stating that “the intrusion is not much [and] it won’t block the fire equipment”. Mr. Tackes clarified that the next step would be to amend Mr. Giangreco’s lease to add two additional riser rooms; however, according to Mr. Fitzgerald, the legal description provided by Manhard consulting “doesn’t match up with the legal descriptions used to describe [Mr. Giangreco’s] parcel”. Mr. Tackes also noted that he had emailed Mr. Giangreco to find out whether an amendment had been drafted or not. He recommended postponing action on this item until the legal description has been amended. Additionally, Mr. Tackes explained that should Mr. Giangreco wish for him to prepare the amendment, the Authority should be reimbursed for that expense. Mr. Moen believed that per the Planning Department, the final map would be submitted after all the utilities are completed. There were no public comments. The item was tabled until the next meeting.

4. FOR POSSIBLE ACTION: ACCEPT FAA GRANT AIP PROJECT NO. 3-32-0004-032-2018.

(6:15:52) – Chairperson Law introduced the item. Mr. Fitzgerald presented the agenda materials incorporated into the record. He also clarified for Member Barrette that “\$32,906 [of the total grant is] for the AWOS and \$352,000 [is] for the taxiway job”. Mr. Moen explained to Member Golden that the grant acceptance by the Board of Supervisors was scheduled for August 16, 2018, after which a request would be submitted to start the

procurement of parts. Discussion ensued regarding changing the location of the AWOS and Member Golden noted that sometimes the transmission was difficult to receive unless he was on the ground. There were no public comments.

6:19:32() – Chairperson Law entertained a motion to accept the FAA Grant for AIP Project Number 3-32-0004-032- 2018.

(6:19:41) – MOTION: I’ll move.

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

5. FOR POSSIBLE ACTION: CCAA RFQ COMMITTEE TO PRESENT DATA COLLECTED AND RFQ SCORE SHEETS REGARDING QUALIFICATIONS FOR AIRPORT ARCHITECTURAL/ENGINEERING AND PLANNING SERVICES CONTRACT.

(6:20:10) – Chairperson Law introduced the item. Mr. Moen explained that a scoresheet had been created (incorporated into the record) which would be provided to all Authority members and suggested having a special meeting in early September to review the rankings of the submissions which are incorporated into the record. He also noted that they would follow the FAA advisory circular process, followed by interviews, then negotiations with the top firms. Mr. Tackes stated that the Authority members not on the committee had not been provided with the scoring tool and the statements of qualification; hence, the recommendation to postpone the ranking to a special meeting in September.

(6:25:02) – Member Rogers believed that the subcommittee would prepare the rankings and receive approval from the Authority. However, Mr. Tackes cited the Open Meeting Law, explaining that the subcommittee could only bring data to the Authority without deliberating, which should happen in an open meeting. Discussion ensued regarding the process and the Open Meeting Law and Mr. Tackes believed that the subcommittee members could have their individual recommendations. Member Harvey suggested having the Airport Manager combine the worksheets in order not “to lose all the work that’s gone into it”. Mr. Tackes informed Member Rogers that each individual Authority member’s rankings should be posted on the website. Mr. Moen offered to provide the scoresheets and the information to all Authority members as early as tomorrow. It was suggested to have a Special Meeting to complete the ranking. There were no public comments.

6. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE ATKINS TASK 8 FOR CONSTRUCTION MANAGEMENT ON THE REHABILITATION OF TAXIWAYS PROJECT PENDING BOARD OF SUPERVISORS ACCEPTANCE OF THE AMENDED GRANT OFFER FROM THE FAA.

(6:42:14) – Chairperson Law introduced the item. Mr. Fitzgerald presented the agenda materials which are incorporated into the record. There were no member or public comments.

(6:43:32) – Chairperson Law entertained a motion to approve the contract with Atkins to provide construction supervision, conditioned on Atkins being selected as the Airport Engineer during the construction, if that determination has been made by the time the project ensues.

(6:43:47) – MOTION: I’ll move.

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

7. FOR DISCUSSION AND POSSIBLE ACTION TO RESCHEDULE SEPTEMBER CCAA BOARD MEETING TO SEPTEMBER 26TH FROM SEPTEMBER 19TH.

(6:45:22) – Chairperson Law introduced the item and noted that both she and Mr. Moen would be absent on September 19, 2018. There were no public comments.

(6:49:23) – Chairperson Law entertained a motion to reschedule September’s regular meeting on Wednesday, September 26, 2018 at noon.

(6:49:30) – MOTION: I’ll so move.

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

(6:50:15) – Chairperson Law wished to reconsider agenda item G-5 and suggested having a meeting early September. The consensus was to hold the special meeting on September 4. There were no public comments.

(6:53:52) – Chairperson Law entertained a motion to set a special meeting of the Carson City Airport Authority on Tuesday, September 4, 2019 at 6 p.m.

(6:54:02) – MOTION: I’ll move.

(6:54:37) – Member Rogers received clarification from Mr. Tackes that the special meeting will be a venue to deliberate on all the recommendations and decide on a ranking of the firms, with the next step being a negotiation of rates between the finalist(s), Mr. Moen, and Mr. Tackes, to be approved by the Authority. Mr. Golden was informed that all the information regarding the firms was posted on the Airport’s website today, on the following URL: <http://flycarsoncity.com/information/airport-authority-meeting-agendas-and-minutes/>.

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

H. AIRPORT ENGINEER’S REPORT

(6:56:31) – Mr. Fitzgerald referenced his report, incorporated into the record, and noted that he did not have anything to add to it.

I. AIRPORT MANAGER’S REPORT

(6:56:48) – Mr. Moen reported on a safety meeting hosted by the FAA and the Civil Air Patrol (CAP) and noted that there had been 36 attendees. He also stated that he would attend the next morning’s Board of Supervisors Meeting regarding the grant acceptance discussed in agenda item G-4. Mr. Moen stated that Gary Province, Airport Maintenance, would be attending additional training, and cited several communication issues such as the AWOS. Additionally, he updated the Authority on the new email addresses they would be receiving, adding that he would begin tracking the fuel sales as well. Mr. Moen also advised that a Veteran’s Day “fun run” to raise funds for veterans’ groups was being considered on the airfield.

J. LEGAL COUNSEL’S REPORT

(7:04:54) – Mr. Tackes referenced his written report, incorporated into the record, and noted that there were no additional items for discussion.

K. TREASURER’S REPORT

(7:05:01) – Treasurer Harvey presented the financial reports which are incorporated into the record.

L. REPORT FROM AUTHORITY MEMBERS

(7:05:55) – None.

M. PUBLIC COMMENT

(7:06:10) – There were no public comments.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:06:23) – Chairperson Law suggested forwarding upcoming agenda items to Mr. Moen.

O. ACTION ON ADJOURNMENT

(7:06:38) – Chairperson Law adjourned the meeting at 7:06 p.m.

The Minutes of the August 15, 2018 Carson City Airport Authority meeting are so approved on this 4th day of September, 2018.

LINDA LAW, Chair