

**DRAFT MINUTES**  
**Special Meeting**  
**Carson City Airport Authority**  
**Monday, September 4, 2018 ● 12:00 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  
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**

(12:01:41) – Chairperson Law called the meeting to order. 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	Absent	
Treasurer Larry Harvey	Present	
Member John Barrette	Present	
Member Michael Golden	Absent	
Member Bradley Harris	Present	
Member Jon Rogers	Present	

**B. PLEDGE OF ALLEGIANCE**

(12:02:17) – Led by Chairperson Law.

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

(12:02:40) – Chairperson Law introduced the item and entertained comments or corrections and, when none were forthcoming, **a motion to accept the minutes of the August 15, 2018 meeting as written.**

(12:02:54) – **MOTION: I move.**

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

**D. MODIFICATION OF AGENDA**

(12:03:36) – Chairperson Law noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT**

(12:03:55) – Chairperson Law entertained public comments; however, none were forthcoming.

**F. AWARDS AND PRESENTATION**

(12:04:22) – None.

**G. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: CARSON CITY AIRPORT AUTHORITY (CCAA) TO CONSIDER AND DISCUSS NEW AIRPORT ACCESS APPROACH OFF OF ARROWHEAD DRIVE.**

(12:04:26) – Chairperson Law introduced the item and Mr. Moen presented the agenda materials, including the revised Cinderlite driveway approach plan and a quote from Rolling Rock LLC, both of which are incorporated into the record. He also clarified that the new approach plan had been reviewed by both the Carson City Public Works Department and Atkins. Mr. Moen explained that the quote from Rolling Rock was very detailed to show that some of the equipment will be supplied by Cinderlite or the Airport, further mitigating some of the cost, adding that the project can be started “within the next 30 days”. Chairperson Law noted that the project had been discussed for a long time and that many residents had complained about the dust. Member Barrette was informed that the cost will be split 50-50 with Cinderlite. There were no public comments. Chairperson Law entertained a motion.

(12:12:45) – **MOTION: I move to approve the [new Airport access approach] project to move forward.**

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

**2. FOR POSSIBLE ACTION: CARSON CITY AIRPORT AUTHORITY (CCAA) TO CONSIDER AND DISCUSS DATA COLLECTED AND RFQ SCORE SHEETS REGARDING QUALIFICATONS FOR AIRPORT ARCHITECTURAL/ENGINEERING AND PLANNING SERVICES CONTRACT; RANKING OF FIRMS; AUTHORIZE CHAIRMAN AND STAFF TO ENGAGE IN CONTRACT NEGOTIATIONS.**

(12:13:24) – Chairperson Law introduced the item. Mr. Moen gave background and referenced the worksheet scores he had compiled, adding that he had not received responses from Vice Chair Vowell and Member Golden. He noted that the individual worksheets were available should anyone wish to review them. Mr. Moen clarified that he had created two separate compilations, one for engineering services and the other for planning. He reported that the two top scorers in the engineering services were Armstrong (first with 237 points) and Dyer Engineering (second at 204 points). Mr. Moen also informed the Authority that the two top scorers in the planning services category were Coffman and Associates (first with 266 points) and Armstrong (second with 231points). Chairperson Law entertained discussion.

(12:16:00) – Treasurer Harvey noted that even though he had submitted his scores, he was amenable to changes after hearing from the workgroup members, adding that he had “some questions and issues with the scoring process”. Member Barrette explained that he had given his highest score to Coffman and Associates in the planning services category; however he “wasn’t really keen on any of them” for the engineering category, especially Armstrong, because “there was a mistake on one of the subcontractor situations...I don’t like mistakes”. Member Harris noted that he was “very impressed with the planning services” of Coffman & Associates because “they’re very willing to listen and come back with more of the spin we’re looking for on it”. He also stated that he was in favor of Michael Baker at first; however, “the person they sold so hard is no longer with the company, so Armstrong was my choice after that”. Member Harris praised Armstrong for their drone qualifications, cost cutting ideas, and other suggestions they had made which added value to their proposal. Member Rogers stated that making his decisions based strictly on documentation was helpful for him and appreciated all the work that was done. He believed that the Coffman & Associates’ presentation and “what they’d done on the master plan set them apart”, calling it the most organized and professional presentation he had seen on the planning side; however, he expressed concern that they do not have a local presence. Member Rogers also believed that the engineering submissions were strong; however, he had selected Dyer Engineering as “our best choice, strictly based on the level of detail”.

(12:24:39) – Mr. Moen elaborated on the scoring sheets and noted that each element of the score sheet was rated instead of ranked from one-to-five, five being the highest score, to create “some separation”. He also reviewed his observations, adding that Armstrong had served similar sized airports and “had put some thought into [the proposal]. Mr. Moen believed that they would not have “hiccups” while transitioning from one firm to another. Treasurer Harvey believed that the discussion was helpful and added his input in which he had ranked Coffman and Associates as the highest in the planning services category and Armstrong was the highest in the Engineering category. Chairperson Law was in agreement that Coffman and Associates was her first choice in the planning category, and had found Atkins, Armstrong, and Dyer Engineering were highly qualified. Mr. Tackes suggested that after the ranking, the Authority should authorize him and Mr. Moen to negotiate a contract with the two top rated firms, and moving to the next firm should the initial negotiations not bear fruit. Chairperson Law entertained additional discussion, and when none was forthcoming, a motion **to designate the top two [firms] in each category in order for Staff to meet with them to negotiate and return with a proposal.**

**(12:33:12) – MOTION: I move to accept the composite rankings as delivered and authorize Staff to proceed with the negotiation phase with the top two in each category.**

(12:33:42) – Mr. Tackes received clarification that the motion indicated Armstrong will be ranked first and Dyer [Engineering] second in the engineering category, and Coffman [and Associates] first and Armstrong second in the planning category.

(12:34:14) – Chairperson Law entertained public comments; however, none were forthcoming.

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

**H. PUBLIC COMMENT**

(12:34:44) – There were no public comments.

**(12:35:04) – Mr. Tackes suggested having a separate motion to allow Staff to continue with the contract negotiations.**

**(12:35:12) – MOTION: I move.**

(12:35:22) – Member Barrette inquired about a timeline for the negotiations and Mr. Tackes did not believe they would accomplish everything by the next meeting.

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

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

(12:36:27) – Chairperson Law suggested forwarding upcoming agenda items to Mr. Moen who reminded the Authority that he would submit a draft agenda today to publish prior to his vacation. He also announced that the next regular meeting would take place at noon as well, on September 26, 2018. Member Rogers suggested starting a process for the strategic plan.

**K [J]. ACTION ON ADJOURNMENT**

**(12:37:51) – Chairperson Law adjourned the meeting at 12:37 p.m.**

The Minutes of the September 4, 2018 Carson City Airport Authority special meeting are so approved on this 26<sup>th</sup> day of September, 2018.

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LINDA LAW, Chair