

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Monday, September 26, 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**

(12:02:24) – 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	Absent	
Member John Barrette	Present	
Member Michael Golden	Absent	
Member Bradley Harris	Present	
Member Jon Rogers	Present	

**B. PLEDGE OF ALLEGIANCE**

(12:03:00) – Led by Chairperson Law.

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

(12:03:22) – Chairperson Law introduced the item and entertained comments or corrections and, when none were forthcoming, **a motion to accept the minutes of the September 4, 2018 meeting as written.**

(12:03:36) – **MOTION: I move.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Harris
<b>SECONDER:</b>	Rogers
<b>AYES:</b>	Law, Barrette, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Vowell, Harvey, Golden

**D. MODIFICATION OF AGENDA**

(12:04:01) – Chairperson Law noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT**

(12:04:30) – Chairperson Law entertained public comments; however, none were forthcoming.

**F. AWARDS AND PRESENTATION**

(12:05:59) – None.

**G. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: CARSON CITY AIRPORT AUTHORITY (CCAA) TO CONSIDER APPROVAL OF AIRPORT ARCHITECTURAL/ENGINEERING AND PLANNING SERVICES CONTRACTS.**

(12:05:04) – Chairperson Law introduced the item and Mr. Moen noted that he had received a draft contract from Armstrong, but nothing from Coffman and Associates. Therefore, he proposed postponing discussion of this item. There were no public comments. Chairperson Law announced that the item discussion would be tabled until the next meeting. There were no public comments.

**2. FOR POSSIBLE ACTION: GREAT BASIN AVIATION TO PRESENT BUSINESS APPLICATION AND SUPPORTING DOCUMENTS IN ORDER TO BE APPROVED AS A CLASS II FIXED BASE OPERATOR (FLIGHT SCHOOL).**

(12:05:57) – Chairperson Law introduced the item. Mr. Moen gave background and introduced Jennifer Prins as the operator of Great Basin Aviation, along with her husband Denny, at the Reno Tahoe Airport. He also noted that he had reviewed their application, incorporated into the record, and recommended approval.

(12:08:23) – Ms. Prins introduced herself and her business, and noted its growth. Member Rogers was informed that Great Basin Aviation had chosen Carson City as a satellite location because many of their students who did

not wish to become airline pilots lived in Carson City and were interested in recreational aviation. There were no public comments; therefore, **Chairperson Law entertained a motion to approve the FBO application of Flying Start, LLC doing business as as Great Basin Aviation.**

**(12:12:44) – MOTION: So moved.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Rogers
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Law, Barrette, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Vowell, Harvey, Golden

**3. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE LEAN ENGINEERING NIGHTTIME OPERATIONS FEASIBILITY STUDY.**

(12:13:18) – Chairperson Law introduced the item. Mr. Moen gave background and presented highlights of the proposed Nighttime Operations Feasibility Study, incorporated into the record, and noted that Lean Engineering had recommended revising the approach to the runway and utilizing different lighting techniques for nighttime approach. Mr. Moen believed that a decision would not be made at this time as Authority support and community input were necessary for the project to move forward. Chairperson Law inquired about outside funding for the project and Mr. Moen noted that the project was “something we can dovetail into [the ACIP] and it’s not something we should rush into”. Discussion ensued regarding incorporating the item into the Airport Master Plan. Member Barrette called the project an investment and encouraged finding a way to fund it. Member Rogers was in favor of the project and wished to discuss the return on investment (ROI) with the community. Member Harris was informed that Lean Engineering had “a great reputation within the industry and also with the FAA” due to their expertise in the field, and that Mr. Moen expected to have “good results”. Mr. Tackes gave background on previous considerations for nighttime approach and called this project “a more intelligent approach” that would provide a solution to the FAA, not just a request. Chairperson Law suggested tabling the item until October when the absent Authority members would be present during the discussion. Mr. Tackes clarified for Member Rogers that a second bid may not be possible, as Lean Engineering may be a single-source vendor. It was agreed to agendaize the item for the October meeting. There were no public comments.

**4. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE SUBLEASE OF HANGAR 6 IN THE COMSTOCK HANGARS.**

(12:33:54) – Chairperson Law introduced the item. Mr. Moen gave background on the hangar and noted that it was not large enough to house a snow plough and a tractor; however, it would be able to house the balance of the equipment. He also suggested waiting to vote on it in order to hear from the FAA, as the equipment would be used for Airport maintenance but not house aviation equipment. There were no public comments.

## **5. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE FORMATION OF A STRATEGIC PLANNING COMMITTEE.**

(12:38:23) – Chairperson Law introduced the item. Mr. Moen outlined the need to form a strategic planning committee which would be beneficial to the Airport’s economic development, and was in favor of having an outside facilitator as well. He believed that regardless of the Authority’s board makeup, a consistent documentation would be useful in growing the Airport. He cited the Nevada Department of Transportation’s (NDOT) use of the Airport at no charge, noting that they did not financially contribute to the maintenance of the airfield, unlike other nearby airports. Mr. Moen also believed in community involvement in the committee. Member Rogers was in favor of having a facilitator and having the committee not be “board centric” and suggested inviting a member of the Carson City Tourism Authority as well. Mr. Moen wished to see a budget line item for the facilitator. Chairperson Law requested that Mr. Moen outline the discussion in an email to the absent Authority members in order to prepare them for the October discussion. Member Rogers suggested having a few potential facilitators identified by the October meeting, and suggested bringing forward several candidates as potential committee members. There were no public comments.

## **H. AIRPORT ENGINEER’S REPORT**

(12:48:23) – Chairperson Law introduced the item and noted that Airport Engineer Brian Fitzgerald was unable to attend; however, he had provided copies of the September 25, 2018 taxiway rehabilitation pre-construction meeting minutes which are incorporated into the record. Mr. Moen elaborated on the project and noted that it will be completed within a two-week timeframe, with most of the work being done at night. He also stated that the Airport will be closed for two full days, October 15 and 16, 2018, which may impact some tenants such as NDOT. Mr. Moen noted that he had scheduled a tenant meeting to go over the schedule. There were no public comments.

## **I. AIRPORT MANAGER’S REPORT**

(12:51:38) – Mr. Moen briefed the Authority on several items such as the increased fuel sales and tie-downs, a landing incident, an aircraft dismantling and removal, trying to have a fence repaired which was caused by an accident, and several equipment repairs. He also indicated that the Airport Maintenance Technician, Gary Province, may attend snow training courses, adding that he would attend this evening’s Planning Commission meeting where a subdivision map agenda item will be heard.

## **J. LEGAL COUNSEL’S REPORT**

(1:03:36) – Mr. Tackes referenced his written report and noted that he did not have any additional updates.

## **K. TREASURER’S REPORT**

(1:03:41) – Treasurer Harvey was not present to provide a report.

**L. REPORT FROM AUTHORITY MEMBERS**

(1:06:16) – There were no reports from Authority members.

**M. PUBLIC COMMENT**

(11:06:30) – There were no public comments.

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

(1:06:36) – Chairperson Law invited Authority members to send future agenda items to Mr. Moen.

**O. ACTION ON ADJOURNMENT**

**(1:07:06) – Chairperson Law adjourned the meeting at 1:07 p.m.**

The Minutes of the September 26, 2018 Carson City Airport Authority special meeting are so approved on this 17<sup>th</sup> day of October, 2018.

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LINDA LAW, Chair