

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, October 17, 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  
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**

(6:02:55) – Chairperson Law called the meeting to order at 6:02 p.m. 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 (via telephone)	
Member John Barrette	Present	
Member Michael Golden	Present	
Member Bradley Harris	Present	
Member Jon Rogers	Present	

**B. PLEDGE OF ALLEGIANCE**

(6:03:36) – Led by Chairperson Law.

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

(6:03:55) – 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.**

**(6:04:07) – MOTION: So moved.**

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

**D. MODIFICATION OF AGENDA**

(6:04:50) – Chairperson Law noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT**

(6:05:21) – Chairperson Law entertained public comments. Tom Harris introduced himself as a professor of economics at the University of Nevada Reno (UNR) and Director of the University Center for Economic Development. Mr. Harris presented a summary report titled “Estimation of Economic Impacts of Carson City Airport on the Economy of Carson City”, which is incorporated into the record. He also noted that he would make a more detailed version of the report available to the Authority at a future date. Member Barrette suggested agendizing this item for a Board of Supervisors meeting in 2019.

**F. AWARDS AND PRESENTATION**

(6:13:54) – None.

**G. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2017/18.**

(6:14:59) – Chairperson Law introduced the item. Beth Kohn-Cole, CPA, Kohn & Company LLP presented the audited financial statements, incorporated into the record, for the year ending on June 30, 2018 and responded to clarifying questions. Member Rogers thanked the Chair for her suggestion to participate in the Local Government Pooled Investment fund and the interest it had generated. There were no public comments.

**(6:17:56) – Chairperson Law entertained a motion to approve the annual audit report for FY 2017/2018 as presented.**

**(6:17:58) – MOTION: I move.**

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

**2. FOR POSSIBLE ACTION: APPROVAL OF THE CINDERLITE EXTENSION AGREEMENT TO CONTINUE AS THE OPERATOR FOR THE MINING AND SALES OF CCAA SURPLUS ROCK AND AGGREGATE.**

(6:18:54) – Chairperson Law introduced the item. Mr. Moen gave background and noted that the agreement with Cinderlite had been extended in 2015 with no royalty increase and suggested extending it for another 3 years, with an increase in the royalties from \$1.52 to \$1.67 per ton. He also responded to clarifying questions by Authority members. Mr. Tackes called the agreement “a good thing for us”, adding that the Authority had originally wanted to secure an FAA grant for the removal of the rock; however, based on suggestions from various Airport tenants, they had partnered with Cinderlite to sell the rock. Chairperson Law entertained public comments.

**PUBLIC COMMENT**

(6:23:50) – Erich Laetsch introduced himself and gave background on past discussions on rock sales and recommend continuing the item to a future meeting date in order to “take a fresher look”, as he believed there might be “a catastrophe waiting to happen”. Mr. Laetsch believed that past Airport Authority members and the manager bore the responsibility of mismanaging the safety issue of the rock removal process. He also believed that a three-year project had been extended to a six-year project and believed that prior market suggestions were “ignored”. Member Harris inquired whether a safe way could be found to excavate the rock and Mr. Laetsch believed that getting the rock “off to the side” would be a safer option. At the request of Chairperson Law, Mr. Moen explained that upon being inspected by the FAA and the Nevada Department of Transportation (NDOT), the operation was within their design guidelines. Member Golden was in favor of delaying a contract extension decision to address the location of the excavating equipment; however, he cited the example of Truckee airport which had a mine in the vicinity of a runway. Discussion ensued regarding the contract extension and increased royalties versus the day-to-day operations of Cinderlite which Mr. Moen called two key issues.

(6:47:24) – Member Golden inquired whether there were multiple agreements to handle royalties and operations. Member Rogers also wished to see the safety issue clauses in the operating agreement. Mr. Tackes noted that the current agreement with Cinderlite would expire on November 15, 2018, prior to the next Authority meeting. He also explained that the Authority had entered into the agreement in 2011 which “does give some latitude to the Airport Manager on operational stuff but it doesn’t have a sentence that says the Airport Manager can direct how the operation occurs”. Mr. Tackes added that “material removal locations, stockpile areas, access points, and anything that would tend to interrupt Airport operations defers to the Airport Manager”. Member Golden pointed

out that the excavation equipment was a distraction; however, he cited other airports that had distractions as well. Mr. Laetsch called the “three-to-one slope” contract specification “stupid” and the fact that “it permits four-inch rocks protruding from that surface” foolish. He recommended prioritizing safety, which he believed was missing, during the agreement negotiations. Mr. Tackes explained that a grading plan was approved prior to excavation. Member Harris noted that based on the safety issues outlined, he was not prepared to cast an affirmative vote for the agreement at this time. Mr. Moen reminded the Authority that Cinderlite had obligations as well under the Mine Safety Act and were subject to their inspections. Discussion ensued regarding the other existing hazards at the Airport. Chairperson Law suggested tabling the item until the next meeting based on the evening’s discussion, and suggested that she and Mr. Moen meet with Cinderlite to discuss possible modifications to the agreement. Mr. Moen advised having 30-day recurring extensions (for a limited time) to the agreement until the issues are resolved. Chairperson Law suggested moving the next Authority meeting to November 14, 2018, prior to the expiration date of the agreement, and to avoid having a meeting on Thanksgiving Eve. She also entertained a motion. Member Golden proposed a motion supporting the increased royalty and having a month-to-month agreement. Discussion ensued regarding timeframe and Member Golden offered to restate his suggestion in the form of a motion.

**(7:13:15) – MOTION: I move to extend Cinderlite’s contract with the Carson City Airport Authority on a month-to-month basis at \$1.67 per ton of rock mined.**

(7:13:44) – Member Barrette noted that he could not support the motion due to his previous comment that the increase in royalty would not help the upcoming negotiations. Chairperson Law did not believe it would hinder the negotiations and Member Barrette noted that he “would defer to the Chair’s wisdom”.

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

(7:15:40) – Based on a question by Chairperson Law about the Open Meeting Law, Mr. Tackes advised that she may choose the Authority’s next meeting date and check the members’ availability. Member Harvey stated he could not be able to attend an earlier meeting. Chairperson Law announced the new November meeting date for the Airport Authority as November 14, 2018 with the time and location to be determined at a later date.

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

(7:14:42) – Chairperson Law introduced the item. Mr. Moen recommended that the Authority allow him and Mr. Tackes to continue the negotiations. He reported that they have exchanged proposals for the Professional Service

Agreement with both Coffman Associates, Inc. for airport planning and Armstrong Consultants, Inc. for airport engineering [both drafts are incorporated into the record]. He also noted that Atkins is currently on a month-to-month retainer for the Master Plan project and the taxiway rehabilitation project. There were no objections to continuing the item to the November meeting.

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

(7:20:05) – Chairperson Law introduced the item. Mr. Moen gave background on the item and noted that a return on investment (ROI) analysis would require third-party assistance and believed that the study “may be grant-eligible retroactively”. He thought that the project would come together well with the Master Plan and would be part of the airport planning discussions, calling it “a higher safety issue”. Chairperson Law received confirmation that the proposed wind farm will have an impact as well. Member Golden inquired whether NDOT would be able to fund the study, and Mr. Moen suggested having the Authority lead the project. Member Golden cited examples of the FAA regarding flight checks and eliminating approaches and suggested getting congressional representatives and senators to influence the FAA’s decision.

(7:33:40) – Chairperson Law noted her willingness to entertain a motion to move forward with Lead Engineering conducting the first three phases of the study. Mr. Moen suggested waiting until Armstrong Consultants, Inc. is on board and obtaining further input from stakeholders. Chairperson Law instructed Mr. Moen to reagendaize the item for the November Authority meeting.

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

(7:35:03) – Chairperson Law introduced the item. Mr. Moen reported that he had met with former Carson City and Elko City Manager and former Elko Airport Manager Linda Ritter, along with Members Harris and Roger. He indicated that they had discussed having her professionally facilitate a strategic planning committee which would also include representatives such as tenants and NDOT. Mr. Moen also noted that he would speak with other facilitators in the area; however, Ms. Ritter’s knowledge of airport operations and Carson City would position her as well qualified. He requested that the Authority grant him permission to receive a proposal from Ms. Ritter. In response to a question by Chairperson Law, Mr. Moen explained that he did not plan on violating the Open Meeting Law and believed that only one or two representatives from the Authority would serve on the committee. Mr. Tackes offered to guide Mr. Moen through the process to ensure compliance with the Open meeting Law. Member Rogers suggested having a member from the Culture and Tourism Authority. Member Barrette suggested sharing Professor Harris’ economic impact information presented during the public comment agenda item earlier in the meeting. There were no public comments.

**(7:43:48) – Chairperson Law entertained a motion to approve the formation of a strategic planning/fact finding group to report back to the Authority in the November Meeting.** Member Harris received clarification that the Chair was requesting Mr. Moen to nominate a group and bring it back to the Authority for approval. Member Rogers suggested an amended motion.

(7:45:30) – MOTION: I move to authorize Staff to work with Linda Ritter to develop a proposal to the [Authority] for the creation of a strategic planning committee.

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

**H. AIRPORT ENGINEER’S REPORT**

(7:46:33) – Chairperson Law noted that the Airport Engineer’s Report was submitted by Atkins and incorporated into the record. Mr. Moen elaborated on key points in the report.

**I. AIRPORT MANAGER’S REPORT**

(7:50:45) – Mr. Moen briefed the Authority on the September fuel flow numbers and member Golden discussed how he would restructure his report to Mr. Moen with additional breakdowns in the future. He also reported on an aircraft incident that had gone unreported until he had seen evidence of it and had inquired with the tenants. Mr. Moen reviewed several other items such as a precision approach path indicator going out of service, a nearby lumber yard getting ready to open with appropriate signage, the dismantling of an aircraft, and the repair of a fence on Goni Road. Mr. Moen alerted the Authority of a potential wind farm north of the Airport and stated that he was planning to generate a response by October 26, 2018, adding that he believed BLM was the approving agency. Upon Chairperson Law’s request, Mr. Moen indicated that he was working on a supplemental FAA grant funding as well.

**J. LEGAL COUNSEL’S REPORT**

(8:06:24) – Mr. Tackes referenced his written report and noted that he did not have any additional updates.

**K. TREASURER’S REPORT**

(8:06:34) – Treasurer Harvey thanked Mr. Moen and Ms. Kohn-Cole for the audit report.

**L. REPORT FROM AUTHORITY MEMBERS**

(8:07:04) – Chairperson Law provided an update on the Authority’s Local Government Pooled Investment fund participation with the State Treasurer’s Office, noting that they had generated over \$2,100 in interest. She reported on a meeting with Carson City Parks and Recreation Director Jennifer Budge regarding the upcoming

motor home park south of Arrowhead Road. She also stated that she had been informed that “the property to the north [open space] will be protected for an overrun area for the Airport” for aircraft with engine problems.

**M. PUBLIC COMMENT**

(8:09:32) – There were no public comments.

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

(8:09:38) – Chairperson Law invited Authority members to send future agenda items to Mr. Moen.

**O. ACTION ON ADJOURNMENT**

**(8:09:48) – Chairperson Law adjourned the meeting at 8:09 p.m.**

The Minutes of the October 17, 2018 Carson City Airport Authority special meeting are so approved on this 14<sup>th</sup> day of November, 2018.

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LINDA LAW, Chair