

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, November 14, 2018 ● 7:00 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
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

(7:01:40) – Chairperson Law called the meeting to order at 7:01 p.m. Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Linda Law	Present	
Vice Chairperson Brian Vowell	Absent	
Treasurer Larry Harvey	Absent	
Member John Barrette	Present	
Member Michael Golden	Present	
Member Bradley Harris	Present	
Member Jon Rogers	Present	

B. PLEDGE OF ALLEGIANCE

(7:03:42) – Led by Chairperson Law.

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

(7:04:03) – Chairperson Law introduced the item and entertained comments or corrections and, when none were forthcoming, **a motion to accept the minutes of the October 17, 2018 meeting as written.**

(7:04:33) – MOTION: So moved.

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

D. MODIFICATION OF AGENDA

(7:05:00) – Chairperson Law noted that there were no modifications to the agenda.

E. PUBLIC COMMENT

(7:05:21) – Chairperson Law entertained public comments; however, none were forthcoming.

F. AWARDS AND PRESENTATION

(7:05:49) – Mr. Moen recognized Gary Province, Airport Operations and Maintenance Specialist, for his eight years of service and thanked him for the “phenomenal Job” in handling Vice President Pence’s visit to Carson City. Mr. Province also received a certificate and thanked Mr. Moen and the Authority. Chairperson Law thanked Mr. Province as well for his assistance after the resignation of the previous Airport Manager and prior to the hiring of the interim Manager.

G. PUBLIC HEARING ITEMS:

1. FOR DISCUSSION AND POSSIBLE ACTION REGARDING FOUR PARCELS ON ARROWHEAD DRIVE, TO THE NORTHWEST OF THE AIRPORT AND WEST OF GONI ROAD, WHICH ARE TO BE REDESIGNATED BY THE CITY AS AN AIRPORT BUFFER ZONE AS PART OF THE TECHNICAL CORRECTIONS TO THE CARSON CITY LANDS BILL.

(7:08:53) – Chairperson Law introduced the item and gave background Carson City Lands Bill technical corrections, noting that “this was a good move for the Airport for the future, as far as public safety is concerned”. She also introduced Parks, Recreation, and Open Space Director Jennifer Budge who presented the agenda materials incorporated into the record. She stated that the two parcels south of Arrowhead had been disturbed by off highway vehicles (OHVs) and had become a dumping site. Ms. Budge explained that the Airport community had become stewards of that land by cleaning up the area. She believed that designating the four adjacent parcels as an Airport Buffer Zone would provide better safety to the area residents and the Airport Community. Ms. Budge announced that during the November 15, 2018 Board of Supervisors meeting, agenda item 19-A will include discussion of these parcels, among others, for potential congressional consideration for a future technical

amendment to the [Carson City] Lands Bill in order to enter into an agreement with parties such as the Airport Authority.

(7:14:55) – Member Barrette noted that he had received input from a member of the public who had attended the public meeting at the Multi-purpose Athletic Center (MAC), believed he had not received “a hard answer, as he saw it, that this would never be used or developed”. Ms. Budge explained that she had been in contact with the individual and had offered to meet with him prior to the item discussion during the BOS meeting to further explain the proposed technical corrections. She also stated that Cinderlite’s ownership of the mining rights at the mill site restricted the lands from any commercial development. Ms. Budge also noted a correction to the above mentioned meeting site, stating that it was held in the Community Center Sierra Room and was a joint meeting between the Parks and Recreation Commission and the Open Space Advisory Committee. Chairperson Law thanked Ms. Budge for incorporating the Authority’s comments and believed that having the buffer zones be designated in writing “will give us a great benefit”. There were no public comments.

2. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE SCOPE OF WORK AND PROFESSIONAL SERVICES AGREEMENT (PSA) WITH LINDA RITTER CONSULTING TO MANAGE AND FACILITATE OF A STRATEGIC PLANNING PROCESS

(7:18:23) – Chairperson Law introduced the item. Mr. Moen gave background and presented the agenda materials incorporated into the record, which included a proposal from Linda Ritter Consulting regarding facilitating the creation of a Strategic plan for the Carson City Airport.

(7:21:25) – Linda Ritter introduced herself and cited her experience as a former City Manager for Elko and Carson City, in addition to developing strategic plans for the Elko Airport and Western Nevada College. Chairperson Law entertained member and public comments, and when none were forthcoming, a motion to **approve the Professional Services Agreement with Linda Ritter Consulting to facilitate the Carson City Airport Authority (CCAA) Strategic Planning Process not to exceed \$3,570.00, conditioned upon a legal review and acceptance of the contract terms.**

(7:23:46) – MOTION: So moved.

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

3. 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.

(7:34:34) – Chairperson Law introduced the item. Mr. Moen presented the agenda materials incorporated into the record, including a map of the area and a Board Memorandum. He also acknowledged the presence of Cinderlite Vice President Greg Lehman, who responded to several clarifying questions by the members. Chairperson Law entertained public comments and requested a three-minute limit to the comments.

PUBLIC COMMENT

(7:42:25) – Erich Laetsch praised the maps provided by Airport Engineer Brian Fitzgerald; however, he requested that the Authority defer its decision by “at least one more month”. Mr. Laetsch also recommended forming a subcommittee of two Authority members (he recommended Members Golden and Rogers), the Airport Manager, the Airport Counsel, the Airport Engineer, and an Airport community representative. He recommended alternative methods of removing the rocks such as removing the excess materials and not “the whole slope”. Member Golden inquired about Mr. Laetsch’s concern “in one sentence”, who informed the Authority that he was “concerned about the process”. Member Golden also inquired about the aftermath should “Cinderlite walk away” and wished to understand what the resolution should be since now their contract is month-to-month, adding “we have a greater problem not working with Cinderlite if they don’t fix it” and wished the grade restored.

(7:51:46) – Member Harris noted that he had visited the quarry site twice and believed that his earlier concerns were “ill founded”.

(7:52:36) – Chairperson Law entertained a motion to approve the three-year contract extension with Cinderlite Trucking, Inc. to operate the on-Airport rock quarry on behalf of the CCAA and to sell Airport rock at the new royalty of \$1.67 per ton of rock sold.

(7:52:54) – Member Golden wished to make the motion contingent upon Cinderlite’s restoration of the slope as part of the agreement.

(7:53:14) – MOTION: I move to approve the three-year contract extension with Cinderlite Trucking, Inc. to operate the on-Airport rock quarry on behalf of the Airport Authority and to sell the Airport rock at the new royalty of \$1.67 per ton of rock sold with the provision that Cinderlite will be conducting restoration upon completion of the quarry mining as agreed upon.

(7:53:48) – Member Rogers inquired about the Cinderlite’s current description of responsibilities regarding restoration of the area. Mr. Moen explained that it was present in the 2012 contract. Mr. Lehman clarified that plans were drawn by the Cinderlite engineer and the Airport Engineer and that a bond was in place to cover restorations. Member Golden noted that he had included the restoration provision in the motion to be assured that Cinderlite will provide the restoration. Mr. Moen praised the partnership with Cinderlite and gave the example of creating the new approach off Arrowhead Drive since “there was nothing in our agreement (the 2012 agreement

or the extensions) about changing that pattern...Cinderlite bore the burden of that contract”. Member Rogers explained that he had good faith in both parties and the partnership with Cinderlite; however he was uncertain of future changes and that was why he had asked for the assurance clause in the agreement. Mr. Moen offered to verify the provisions as well. Mr. Laetsch inquired about the bond amount and Mr. Lehman believed it was between \$15,000 and \$18,000 for reseeding the area, adding that similar bonds had been issued for the Forest Service, the Bureau of Land Management, and a pit restoration in Gardnerville.

(8:00:26) – Chairperson Law called for the vote.

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

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

(8:00:41) – Chairperson Law introduced the item. Mr. Moen requested a short recess to set up the conference call with Lean Engineering.

(8:00:57) – Chairperson Law recessed the meeting.

(8:10:43) – Chairperson Law reconvened the meeting. A quorum was still present.

(8:11:29) – Mr. Moen noted the presence of Paul Hannah, Chief Flight Operations Engineer at Lean Engineering, on the speakerphone and gave background on the issue of nighttime restriction to instrument approaches to the Airport. He also presented the agenda materials, incorporated into the record, and responded to clarifying questions.

(8:15:51) – Mr. Hannah introduced himself and his firm, Lean Engineering, and reviewed similar challenges they have met at other airports. He also presented his proposal for a feasibility study, incorporated into the record, and responded to clarifying questions by the members. Chair Law was informed that they were not certain the costs were recoverable from the FAA. Member Golden believed this possibly was “the most important issue we’re faced with over the course of the next 12 months”; however, he wished to see a return on investment. Discussion ensued regarding the concerns and necessary equipment and Mr. Hannah clarified that should they encounter “a showstopper”, they would not collect for the remainder of subsequent tasks. He also clarified their working relationship with the FAA for Member Barrette and added that they have already discussed the project with some of the Flight Procedures team and were in favor of “ironing out the issues with the Flight Inspection team”.

Member Rogers inquired about timelines and Mr. Moen clarified that Coffman Engineering would be able to coincide the Master Plan progress with the feasibility study in order to include an amendment to the FAA grant. Mr. Hannah explained that his team was on standby to begin work at the end of November and to work on the project during the month of December, should the project be awarded to them. There were no public comments.

(8:38:36) – Chairperson Law entertained a motion to approve the Professional Services Agreement with Lean Engineering to facilitate the development of an unrestricted instrument approach to the Carson City Airport, not to exceed \$49,235.00 contingent upon legal review and acceptance of the contract terms.

(8:38:56) – MOTION: I’ll so move.

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

5. FOR DISCUSSION AND POSSIBLE ACTION TO REVIEW REQUEST FOR THROUGH-THE-FENCE (TTF) ACCESS AGREEMENT FOR THE 28-ACRE PARCEL EAST OF TAXIWAY BRAVO.

(8:39:50) – Chairperson Law introduced the item. Mr. Moen gave background on the property and indicated that he had been informed of interest in acquiring three acres of the property by a current airport tenant for a through-the-fence access. He also clarified that he had requested a legal opinion from Mr. Tackes and was not expecting a decision by the Authority in this meeting and stressed the importance of keeping the legal document “highly confidential” when received by the Authority members. Mr. Moen added that they had directed Armstrong Engineering to apply for a specific FAA grant, designated to rural airports but recently expanded to other airports, in order to purchase the property. Chairperson Law noted that the members may ask their questions now or direct them to Mr. Moen later. Member Rogers was informed that Mr. Moen had communicated to the interested parties that the process will require additional time as additional research, including with the FAA, was needed. Member Golden cautioned that the process may take anywhere from nine months to a year. There were no public comments. Mr. Moen noted that no action was requested for this item.

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

(8:51:14) – Chairperson Law introduced the item. Mr. Moen presented background information and the Board Memorandum, incorporated into the record. He also noted that the Airport Engineering Service Contract draft and the Airport Planning Services Contract draft were available on the Airport’s website at:

https://flycarsoncity.com/wp-content/uploads/2018/11/2018-NOV-2_Armstrong-Consultants-Inc_Draft-PSA.pdf

https://flycarsoncity.com/wp-content/uploads/2018/11/2018-September-28_Coffman-Associates-Draft-PSA.pdf

(8:55:06) – Chairperson Law noted that she had reviewed the online drafts and believed they were consistent. She also entertained member and public comments and when none were forthcoming, **a motion to approve the Professional Services Agreement with Armstrong Engineering Consultants and Coffman & Associates and for airport staff to complete the independent fee estimates and complete negotiations with Armstrong Engineering Consultants and Coffman & Associates.**

(6:55:42) – MOTION: So moved.

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

H. AIRPORT ENGINEER’S REPORT

(8:56:07) – Mr. Moen noted that the report provided by Mr. Fitzgerald, incorporated into the record, was very similar to the one provided in the last Authority meeting. He also highlighted several of the items on the report.

I. AIRPORT MANAGER’S REPORT

(8:58:44) – Mr. Moen stated “the snowplow should be back this week” and explained that the October fuel sales were around \$1,400 for the month. He also gave a progress report on the Sierra Skyway project noting that it was “moving well” and the weather had been cooperating. Mr. Moen indicated that the insurance check had been received for the damaged fence and work would most likely begin the following week. He also noted that he had responded to “the windfarm issue”, noting that a director was planning on meeting with him, and wished to notify the legal counsel and other members of the meeting. Mr. Moen reported that Vice President Pence’s visit had gone well; however, a helicopter incident had caused the power line repair that took place between Carson City and Washoe Lake and had caused the highway closures. At the Chair’s request, Mr. Moen also updated the Authority on a meeting with the Carson City Fire Department regarding addressing the hangars with appropriate street names and numbers to ensure being located by emergency dispatch, adding that per the Carson City Assessor, the deeds did not have to be re-recorded and parcel numbers would be used.

J. LEGAL COUNSEL’S REPORT

(9:07:37) – Mr. Tackes cautioned that the Airport tenants were not in favor of the Fire Department’s request mentioned by Mr. Moen and believed that re-recording a deed was not as simple since information needed to be changed in their recorded deeds. He also updated the Authority on the most recent election results, noting that the reelection of Al Kramer to the State Assembly meant that the Authority’s proposed legislation modification would still go on, as the bill was not controversial. Mr. Tackes also commented that the upcoming NV Energy’s closure of Highway 580 would be beneficial to ensure Incline Village did not suffer during a storm outage. Discussion ensued regarding the proposed wind turbines and Mr. Tackes noted “it sounds to me like they haven’t thought at all about the aviation piece”.

K. TREASURER’S REPORT

(9:17:00) – Treasurer Harvey was not present to deliver the report and Chairperson Law advised the Authority members to direct questions to Mr. Moen or to Member Harvey upon his return.

L. REPORT FROM AUTHORITY MEMBERS

(9:17:12) – Member Golden inquired about the upcoming meeting in December, and Mr. Tackes noted that it had been difficult to have a quorum on the third Wednesday of December in the past. Chairperson Law indicated that she would cancel the Authority’s December meeting.

M. PUBLIC COMMENT

(9:19:16) – Mike Dikun introduced himself and thanked the Authority on behalf of Armstrong Engineering Consultants and stated that he was “very very excited about working with you”.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(9:20:00) – Chairperson Law invited Authority members to send future agenda items to Mr. Moen.

O. ACTION ON ADJOURNMENT

(9:20:15) – Chairperson Law adjourned the meeting at 9:20 p.m.

The Minutes of the November 14, 2018 Carson City Airport Authority special meeting are so approved on this 16th day of January, 2019.

LINDA LAW, Chair