

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, February 20, 2019 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Linda Law</b>	<b>Treasurer – Larry Harvey</b>
<b>Member – John Barrette</b>	<b>Member – Michael Golden</b>
<b>Member – Paul Hamilton</b>	<b>Member – Bradley Harris</b>
<b>Member – Jon Rogers</b>	

**Staff**

Steve Tackes – Airport Counsel  
Ken Moen – Airport Manager  
Mary Walker – Recording Secretary  
Minutes by: 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**

(6:00:20) – Chairperson Law called the meeting to order at 6:00 p.m. Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Linda Law	Present	
Treasurer Larry Harvey	Present	
Member John Barrette	Absent	
Member Michael Golden	Present	
Member Paul Hamilton	Present	
Member Bradley Harris	Present	
Member Jon Rogers	Present	

**B. PLEDGE OF ALLEGIANCE**

(6:00:50) – Led by Chairperson Law.

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

(6:01:20) – Chairperson Law introduced the item and entertained comments or corrections. When none were forthcoming, she suggested a **motion to accept the minutes of the January 16, 2018 meeting as written.**

**(6:01:30) – MOTION: So moved.**

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

**D. MODIFICATION OF AGENDA**

(6:02:08) – There were no modifications to the agenda.

**E. PUBLIC COMMENT**

(6:02:28) – Chairperson Law entertained public comments; however, none were forthcoming.

**F. PUBLIC HEARING ITEMS:**

**1. PRESENTATION BY PROFESSOR TOM HARRIS REGARDING CARSON CITY AIRPORT ECONOMIC IMPACT STUDY PREPARED ON BEHALF OF THE CARSON CITY AIRPORT AUTHORITY.**

(6:02:53) – Chairperson Law introduced the item and invited University of Nevada Reno Economics Professor Tom Harris to present the Carson City Airport’s economic impact on the community. Mr. Harris gave background and presented key takeaways and highlights from a 50-page report, incorporated into the record, demonstrating the impact made by the Airport to the Carson City economy. He Cited examples such as tourism dollars spent in local establishments such as hotels and restaurants and jobs created by the construction of the runways, etc. Additionally, Mr. Harris spoke of the employment income generating additional jobs as their earnings were spent locally. He also responded to clarifying questions by the Authority members.

(6:20:44) – Mr. Harris informed Member Rogers that a study was underway as part of the Strategic Plan on whether the manufacturers located in the vicinity of the Airport made a decision to be in Carson City because of their proximity to the Airport. Member Hamilton inquired about the percentage of the Airport’s economic impact to Carson City’s economy and Mr. Harris believed he could provide that information. Mr. Moen noted that the data gathered by Mr. Harris was compared to the existing 2005 and showed great impact, especially with the increase in construction. There were no public comments. Chairperson Law thanked Mr. Harris and noted that the study will be uploaded to the Airport website.

**2. FOR POSSIBLE ACTION: WB AVIATION TO PRESENT BUSINESS APPLICATION AND SUPPORTING DOCUMENTS IN ORDER TO BE APPROVED AS A CLASS II FIXED BASED OPERATOR (AIRCRAFT MAINTENANCE AND INSPECTION).**

(6:28:50) – Chairperson Law introduced the item. Mr. Moen referenced the Board Memorandum incorporated into the record and recommended approving the Fixed Base Operator (FBO) application by WB Aviation, LLC.

(6:29:55) – Jess Edwards introduced himself and highlighted his 30-year experience in aviation and maintenance, and noted that he would sublease from Shade Tree Aviation. Member Golden inquired about the insurance certificate and Mr. Moen explained that it would be provided by Mr. Edwards upon approval of his FBO application and receipt of a business license; however, as a sublease, he wished to refrain from getting involved in decisions made by the two parties. There were no public comments. **Chairperson Law entertained a motion to approve the application for WB Aviation, LLC to operate as a Class 2 FBO at the Carson City Airport, in accordance with Title 19 Section 19.02.020.350.**

(6:33:00) – **MOTION: I’ll move.**

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

**3. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE STRATEGIC PLAN FOR STAKEHOLDER SURVEYS.**

(6:33:41) – Chairperson Law introduced the item. Mr. Moen noted that the Strategic Plan process had been approved in the Authority’s January meeting and invited consultant Linda Ritter to provide information on the stakeholder surveys.

(6:34:34) – Ms. Ritter introduced herself and explained that the survey would gather information on how the Airport was being used today, the perception of the Airport, its attributes, and its future opportunities. She noted that the survey would target seven stakeholder groups such as the Airport businesses, the users of the Airport, and the community via an online survey, with an in-person follow up, should they request one or wish to share additional information. Ms. Ritter reviewed the surveys tailored to each group and noted that they will be easy to fill out. She also responded to the members’ clarifying questions and received input.

(6:57:28) – Chairperson Law recessed the meeting.

(7:04:18) – Chairperson Law reconvened the meeting. A quorum was still present. Discussion continued regarding the stakeholder survey and an outreach press release to the community to encourage responses. Mr. Moen noted that he had reviewed the questions with Ms. Ritter and stated that they will be posted on the Airport

website. He also invited Authority members to provide additional suggestions. Mr. Moen indicated that the next step would be a public workshop. Member Hamilton expressed concern that surveys may be deleted by the recipients and Ms. Ritter stated “we’re gonna do our best to get out there and get folks back...we’re gonna know in the first few days how much activity there is.” There were no public comments. **Chairperson Law entertained a motion to approve “that Staff and Ms. Ritter go forward with the Strategic Plan survey, with the changes discussed tonight and any that are forwarded by the members, and report back to [the Authority] following the compilation”.**

**(7:16:09) – MOTION: So moved.**

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

**4. UPDATE FROM LEAN ENGINEERING NIGHTTIME INSTRUMENT APPROACH FEASIBILITY STUDY.**

(7:16:34) – Chairperson Law introduced the item. Mr. Moen gave background on the deliverables by Lean Engineering and stated that the outcome of the study will be incorporated into the Strategic Plan.

(7:18:48) – Paul Hannah, Chief Engineer, Airspace and Flight Operations at Lean Engineering, discussed the benefits, costs, challenges, potential solutions, and timelines of the feasibility study, and presented accompanying slides which are incorporated into the record. Mr. Hannah gave examples of several airports that had successfully implemented nighttime approaches and their similarities to the conditions in Carson City. He also commended the City’s geographic information system (GIS) system that they were able to use creatively. Mr. Hannah also cited precedent that the FAA had paid for nighttime approach lighting in the past; however he cautioned that it was not a guaranteed outcome. He also suggested having a stakeholder review for implementation, which he cautioned was a two-year process, and suggested “drawing a line” at the 30 percent design stage to ensure “the total exposed costs are limited”.

(8:03:25) – Mr. Moen suggested moving forward with the stakeholder review, calling it a viable process to pursue and offered to post the detailed data on the Airport website. He also believed that no vote was necessary at this time since the Authority had already approved conducting the study. There were no public comments. Chairperson Law thanked Mr. Hannah and instructed Mr. Moen to post the presentation online, with the meeting agenda materials.

**H. AIRPORT ENGINEER’S REPORT**

(8:07:03) – Mr. Moen referenced the Airport Engineer’s Report by Armstrong Engineering and presented key highlights including the completed grant application for the perimeter fence and related key project dates, all of which are incorporated into the record.

**I. AIRPORT MANAGER’S REPORT**

(8:09:37) – Mr. Moen attributed the slightly lower fuel flow in January to the weather and Member Golden stated that the self-serve terminal had been out of service for one-third of January and for approximately five or six days in February 2019. Mr. Moen added that said fuel pumps had been upgraded since then. He also gave an update on the snow removal at the Airport and noted that the utility plow was now back in service. Mr. Moen updated the Authority on the several enhancements in the Terminal Building and reminded them that he, along with Mr. Tackes, would attend the Nevada Airports Association conference on March 20-22, 2019 where he would present the Airport Economic Impact Study.

**J. LEGAL COUNSEL’S REPORT**

(8:14:54) – Mr. Tackes stated that he was still waiting on the legislation to be introduced by Assemblyman Al Kramer [regarding NRS 844].

**K. TREASURER’S REPORT**

(8:15:22) – Treasurer Harvey presented his report which is incorporated into the record, and noted that work was underway to draft and presented next year’s budget in April, 2019. Member Rogers praised the improvements made to the cleanup efforts of the financial reports. Chairperson Law explained that the interest income in Account 5500 is the result of having the excess funds into the Local Government Investment Pool.

**L. REPORT FROM AUTHORITY MEMBERS**

(8:18:34) – Chairperson Law announced that she had been working on getting an appointment with the Airport Association’s lobbyist and Ways and Means Committee Chair Assemblywoman Carlton to discuss excess funds available at the end of the legislative session, due to the strong economy and marijuana taxes as she believed \$1,000,000 would be allocated to the Nevada Fund for Aviation to be used as matching funds by the counties, especially for economic development. She also updated the Authority on her work with Parks and Recreation Director Jennifer Budge on the Federal Lands Bill Technical Corrections, which designated four parcels on the north and south sides of Arrowhead Road as safety areas near the Airport. Chairperson Law reported that Assemblyman Kramer’s bill “had not dropped yet” but was “in the works”. She also announced that the Reno Tahoe Airport Authority was hosting a reception at Bella Fiore for the legislature.

**M. PUBLIC COMMENT**

(8:21:19) – None.

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

(12:21:28) – Chairperson Law suggested forwarding future agenda items to Mr. Moen.

**O. ACTION ON ADJOURNMENT**

**(8:21:38) – Chairperson Law adjourned the meeting at 8:21 p.m.**

The Minutes of the February 20, 2019 Carson City Airport Authority special meeting are so approved on this 20<sup>th</sup> day of March, 2019.

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LINDA LAW, Chair