

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

Authority Members

Chair – Linda Law	Treasurer – Larry Harvey
Member – John Barrette	Member – Michael Golden
Member – Paul Hamilton	Member – Bradley Harris
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

(6:02:06) – Chairperson Law called the meeting to order at 6:02 p.m. Roll was called and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(6:02:41) – Led by Chairperson Law.

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

(6:03:06) – Chairperson Law introduced the item and entertained comments or corrections. When none were forthcoming, she suggested a **motion to accept the minutes of the February 20, 2019 meeting as written.**

(6:03:21) – **MOTION: I move to approve [the February 20, 2019 meeting minutes].**

RESULT:	APPROVED (6-0-1)
MOVER:	Harvey
SECONDER:	Golden
AYES:	Law, Harvey, Golden, Hamilton, Harris, Rogers
NAYS:	None
ABSTENTIONS	Barrette
ABSENT:	None

D. MODIFICATION OF AGENDA

(6:04:07) – There were no modifications to the agenda.

E. PUBLIC COMMENT

(6:04:31) – Chairperson Law entertained public comments; however, none were forthcoming.

F. PUBLIC HEARING ITEMS:

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW OF CCAA FY 2019/2020 DRAFT BUDGET.

(6:04:59) – Chairperson Law introduced the item. Treasurer Harvey gave background and explained that this was a first draft of the budget and that due to an “uptick” in the property taxes, there will be an increase in the Authority’s income, additionally enhanced by the rock sales. Mr. Moen presented the agenda materials, incorporated into the record, and cited the Nevada Revised Statute (NRS) requirement of filing the budget in May. He also reviewed the line items on the proposed budget draft, incorporated into the record, and responded to clarifying questions.

(6:15:19) – Chairperson Law disclosed that she had made phone calls regarding the budget to “a couple of you” in compliance with the serial communication part of the Open Meeting Law. Member Golden inquired about tie-down fees and recommended maximizing the fee collection. Member Rogers thanked Mr. Moen for the detailed budget which he called “easy to understand” and inquired about joining the Northern Nevada Development Authority (NNDA) which Mr. Moen believed would help create additional economic impact for the Airport. Member Harris did not believe that would be a “good investment for us” and required indicators to measure the investment performance and Member Barrette agreed. Mr. Moen clarified for Member Harris that with the projected revenue increase from the rock sales was due to the renewed agreement with Cinderlite and the 25 cents per ton increase in royalties. **Chairperson Law entertained public comments and when none were forthcoming, a motion to approve the draft tentative budget for FY2019/2020 and authorize staff to complete final tentative budget draft for submission to Nevada Department of Taxation by April 15, 2019.**

(6:58:04) – MOTION: So moved.

(6:58:28) – Treasurer Harvey reminded the members that this was a tentative budget and that they would get “two more shots at reviewing it”. He also noted that having additional funds puts the Authority “on a great path”.

RESULT:	APPROVED (7-0-0)
MOVER:	Harris
SECONDER:	Barrette
AYES:	Law, Harvey, Barrette, Golden, Hamilton, Harris, Rogers
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

(6:59:02) – Chairperson Law recessed the meeting.

(7:10:12) – Chairperson Law reconvened the meeting. A quorum was still present.

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW PROPOSED 2019-2024 AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP).

(7:10:20) – Chairperson Law introduced the item. Mr. Moen gave background and reviewed the agenda materials which included a presentation by Armstrong Consultants, the Airport’s engineering firm, on the Airport’s Capital Improvement Plan. He also responded to clarifying questions.

(7:33:33) – Member Rogers suggested having the ability to relocate the fence should the Authority acquire the property behind it. Discussion ensued regarding an equipment storage facility and Mr. Moen clarified that a hangar could not be used for non-aeronautical purposes. Mr. Tackes cautioned against spending money up front, then requesting FAA funds for it, noting that land acquisition may be one of the few possibilities for which recovery funds may be obtained from the FAA. There were no public comments. **Chairperson Law entertained a motion to approve the Airport Capital Improvement Program 2019-2024 as drafted by Armstrong Consultants and direct staff to submit the Carson City Airport Authority Airport Improvement Plan to the Phoenix Airports District Office for inclusion in the regional Airport Improvement Program.**

(7:40:23) – MOTION: So moved.

RESULT:	APPROVED (7-0-0)
MOVER:	Harvey
SECONDER:	Barrette
AYES:	Law, Harvey, Barrette, Golden, Hamilton, Harris, Rogers
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

3. FOR DISCUSSION AND POSSIBLE ACTION: PROVIDE UPDATE ON STRATEGIC PLAN SURVEYS AND SET DATE FOR STRATEGIC PLAN WORKSHOP.

(7:40:50) – Chairperson Law introduced the item. Mr. Moen gave background on the Strategic Plan Workshop and updated the Authority on the survey that had been approved by the members during the previous Airport Authority meeting. He stated that the survey period had been concluded on March 19, 2019 with 130 community member responses. Mr. Moen explained that they had received “a super response from the pilot base” because he had distributed the survey to the airport managers in the region with a request to forward to their pilots. Additionally, he reviewed the memorandum included in the agenda materials and inquired about the members’ availability. Mr. Tackes advised that since the entire board will attend, the workshop must comply with the Open Meeting Law and posting guidelines to provide members of the public the opportunity to attend. Member Harris suggested limiting the meeting to two hours to maintain attendee focus and to have “the right amount” of reading materials distributed in advance. Discussion ensued regarding the location of the meeting. There were no public comments.

(7:50:35) – Chairperson Law entertained a motion to approve the date and time for the proposed Strategic Planning workshop with Linda Ritter Consulting to facilitate the CCAA Strategic Planning Process with a budget not to exceed \$400.00.

(7:50:47) – MOTION: I move.

(7:50:53) – Member Barrette inquired about the timeframe for the workshop and Mr. Moen noted that the first part of April was preferable in order to have a plan by May, if possible, and offered to send out available dates. Member Rogers suggested scheduling two meetings and cancelling one if it is not needed, adding that he would not be available after April 25, 2019 for two weeks.

(7:53:50) – AMENDMENT: Chairperson Law suggested amending the motion to schedule two meetings per the above discussion. Both the mover and the seconder agreed to the amendment. Further discussion ensued regarding the meeting logistics.

RESULT:	APPROVED (7-0-0)
MOVER:	Harris
SECONDER:	Barrette
AYES:	Law, Harvey, Barrette, Golden, Hamilton, Harris, Rogers
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE CONTRACT BETWEEN STATE OF NEVADA DEFERRED COMPENSATION PROGRAM AND THE CARSON CITY AIRPORT AUTHORITY (CCAA) TO MANAGE DEFERRED COMPENSATION ON BEHALF OF CCAA EMPLOYEES.

(7:54:57) – Chairperson Law introduced the item. Mr. Moen referenced the memorandum incorporated into the record and requested the Authority’s approval for him to participate in the State of Nevada Public Employees’ Deferred Compensation program. There were no member or public comments.

(7:56:44) – Chairperson Law entertained a motion to approve the Deferred Compensation program contract between the Carson City Airport Authority (CCAA) and the State of Nevada Public Employees’ Deferred Compensation Committee.

(7:56:53) – MOTION: So moved.

RESULT:	APPROVED (7-0-0)
MOVER:	Barrette
SECONDER:	Rogers
AYES:	Law, Harvey, Barrette, Golden, Hamilton, Harris, Rogers
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

H. AIRPORT ENGINEER’S REPORT

(7:57:15) – Mr. Moen noted that the Airport Engineer’s Report by Armstrong Consulting was incorporated into the agenda materials and offered to answer members’ questions. There were no member or public comments.

I. AIRPORT MANAGER’S REPORT

(7:58:01) – Mr. Moen presented his report which is incorporated into the record. Chairperson Law, Member Golden, and Member Rogers praised Mr. Moen’s work as Airport Manager.

J. LEGAL COUNSEL'S REPORT

(8:09:04) – Mr. Tackes announced that the Assembly Bill concerning the Airport Authority would most likely be introduced on March 21, 2019 and believed a draft will be forwarded to him via email following this meeting. Mr. Tackes also noted that he did not foresee any issues since it was approved by the City. There were no member or public comments.

K. TREASURER'S REPORT

(8:11:33) – Treasurer Harvey presented the Treasurer's Report which is incorporated into the record. There were no Authority or public comments.

L. REPORT FROM AUTHORITY MEMBERS

(8:12:26) – Member Barrette received confirmation from Mr. Moen that he would like to receive upcoming NNDA Board meeting information. He also noted that the Board of Supervisors had approved the Assembly Bill “in generality”; however, they had indicated that they would like to see the final one as well. Member Barrette also thanked Mr. Moen for all the information he had provided.

M. PUBLIC COMMENT

(8:13:45) – None.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(8:13:57) – Chairperson Law suggested forwarding future agenda items to Mr. Moen.

O. ACTION ON ADJOURNMENT

(8:14:05) – Chairperson Law adjourned the meeting at 8:14 p.m.

The Minutes of the March 20, 2019 Carson City Airport Authority special meeting are so approved on this 17th day of April, 2019.

LINDA LAW, Chair