

**DRAFT MINUTES**  
**Special Meeting**  
**Carson City Airport Authority**  
**Monday, April 8, 2019 ● 1:00 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**

(1:03:48) – Chairperson Law called the meeting to order at 1:03 p.m. (1:04:43) – Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived/Left</b>
Chairperson Linda Law	Present	2:00 p.m.
Treasurer Larry Harvey	Present	
Member John Barrette	Present	
Member Michael Golden	Present	1:11 p.m.
Member Paul Hamilton	Present	
Member Bradley Harris	Present	
Member Jon Rogers	Present	

**B. PLEDGE OF ALLEGIANCE**

(1:04:07) – Led by Chairperson Law.

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

(1:05:10) – Chairperson Law explained that this was a special meeting; therefore, there were no minutes for approval.

**D. MODIFICATION OF AGENDA**

(1:05:23) – Chairperson Law noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT**

(1:05:45) – Chairperson Law entertained public comments; however, none were forthcoming.

**F. PUBLIC HEARING ITEMS:****1. FOR DISCUSSION AND POSSIBLE ACTION: STRATEGIC PLANNING WORKSHOP.**

(1:05:50) – Chairperson Law introduced the item. Mr. Moen acknowledged the presence of Airport Maintenance Technician Gary Province and introduced consultant Linda Ritter who would lead the Strategic Plan discussion. He also noted that the discussion would focus on the key stakeholder survey results (consisting of hangar owners, tenants, pilots, FBOs, Industrial Businesses, government agencies, and members of the community) and the SWOT (strengths, weaknesses, opportunities, and threats) analysis.

(1:08:7) – Ms. Ritter reviewed a PowerPoint presentation, incorporated into the record, and explained that she would return with the updated plan after the feedback from this meeting’s discussion. She also received feedback on the Mission Statement and the customer base. Discussion ensued regarding ways the benefits offered by the Airport and on how to attract new tenants. Instrumental approach opportunities were also discussed as an area of improvement.

(2:56:53) – Discussion ensued regarding the next steps and Ms. Ritter noted that the Authority would have the opportunity to review the outcome of this discussion in the form of a “super draft”, and Mr. Moen believed that they could have the next discussion in the Authority’s May meeting which will also include the approval of the final budget.

**G. PUBLIC COMMENT**

No members of the public were present to comment.

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

Previously discussed.

**I. ACTION ON ADJOURNMENT**

(2:28:20) – Treasurer Harvey adjourned the meeting at 2:58 p.m.

The Minutes of the April 8, 2019 Carson City Airport Authority special meeting are so approved on this 22<sup>nd</sup> day of May, 2019.

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LINDA LAW, Chair