

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, April 17, 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

(6:01:52) – Chairperson Law called the meeting to order at 6:01 p.m. Roll was called and a quorum was present.

Attendee Name	Status	Left
Chairperson Linda Law	Present	6:12 p.m.
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

(6:02:26) – Led by Chairperson Law.

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

(6:02:50) – Chairperson Law introduced the item and noted that a price correction had been submitted to the March 4, 2019 meeting minutes. She also entertained additional comments or corrections, and when none were forthcoming, she suggested **a motion to accept the minutes of the March 4, 2019 meeting**

(6:03:21) – **MOTION: I move to approve [the March 4, 2019 meeting] minutes as amended.**

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

D. MODIFICATION OF AGENDA

(6:03:51) – Chairperson Law introduced the item and noted that Item G-4 will be heard prior to G-1.

E. PUBLIC COMMENT

(6:04:40) – Chairperson Law entertained public comments; however, none were forthcoming.

F. AWARDS AND PRESENTATIONS

(6:04:43) – Chairperson Law introduced the item and announced that Treasure Harvey had accepted a position with the Reno Tahoe Airport Authority and that this would be his last meeting. She proceeded to thank him “for all he has done for us – he has worked diligently as our treasurer”. Chairperson Law presented Treasurer Harvey with an award thanking him for his service, who in turn thanked the Authority, noting that he was glad to be a part of the changes that were made. He also explained that as a manufacturing representative, his current employer has identified a candidate to apply for the position he is vacating. Chairperson Law indicated that she would leave soon and invited Treasurer Harvey to chair the rest of the meeting. A suggestion to discuss item G-5 was made prior to the Chair leaving and she agreed to discuss it.

G. PUBLIC HEARING ITEMS:

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

(6:35:37) – Treasurer Harvey introduced the item. Mr. Moen Presented the Board Memorandum and related exhibits, all of which are incorporated into the record, and responded to clarifying questions. Member Golden stated that should another airport be unable to accept an ACIP project grant, Carson City may have another opportunity at receiving additional funds. Discussion ensued regarding grant-eligible projects and funding. There were no public comments. **Treasurer Harvey entertained a motion to affirm the airport manager’s approach to completing Phase 1 of the Perimeter Fence and Gate Project listed on the Airport Capital Improvement Program 2019-2024.**

(6:48:40) – MOTION: So moved.

RESULT:	APPROVED (5-0-1)
MOVER:	Rogers
SECONDER:	Barrette
AYES:	Harvey, Barrette, Hamilton, Harris, Rogers
NAYS:	None
ABSTENTIONS	Golden
ABSENT:	Law

2. FOR DISCUSSION AND POSSIBLE ACTION: CCAA TO REVIEW PERFORMANCE OF AIRPORT MANAGER FOR 2018-2019 YEAR.

(6:49:02) – Treasurer Harvey introduced the item and noted that this was Chairperson Law’s item; however he had a discussion with her and they both believed that it should be part of the upcoming fiscal year budget. He also noted that in the Authority’s March meeting, he had noticed that the member comments regarding the budget and other airport functions had been “almost a performance review” and considered this year’s achievements “exceptional”. Member Rogers agreed with the accomplishments; however, he wished to see the performance review evaluated against a set of defined metrics and Treasurer Harvey agreed and believed that Member Harris would be “a huge assistance” in defining those metrics. Member Harris was in support of the increase amount “considering how far we’ve come” and suggested providing the Airport Manager fewer goals (no more than three) to be measured against. There were no additional comments; therefore, Treasurer Harvey entertained a motion.

(6:54:01) – MOTION: I move, based on [the Airport] Manager’s performance in the past year, that we increase [the Manager’s] pay by five percent per-annum, effective July 1, 2019.

Member Golden also requested (not part of the motion) that a list of objectives be brought to the July meeting, for [the Airport Manager] to achieve in the upcoming 12-month period.

(6:55:15) – Mr. Moen thanked the Authority and noted that he had requested that this item be agendaized so that he could receive direction. He also requested a Consumer Price Index (CPI) increase, an additional week’s vacation, and increased reimbursement for medical care. Member Hamilton noted that he was highly supportive of Mr. Moen since he worked with him “almost daily”; however, as a new Board member he wished to know whether a job description had been provided to Mr. Moen and was informed there had been. Treasurer Harvey explained that he had also requested this item to be placed on the agenda; however, he believed that the Authority was unaware of the additional requests brought forward by Mr. Moen in order to be better prepared for a discussion. Member Rogers was not in favor of a formal motion on a partial package and suggested postponing the vote until the next meeting in order to vote on a comprehensive package.

(6:59:10) – Member Barrette requested an explanation of the CPI increase and Mr. Moen clarified that he wished his merit increase to be based on the 1.8 percent cost of living increase since his hire date, adding that “over time, it erodes your earning power”. Treasurer Harvey explained that he and Member Harris “understand compensation very well” and believed that was not a way to approach raises. He also believed that management professionals are usually given three weeks of vacation and suggested voting on the current motion and discussing the other

requests at the next meeting. Member Harris noted that cost of living increases are not considered for management-level positions. Member Golden was in agreement with Member Harris and noted that a pay increase would compound over the years and suggested voting on the current motion now but waiting to discuss the other items in May, with the Chair present and Treasurer Harvey was in agreement. Mr. Tackes was in favor of voting on the increase now since the budget would be discussed next. There were no public comments; therefore Treasurer Harvey called for the vote.

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

(7:07:11) – Mr. Moen thanked the Authority for their confidence in him and his performance.

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

(7:07:36) – Treasurer Harvey introduced the item. Mr. Moen noted that the tentative budget had been submitted to the Nevada Department of Taxation per the Nevada Revised Statute (NRS) requirements. He also indicated that he had updated the revised draft budget, incorporated into the record, to add the pay increase for Airport Maintenance Technician Gary Province, who had received his performance review in October 2018, and to have him on the same fiscal calendar track. Mr. Moen noted that he had incorporated the changes to the Nevada Public Employee’s Retirement System in the updated budget in addition to the increases in capital projects, uniforms, and the addition of an automated external defibrillator (AED) to the terminal building. He also stated that his pay increase was not reflected in this revision and that the AIP grant would also be incorporated into the final version with the assumption that the grant will be approved. Mr. Moen referenced the budget and indicated that several other pieces of equipment such as lights and conference room chairs were added as well.

(7:16:28) – Member Golden inquired about “the new schedules of rates and charges” and explained that he could not vote for budget approval “with the rates and charges here kind of buried in the budget process because this affects the tenants on the Airport and we didn’t notice that there are proposed rate changes and increases in charges.” Mr. Moen explained that appropriate fees and charges were incorporated within their line items, citing gate card and legal fees which were listed under appropriate line items. He also stated that a rates and charges schedule needs to be developed to become self-sustaining and to meet the FAA grant assurances and that they were not part of this item’s recommended motion. Treasurer Harvey noted that the discussion should not take place as it is not agendized for this meeting and Mr. Tackes suggested appropriately noticing the item for discussion and believed that a sheet of fees as charges was appropriate to bring to the discussion when it happens. Mr. Moen confirmed that the discussion and vote tonight would include the budget and not the fees and charges. There were no public comments; therefore, Treasurer Harvey entertained a motion:

(7:21:50) – MOTION: I move to approve the revised tentative budget for FY2019/2020 with proposed changes and authorize staff to complete the final budget for the public hearing of the tentative budget scheduled for May 22, 2019.

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

4. **FOR DISCUSSION AND POSSIBLE ACTION: TO REVIEW EMERGENCY RESPONSE COMPATIBLE “STREET ADDRESSING AND HANGAR NUMBERING CONVENTION MEETING WITH AIRPORT LEASEHOLDERS.**

(6:12:52) – Treasurer Harvey introduced the item. Mr. Moen acknowledged the presence of Fire Marshall Dave Ruben and gave background on the item. He referenced the agenda materials, incorporated into the record, regarding a leaseholder meeting held on March 25, 2019 and reviewed the information, outlined in the Staff Memorandum and accompanying exhibits. He also responded to clarifying questions by the members. In response to a question by member Rogers, Mr. Moen explained that the tenants had been made aware that he would “project manage” the process on their behalf and would submit a signage and installation cost to them; however, they would incur the costs. He also noted that they had not received negative comments in the leaseholder meeting. Mr. Tackes suggested a more detailed numbering scheme and Mr. Ruben offered to “take it under advisement”, adding that there was room for “final tweaks”. Member Hamilton was informed that individual hangar numbers may need to be renumbered. Treasurer Harvey entertained public comments; however, none were forthcoming. Mr. Moen read the recommended motion: **“I move to affirm the plan developed by the Airport/City staff and CCFD Fire Marshall to implement the new emergency response compatible street addressing and hangar numbering convention.”**

(6:34:55) – MOTION: So moved.

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

5. FOR DISCUSSION AND POSSIBLE ACTION: SCHEDULE MAY BUDGET MEETING AND REGULAR JUNE MEETING.

(6:07:51) – Chairperson Law introduced the item. Mr. Moen gave background on the Nevada Revised Statute (NRS) regulations and suggested having the next meeting on May 22, 2019 and not on May 15, 2019 as previously planned to ensure proper noticing of the budget hearing. He also suggested rescheduling the June 19, 2019 meeting to June 26, 2019 as he would be attending the American Association of Airport Executives (AAAE) Conference. Member Rogers suggested canceling the June meeting altogether since the Airport Open House was also being held in June. Mr. Tackes advised that unless a pressing agenda item was scheduled, the June meeting could be postponed. There were no objections to Member Rogers’ suggestion. There were no public comments and **Chairperson Law entertained a motion to reschedule the Authority’s May meeting to May 22, 2019 and having the following meeting in July [as previously scheduled].** Mr. Tackes noted that the election of officers must take place prior to July 1, 2019; however, he believed it could be done in May.

(6:11:52) – MOTION: I’ll move.

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

H. AIRPORT ENGINEER’S REPORT

The Airport Engineer’s Report by Armstrong Consulting is incorporated into the agenda packets and online.

I. AIRPORT MANAGER’S REPORT

(7:24:00) – Mr. Moen presented the Airport Manager’s report which is incorporated into the record.

J. LEGAL COUNSEL’S REPORT

(7:32:21) – Mr. Tackes praised Mr. Moen for doing “an awesome job at the Nevada Airports Conference”. He also stated that he had noticed that the language giving the Authority the ability to lease had been left out; therefore, an amendment to AB406 was drafted which has been approved as part of the second reading. Mr. Tackes believed that the Authority’s elections can take place in the May meeting. Member Rogers requested an update on AB406 at the next meeting.

K. TREASURER’S REPORT

(7:40:28) – Treasurer Harvey presented the Treasurer’s Report which is incorporated into the record, and both he and Mr. Moen responded to clarifying questions.

L. REPORT FROM AUTHORITY MEMBERS

(7:41:46) – There were no Authority member reports.

M. PUBLIC COMMENT

(7:41:56) – None.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:42:06) – Mr. Moen noted that the approval of the final budget and the strategic plan update will be agendized for May, 2019, while the fees and rates will be tabled for a later meeting.

O. ACTION ON ADJOURNMENT

(7:43:13) – Treasurer Harvey adjourned the meeting at 7:44 p.m.

The Minutes of the April 17, 2019 Carson City Airport Authority regular meeting are so approved on this 22nd day of May, 2019.

LINDA LAW, Chair