

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, May 22, 2019 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

|                                |                               |
|--------------------------------|-------------------------------|
| <b>Chair – Linda Law</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  
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**

(6:01:35) – Chairperson Law called the meeting to order at 6:01 p.m. Roll was called and a quorum was present.

| <b>Attendee Name</b>  | <b>Status</b> | <b>Arrived</b> |
|-----------------------|---------------|----------------|
| Chairperson Linda Law | 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**

(6:02:10) – Led by Chairperson Law.

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

(6:02:32) – Chairperson Law introduced the item and noted that she had discussed a date error and a typographical error with Ms. Warren and they had since been corrected.

**(6:03:04) – MOTION: I move to approve [April 8, 2019 and April 17, 2019 meeting] minutes.**

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

**D. MODIFICATION OF AGENDA**

(6:03:24) – Chairperson Law introduced the item and noted that item F-4 will be heard prior to item F-1.

**E. PUBLIC COMMENT**

(6:04:57) – Chairperson Law entertained public comments; however, none were forthcoming.

**F. F. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: PRESENTATION OF MIS INC. AERO TRACKING PROPOSAL FOR CARSON CITY AIRPORT.**

(6:10:13) – Chairperson Law introduced the item. Mr. Moen gave background on the transponder recording system which was installed by Aero Tracking/MIS, Inc. in January 2018, located outside the Airport Manager’s office, allowing the Airport Manager to log into their network in real time to track aircraft. He also explained that the feedback from other airports regarding the software had been very positive and recommended starting with a single web page and hoped that the other Nevada airports would utilize the system. Member Golden expressed concern that the benefit relative to the cost was not present. He also explained that in other states, “this data is being weaponized against airport users...departments of taxation come after the aircraft owners, airports come after the aircraft owners for things like landing fees, and sometimes they come up after the owners for noise complaints.” Member Golden outlined additional concerns such as using the data for property taxes by other states such as California or Oregon, and noted that he could not support that. Member Harris believed that data were a good thing if used properly, adding that he did not share the same concerns as Member Golden; however, he did not wish to spend money and not get benefits. Member Rogers was concerned about the return on investment ROI) and believed that reports could be obtained without building a website. He also wished to understand the ROI in terms of increasing the Airport’s revenue. Member Hamilton was in favor of the product because he had an encounter with another pilot getting in his way, and believed this would improve the overall safety of the Airport. Chairperson Law agreed with the safety issue; however she wished to hear the presentation first. Mr. Tackes suggested hearing the privacy issues that had been raised as a result of tracking.

(6:33:01) – Aero Tracking/MIS, Inc. joined the meeting via GoToMeeting. Matt Calouro introduced the presenters Moses Calouro and Katrina Jenson. Mr. Calouro presented their capabilities and noted that their

equipment had been present at the Carson City Airport and had been collecting data since January 2018. Ms. Jenson informed the Authority of the customized reporting services they offer and reviewed two examples. Mr. Calouro and Ms. Jenson also responded to clarifying questions by the Authority members. Mr. Tackes inquired whether the data collected in Carson City was being used for other airport reports and Mr. Calouro explained that all the airfields that have the equipment may be able to view live display at no cost; however, the reports would not be free of charge. There were no public comments. Mr. Moen thanked the participants and concluded the conference call.

(7:10:12) – Chairperson Law entertained member comments or questions. Member Golden was informed that the equipment had been provided to the Carson City Airport at no cost to either party, in exchange for the live feed option. Chairperson Law was not certain “the value that I would attach to [the service] at our Airport, since most of our equipment is not equipped with the ADSB; therefore, I am wondering about the usability of the information we get back from them.” Mr. Moen believed that as the State Capital and per the Strategic Plan and Master Plan discussions the goal was to pursue corporate aviation, adding that “any new equipment that comes on line is all going to be ADSB equipment”. He also believed that the equipment would help resolve noise abatement issues and would give a better understanding of those using the airfield after hours. Mr. Moen was also in favor of maintaining and using the data which may help with recruiting commercial service between Las Vegas and Carson City and suggested leaving in the budget for future consideration. Member Golden informed Mr. Moen “you moved the needle with me a little on this” and was informed that Reno Tahoe Airport had landing fees for any Part 135 and 121 operators. Member Golden reminded the Authority that the Tahoe Airport also had landing fees, which he believed alienated the aviation community.

(7:24:03) – Member Rogers suggested testing the equipment and wished to see how the data helps the strategic plan. Discussion ensued regarded the cost versus the provided value. Member Hamilton inquired about the percentage of the ADSB aircraft at the Airport. Member Harris was not surprised by the fees charged by Aero Tracking/MIS, Inc. and believed tracking down the noise complaints, safety issues, and aircraft counts would be a benefit; however he was unclear “how much we are capturing and how much we are missing”. Member Golden recommended that Mr. Moen discuss the camera system used by the Truckee Airport with the Airport Manager there and Mr. Moen explained that he was familiar with the system. Member Hamilton recommended having “some kind of a budget to move forward” regardless of which vendor is chosen. Chairperson Law was in favor of having Staff pursue the investigation and provide a budget item without naming a specific vendor. Member Rogers was in favor of keeping the line item in the budget for aero tracking without listing a company. Chairperson Law entertained public comments; however, none were forthcoming.

**(7:37:26) – Chairperson Law entertained a motion to approve that Airport Staff continue with their investigation into the aero tracking system and that the amount as indicated in the request be included in the budget for the upcoming year and that the aircraft tracking and reporting system will be agendaized for future meetings, in order to decide what the Authority wished to use and allocate the appropriate amount accordingly.**

**(7:38:07) – MOTION: So moved.**

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

(7:38:27) – Mr. Moen recommended discussing agenda item F-5 next, since consultant Linda Ritter was in the audience to present a Strategic Plan update. There were no objections from Authority members.

(7:39:04) – Chairperson Law recessed the meeting.

(7:46:40.) – Chairperson Law reconvened the meeting.

## **2. FOR DISCUSSION AND POSSIBLE ACTION: BENEFIT PLAN FOR AIRPORT MANAGER.**

(8:06:26) – Chairperson Law introduced the item. Member Harris noted that in its April 17, 2019 regular meeting, the Authority had approved the Airport Manager’s base salary increase; however, the medical and vacation benefits were still outstanding. Member Harris referenced his memorandum, incorporated into the record, and updated the Authority on his research findings, which he suggested referencing year after year. He also recommended increasing the vacation benefits from three weeks to four weeks, and to “hold it to that level year after year”. Member Golden wished to discuss vacation benefits in general, regardless of who was managing the Airport and noted that increased vacation time to four weeks usually occurred “after so many years of service...it’s not something you get immediately after coming into a position”. He also inquired whether any incoming manager would receive the same benefits immediately. Member Harris noted that it was very common for employers to offer “full vacation benefits” to someone at “career level” in order for them not to lose benefits of service, especially when it directly benefits the organization. He also added that each new upcoming Airport Manager will go through a negotiation similar to the one Mr. Moen had undergone. Member Rogers inquired about any guidelines that were used outlining the vacation benefits during the Airport Manager search. Member Harris explained that he had obtained the information from the State documents. Mr. Tackes confirmed for Chairperson Law that the new benefits would be incorporated in an addendum to the Airport Manager’s employment agreement. Mr. Moen explained that each memorandum presented in the agenda packets was entered into a spreadsheet and cross-referenced with the topic. Chairperson Law entertained public comments; however none were forthcoming.

**(8:17:01) – Chairperson Law entertained a motion to approve the increases as outlined and to continue the PEB rate into the future for any changes that would come in [the Airport Manager’s] contract, adding to it the increase in vacation benefits from three weeks to four weeks both beginning on July 1, 2019. The**

vacation [is] to create parity with accepted career-level norms and such increases [are] to be reflected in paragraphs 3.2 and 3.3 respectively in [the Airport Manager’s] employment agreement.

(8:17:43) – MOTION: I’ll move.

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

**3. FOR DISCUSSION AND POSSIBLE ACTION: EQUIPMENT RENTAL AGREEMENT FOR JOHN DEERE 5125R TRACTOR FOR 5.5 MONTHS.**

(8:12:23) – Chairperson Law introduced the item. Mr. Moen referenced a memorandum written by him regarding the damage caused to the Authority’s tractor because of a fire. He also noted that risk management in general will be addressed at a future meeting under a separate agenda item. Mr. Moen explained that the tractor had already exceeded its use and that he had asked staff member Gary Province to research lease options for the time being and to explore other options for the future. Member Rogers was in favor of the lease; however, he inquired whether the hourly fees were negotiable if the equipment did not get enough use. Mr. Moen believed that Mr. Province’s estimates were based on past usage. There were no public comments.

**(8:30:16) – Chairperson Law entertained a motion to approve Airport Staff to identify and lease a tractor replacement for the Airport mowing season, not to exceed \$12,000 for the remainder of the season.**

(8:30:30) – MOTION: I move.

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

**4. FOR DISCUSSION AND POSSIBLE ACTION: PUBLIC HEARING ON CCAA BUDGET FY 2019/2020.**

(6:04:08) – Chairperson Law introduced the item. Beth Kohn-Cole, Eide Bailly LLP, referenced the two documents she had distributed, incorporated into the record. Ms. Kohn-Cole indicated that the final budget, with

the accompanying detail, highlighted the projected \$24,289 increase in expenses. She also recommended having a meeting prior to June 30, 2019 to approve the FY 2018/2019 budget augmentation. Due to the cancellation of the June 19, 2019 meeting, Mr. Tackes advised holding a special telephonic meeting to approve the augmentation.

(6:7:35) – Member Golden noted that several of this meeting’s agenda items were reflected in the draft budget and Mr. Tackes suggested conditionally approving the proposed final budget and revisiting the item after all other agenda items have been discussed and voted upon to “determine whether it should or should not be here”. Mr. Moen recommended discussing this agenda item; however, postponing the vote until all other agenda items had been discussed and voted upon.

(6:09:05) – Ms. Kohn-Cole outlined the next steps, instructing the Authority members to sign the approval sheet, including “the estimated expenditure amount” which, if changed, would require being updated by Mr. Moen based on the upcoming discussions. A motion and a vote on this item were postponed to a later time in order to discuss related agenda items.

**(8:36:24) – Chairperson Law reintroduced the item and entertained a motion to approve the final tentative budget as the final budget for FY 2019/2020 and to authorize staff to make the approved changes, filings and to certify and transmit the same to the Nevada Department of Taxation by June 1, 2019, with the guidance of the Authority’s CPA.**

**(8:37:00) – MOTION: So moved.**

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

**5. FOR DISCUSSION AND POSSIBLE ACTION: PROVIDE UPDATE ON STRATEGIC PLANNING PROCESS. REVIEW AND DISCUSS DRAFT STRATEGIC PLAN.**

(7:46:50) – Chairperson Law introduced the item. Mr. Moen gave background on the stakeholder workshop conducted by Ms. Ritter and invited her to walk through her report which is incorporated into the record. Member Harris offered to provide his edited document to Ms. Ritter, who reviewed the Mission Statement, and the Authority’s vision and values. Member Golden noted that growing the customer base was a higher priority to maintain financial stability and Ms. Ritter indicated she had not provided any priority order and offered to do that during the implementation phase. Chairperson Law thanked Ms. Ritter for all her work and directed her to work with Mr. Moen on the input received from the Authority members. Discussion ensued regarding performance measures and Ms. Ritter offered her services to assist with that process as well. Chair Law recommended agendaing the item for the July meeting.

**6. FOR DISCUSSION AND POSSIBLE ACTION: ELECTION OF FY 2019/2021 CCAA OFFICERS; PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER.**

(8:31:43) – Chairperson Law introduced the item and entertained nominations.

(8:32:52) – Member Hamilton nominated Member Golden to the position of Chair. There were no other nominations.

(8:33:28) – Member Hamilton nominated Member Harris to the position of Vice Chair. There were no other nominations.

(8:33:54) – Member Hamilton nominated Member Rogers to the position of Secretary/Treasurer. There were no other nominations.

**(8:34:19) – Chairperson Law entertained a motion to accept the slate of Authority officers for the upcoming two years.**

**(8:34:43) – MOTION: So moved**

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

**(8:35:07) – Chairperson Law entertained a motion to elect Member Golden as Chair, Member Harris as Vice Chair, and Member Rogers as Secretary/Treasurer for the upcoming two-year period.**

**(8:33:34) – MOTION: So moved.**

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

(8:37:70) – Mr. Moen reminded the Authority members that a budget augmentation for the current Fiscal Year must be approved in June and offered to organize a teleconference, with the public being invited to listen in on the

call at the Terminal Building, in the Airport Manager's Office. He also explained that signatures would be required for the filing process and offered to meet the members and collect the signatures. Chairperson Law reminded the Authority members that all members must sign the approved final budget for FY 2019/2020 immediately following this meeting.

#### **H. AIRPORT ENGINEER'S REPORT**

(8:38:48) – Mr. Moen noted that the Airport Engineer's Report by Armstrong Consulting is incorporated into the agenda packets and online. He also announced that they had not received the supplemental grant to purchase the acreage east of Taxiway Bravo. Mr. Moen explained that the Taxiway rehabilitation project completion was tentatively scheduled for May 30 and 31, 2019, and June 3, 2019 with a one-day runway closure which would be properly noticed, adding that he would work with the tenants to minimize the impact.

#### **I. AIRPORT MANAGER'S REPORT**

(8:41:10) – Mr. Moen presented the Airport Manager's report which is incorporated into the record, and noted that he will be available via email and phone while attending two conferences. He also updated the Authority on the Airport Open House, noting that the June 29, 2019 event will feature the "Wingfest 2019" cookoff benefitting the Eagle Valley Children's Home. Mr. Moen advised that parking will be provided at a nearby church with shuttle access to the Open House, and noted that the Boy Scouts were to provide parking assistance.

#### **J. LEGAL COUNSEL'S REPORT**

Incorporated into the record.

#### **K. TREASURER'S REPORT**

(8:50:18) – Mr. Moen referenced the Treasurer's Report, incorporated into the record, and highlighted the fact that the funds that were moved to the Local Government Investment Pool had generated around \$1,100 per month in interest income. He also made two corrections on the balance sheet which were bookkeeping errors.

#### **L. REPORT FROM AUTHORITY MEMBERS**

(8:53:02) – Chairperson Law reported that AB406 "finally got out of the Senate" and will be reported back to the Assembly and sent to enrollment "and our bill has passed". She also noted that the final appropriations bill would generate \$15 million in federal funds and hoped for a positive outcome. Member Barrette thanked Chair Law for her "stewardship as the head of this Authority".

#### **M. PUBLIC COMMENT**

(8:55:06) – None.



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

(8:55:12) – Chair Law recommending sending future agenda items to Mr. Moen.

**O. ACTION ON ADJOURNMENT**

**(8:55:34) – Chairperson Law adjourned the meeting at 8:55 p.m.**

The Minutes of the May 22, 2019 Carson City Airport Authority regular meeting are so approved on this 17<sup>th</sup> day of July, 2019.

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LINDA LAW, Chair