

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, July 17, 2019 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Authority Members

Chair – Michael Golden	Vice Chair – Bradley Harris
Treasurer – Jon Rogers	Member – John Barrette
Member – Paul Hamilton	Member – Linda law
Member – Clyde Simmons	

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

(6:02:51) – Chairperson Golden called the meeting to order at 6:02 p.m. Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member John Barrette	Present	
Member Paul Hamilton	Present	
Member Linda Law	Present	
Member Clyde Simmons	Present	

B. PLEDGE OF ALLEGIANCE

(6:03:18) – Led by Chairperson Golden.

(6:03:41) – Chairperson Golden noted that as a new chair he wished to see the Authority focus for the next few years on doing “everything possible geared towards increasing our customer base of the Airport”. He also expressed concern about the aging demographics of the Airport hangar owners and pilots.

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

(06:06:48) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion.

(06:07:33) – MOTION: I move to approve the May 22, 2019 regular meeting and the June 12, 2019 special meeting minutes.

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

D. MODIFICATION OF AGENDA

(6:07:45) – There were no modifications to the agenda.

E. PUBLIC COMMENT

(6:08:11) – Chairperson Golden entertained public comments; however, none were forthcoming.

(6:08:38) – Mr. Moen introduced newly-hired intern Ivan Banuelos and explained that Mr. Banuelos would spend each week of his internship at a different location beginning with the Airport, then at Carson Aviation Services, followed by Mountain West Aviation, Cactus Air Force, and lastly at Specline, Inc. Mr. Banuelos introduced himself and Chairperson Golden suggested that Mr. Banuelos get in touch with him regarding participation in the Pathways to Aviation program. Mr. Moen confirmed that Mr. Banuelos' salary was provided by the State.

F. NEW BOARD MEMBER INTRODUCTION (CLYDE SIMMONS) AND NEW OFFICER RECOGNITION.

(6:14:16) – Chairperson Golden introduced newly-appointed Authority Member Clyde Simmons as a pilot, a former aircraft owner, and a current employee of Click Bond, Inc. The Chair also recognized Member Simmons' efforts as a court-appointed special advocate (CASA) and Big Brothers Big Sisters volunteer, plus a prior youth teacher at Calvary Chapel. Member Simmons thanked the Chair and noted that he looked forward to the members "mentoring me through this process".

G. F. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: AMEND SIERRA SKYWAY LEASE TO ADJUST LOT LINE AND LEGAL DESCRIPTION OF PARCEL 219B TO REFLECT THE ADDITION OF FIRE RISER ROOMS AND TO DISCUSS APPRAISAL PROCESS.

(6:15:22) – Chairperson Golden introduced the item. Mr. Moen gave background and referenced the lease agreement which is incorporated into the record and reflecting the new rates. Mr. Moen suggested taking action on the lot line adjustment request to accommodate the fire riser rooms. Chairperson Golden entertained public comments, and when none were forthcoming, a motion.

(6:20:11) – MOTION: I move to approve the lease amendment and legal description of the Sierra Skyway, LLC lease agreement as presented.

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

(6:20:47) – Mr. Moen noted that the second part of the agenda item entailed discussion of the appraisal process and the structure of the original agreement. He explained that the lease extensions in 2016 had a different rate “than was for the rate involved with the Sierra Skyway lease”. Mr. Tackes gave additional background regarding the lease extension rate per square foot for undeveloped land versus the appraisal rate for Sierra Skyway which included utilities.

(6:23:47) – Dennis Giangreco of Sierra Skyway, Inc. expressed frustration working with Carson City and explained that he had been paying \$570,000 more for his lease “than the gentleman that got their lease extended” and believed that he should have used a different appraiser. Chairperson Golden believed that “matters of this nature not be negotiated in a public forum”. Mr. Tackes clarified that the Sierra Skyway lease was broken down into phases and it provided the option of returning the balance of the property back to the Authority “if he wasn’t satisfied with how the first phase went”. Treasurer Rogers believed that this issue should be addressed at the Staff level and a proposal should be brought to the Authority for discussion and a vote. Vice Chair Harris wished to find out if an independent third-party source had information they could provide. Member Law suggested agendizing the item for future discussion, after “some investigation [is] done in outlying areas to see if other appraisals were done at a similar time. Member Barrette was informed by Mr. Giangreco that he had only one hangar sold after a year of advertising. Chairperson Golden suggested agendizing this item for a future meeting.

2. FOR DISCUSSION AND POSSIBLE ACTION: RENEW 2-YEAR MAINTENANCE CONTRACT WITH ALL-WEATHER, INC. FOR THE SCHEDULED MAINTENANCE OF THE AWOS III.

(6:36:52) – Chairperson Golden introduced the item. Mr. Moen reviewed his memorandum, incorporated into the record, and recommended approving the two-year maintenance contract for \$10,950 with All-Weather, Inc. (AWI) for the AWOS III system, effective July 1, 2019. Mr. Moen also noted that the amount was budgeted in in the FY 2019/20 budget. Chairperson Golden entertained public comments; however, none were forthcoming.

(6:38:33) – Member Law acknowledged that AWI had maintained the equipment the equipment and had kept it up to date, and that she did not have a reason for not proceeding. Mr. Moen clarified that the equipment would be located but not replaced in the near future. Treasurer Rogers was informed that the Authority had “no obligation to bid out this new contract”.

(6:40:31) – MOTION: I move to renew 2-year aviation support and maintenance services agreement with All-Weather, Inc. for the scheduled maintenance of the AWOS III.

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

3. FOR DISCUSSION AND POSSIBLE ACTION: FOR DISCUSSION AND POSSIBLE ACTION: EQUIPMENT RENTAL AGREEMENT FOR TRACTOR FROM APPROXIMATELY AUGUST 1, 2019-OCTOBER 31, 2019.

(6:40:57) – Chairperson Golden introduced the item. Mr. Moen gave background and presented the agenda materials incorporated into the record. He also recommended proceeding with the short-term, seasonal equipment lease with several options outlined in the agenda materials and noted that the equipment will be used for airport maintenance purposes other than mowing. Mr. Moen explained that he planned to have the old equipment moved off the airfield. In response to a question by Member Law, Mr. Moen clarified that no local companies provided equipment “that fits that type of operation”. He also noted that the mower blade on the existing tractor would fit the leased one. Member Rogers inquired about the insurance claim regarding the tractor that had caught on fire and Mr. Moen explained that the Airport carried several insurance policies which were currently being reviewed as a risk assessment was being performed (to be discussed in the August meeting); however, the tractor and the snowplow were not on those policies due to their age and condition.

(6:50:01) – Chairperson Golden believed that leased benefitted the lessors more than the lessees and did not see the Airport encumbered by annual lease payments. He suggested contacting the City’s Parks and Recreation Department or the State “and see what’s out there”. Mr. Moen explained that the City’s equipment was fully utilized, as he believed was the case with the State. He also noted that any purchase decision would provide delivery in the September timeframe, adding that the lease option was immediate and temporary with no intentions of continuing the lease on an annual basis. Mr. Moen also believed that the short-term lease will provide an opportunity to test equipment. Member Barrette and Member Simmons were in agreement that the lease option should be for the short term, and Member Hamilton received confirmation that the expenditure is only for this year.

(7:00:58) – MOTION: I move to approve airport staff to identify and lease a tractor replacement tractor for the airport mowing season not to exceed \$10,000 for the remainder of the 2019 mowing season.

(7:01:33) – Member Law suggested changing the word “tractor” to “tractor equipment”. Both the mover and the seconder agreed to the amendment. Chairperson Golden restated the amended motion:

(7:02:28) – To approve airport staff to identify and lease a tractor replacement tractor for the airport mowing season not to exceed \$10,000 for the remainder of the 2019 mowing season.

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

(7:03:20) – Chairperson Golden directed Mr. Moen “to investigate through inquiry with State agencies and the City to see what kind of surplus equipment they have available”. He also did not wish to see this item reagendaized, calling it “a one-time deal”; however, he wished to see a capital equipment plan agendaized for approval by the authority.

(7:04:40) – Chairperson Golden recessed the meeting.

(7:17:27) – Chairperson Golden reconvened the meeting.

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW FINAL DRAFT OF STRATEGIC PLAN AND APPROVE THE AIRPORT AUTHORITY PRIORITIES FOR THE NEXT FISCAL YEAR.

(7:17:50) – Chairperson Golden introduced the item. Mr. Moen gave background, outlined in the Airport Manager’s memorandum, and reviewed the Strategic Plan which is also incorporated in the agenda packet. He also explained that his intention in this meeting was to review and approve the Executive Summary, and have the Authority prioritize the implementation plan. Vice Chair Harris was informed that the implementation schedule presented in the document was an example only. Member Law wished to see the youth programs moved from low priority “to at least medium”. Vice Chair Harris suggested numbering the priorities instead of calling them high or low. Mr. Moen clarified for Treasurer Rogers that “a full Strategic Plan [will] be available in the next week” for approval. Chairperson Golden instructed Authority members to read the full Strategic Plan and send feedback to Mr. Moen prior to the August meeting” for approval. Treasurer Rogers received clarification that the Work Plan will be developed once the prioritization of the implementation plan has been completed. He was also informed that further work by consultant Linda Ritter had not been budgeted. Treasurer Rogers was pleased with the performance indicators and advised against those that are “administratively difficult to measure”.

(7:38:38) – Member Law noted that Western Nevada College planned to offer a training course for pilots in the fall semester of 2019. She also advised members to send their comments to Mr. Moen only in order not to violate the Open Meeting Law. Member Barrette stated that two of his top priorities were economic development and marketing. Member Simmons commended the authors of the Strategic Plan, calling it “a great document to stimulate some dialogue”. Vice Chair Harris clarified that the implementation page was “just an example” and suggested avoiding “having too many things on [the Airport Manager’s] plate”. He wished to utilize the August meeting to get everyone’s suggested areas of focus, after which he suggested building a group consensus and provide Mr. Moen a prioritized list. Chairperson Golden reiterated his request of having the Authority members provide Mr. Moen their input on the Strategic Plan. Member Harris listed his expectations for the August meeting as voting on the strategic plan and being prepared “to have a discussion on the direction that we want to give [Mr. Moen] as individuals, and also to be able to come to, at that meeting, a consensus that he can put a document together”.

(7:44:55) – Chairperson Golden suggested inviting Ms. Ritter to the next meeting as a facilitator; however, Vice Chair Harris believed that the exercise could be accomplished at the Authority level. Mr. Moen clarified that the Strategic Plan must be voted on before the Work Plan. Further discussion ensued and Vice Chair Harris believed that all his comments had been incorporated in the current version of the Strategic Plan. Chairperson Golden explained that he could not vote for all the initiatives outlined in the Plan. Discussion ensued regarding the input provided on the Plan and Chairperson Golden clarified that he had provide his input but had not seen everyone’s inputs incorporated into the document. Mr. Moen explained that explained “our energies are going to go in the Annual Work Plan”, adding that the last draft had not been reviewed by the Authority; however, he believed that the “big picture to me is the Annual Work Plan...and I think that the Strategic Plan has been honed down to a document that we can really work on”. Member Barrette noted that “for selfish reasons” he agreed with the Chair regarding postponing the vote, as he needed to attend the Board of Supervisors meeting early the next morning.

(8:03:32) – Treasurer Rogers noted that the recommended motion suggested moving to approve the final draft of the Strategic Plan and work with the Airport Manager to develop Airport Authority priorities for the next fiscal year. He called the Strategic Plan “great and complete” and that believed that it could be approved, after which the Authority should “tell our management to go set priorities for this coming year, and that a separate discussion that addresses [the Chair’s] concerns”. There were no public comments.

(8:08:09) – MOTION: I move to approve the final draft of the Strategic Plan as presented, and ask the Airport Manager to develop the Airport Authority priorities for the next fiscal year, with [the Authority’s input].

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

5. FOR DISCUSSION AND POSSIBLE ACTION: PRESENTATION OF AIRPORT MASTER PLAN DRAFT.

(8:09:37) – Chairperson Golden introduced the item. Mr. Moen introduced Mike Dmyterko of Coffman and Associates and Brian Fitzgerald of Atkins to present the draft Carson City Airport Master Plan, available on the Airport’s website at: <https://flycarsoncity.com/wp-content/uploads/2013/10/Airport-Master-Plan.pdf>. He also gave background on the project which is outlined in the Airport Manager’s Memorandum, incorporated in the agenda packet.

(8:12:31) – Mr. Dmyterko thanked the Authority, reviewed the draft Master Plan noted above, and responded to clarifying questions. Chairperson Golden and Authority members thanked Mr. Dmyterko for the Master Plan Draft, calling it “well done”. Mr. Tackes observed a minor error on a map and suggested a correction. Mr. Dmyterko noted that “we’re draft until this goes final”, adding that any typographical errors, etc. will be corrected until final approval is reached and entertained additional comments. There were no public comments.

(8:34:36) – MOTION: I move to approve the draft airport master plan and airport layout plan for submission to the FAA Phoenix ADO.

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

H. AIRPORT ENGINEER’S REPORT

(8:35:45) – Mr. Moen noted that the Airport Engineer’s Report was included in the Authority’s board packets. He also responded to clarifying questions.

I. AIRPORT MANAGER’S REPORT

(8:38:08) – Mr. Moen presented the Airport Manager’s report which is incorporated into the record, and highlighted several key points including conversations with the Department of Transportation and the FAA. He also offered to invite the director of Eagle Valley Children’s Home while the final funds are totaled from the “chicken wing contest” and to discuss the possibility of creating an endowment funds. Chairperson Golden pointed out a numeric error in the report and Mr. Moen stated it would be corrected. He also explained that the Airport Open House was well-attended. Member Law noted that she had received positive feedback as well. Member Hamilton believed that it was “a great event”; however, he relayed several messages regarding the parking.

J. LEGAL COUNSEL'S REPORT

(8:44:02) – Mr. Tackes

K. TREASURER'S REPORT

(8:44:10) – Member Rogers wished Mr. Moen a happy birthday and noted that the Treasurer's Report contained information regarding the fiscal year end numbers of this past year and the year prior to that, adding that the Airport revenues had grown by 2.8 year-over-year, and that the operating expenses had been reduced by 2.7 percent. He also explained that rock sales were reduced by 7 percent.

L. REPORT FROM AUTHORITY MEMBERS

(8:45:52) – Member Law gave a legislative update reminding the Authority that the bill [introduced by Assemblyman Kramer] had passed; however, the appropriations bill did not include funds for the Nevada Aviation fund, suggesting educating the legislators at the next session.

M. PUBLIC COMMENT

(8:46:36) – There were no public comments.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(8:46:59) – Chair Golden recommended sending future agenda items to Mr. Moen or to him.

O. ACTION ON ADJOURNMENT

(8:47:12) – Chairperson Golden adjourned the meeting at 8:47 p.m.

The Minutes of the July 17, 2019 Carson City Airport Authority regular meeting are so approved on this 21st day of August, 2019.

MICHAEL GOLDEN, Chair