

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, September 18, 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

(6:03:13) – Chairperson Golden called the meeting to order at 6:03 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	Absent	
Member Paul Hamilton	Present	
Member Linda Law	Present	
Member Clyde Simmons	Present	

B. PLEDGE OF ALLEGIANCE

(6:03:40) – Led by Treasurer Rogers.

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

(6:04:01) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion to approve the August 21, 2019 meeting minutes.

(6:04:18) – MOTION: So moved.

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

D. MODIFICATION OF AGENDA

(6:04:34) – Chairperson Golden wished to address item F before item E.

E. PUBLIC COMMENT

(6:07:01) – Chairperson Golden entertained public comments. Dennis Giangreco of Sierra Skyway, Inc. submitted a proposal, incorporated into the record, to be agendized for a future meeting. He noted that he wished to exercise his lease option to return two parcels to the Carson City Airport.

F. PRESENTATION TO LINDA LAW SERVICE AWARD.

(6:04:56) – Chairperson Golden introduced the item and thanked Member Law for her service on the Authority. Mr. Moen noted that as the former Chair of the Authority, Member Law “had helped provide a very good bridge” when he had initially been hired as Airport Manager, and that she had kept the Airport operating. Member Law thanked every member for serving on the Authority’.

G. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: RE-SCHEDULE AIRPORT AUTHORITY MEETING DATES/TIME TO AN EARLIER START TIME INSTEAD OF 6:00 PM ON THE THIRD WEDNESDAY OF THE MONTH.

Staff Summary: Discuss opportunity to hold meeting earlier in the day in order to ensure ample opportunity to discuss Airport Authority business and schedule other supporting presenters to ensure a better understanding of airport issues and possible solutions.

(6:08:45) – Chairperson Golden introduced the item. Mr. Moen recommended the time change in order to accommodate the members and the presenters. He also commented that the room was available for earlier start times. Most members did not object to the earlier start time and were willing to try it for a period of time. Chair Golden noted that an earlier start time “is a huge impediment to me”, and that he may have to resign if it changes. He suggested removing presentations and getting the action item prioritized. Mr. Tackes was not in favor of an early start time and recommended doing much of the work up front when presentations are made, and suggested

being considerate towards people with daytime jobs. After much discussion, it was agreed to begin the Authority meetings at 5:30 p.m.

2. FOR DISCUSSION AND POSSIBLE ACTION: PRESENTATION OF DRAFT ANNUAL WORK PLAN METRICS FOR CARSON CITY AIRPORT AUTHORITY (MOEN).

Staff Summary: Present draft of CCAA Strategic Work Plan metrics for FY19/20 and seek Airport Authority concurrence.

(6:29:06) – Chairperson Golden introduced the item and invited Vice Chair Harris to lead the discussion. Vice Chair Harris explained that the metrics will be based on milestone completion but not at the 100 percent rate. Mr. Moen presented the Staff Report, incorporated in the record, and believed that the metrics should measure the work plan which will be based on meeting the following objectives: safety and security, financial stability, and economic activity to promote aviation, and to build community relationships. He also responded to clarifying questions by the Authority members. Chairperson Golden suggested focusing on growing the customer base as priority number one. Mr. Tackes noted that the metrics were designed based on prioritization that had taken place and cautioned against changing them. There were no public comments; therefore, Vice Chair Harris entertained a motion. Member Law offered to make a motion and commented that what she had seen was what she had expected, and that Mr. Moen would be tasked with the priorities as he presents his monthly Airport Manager’s Report.

(6:51:26) – MOTION: “I move to accept this list, subject to change, as things are accomplished and the Board give direction to the Manager on things that should be weighted more heavily from time to time.”

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

(6:52:22) – Chairperson Golden recessed the meeting.

(6:59:24) – Chairperson Golden reconvened the meeting. A quorum was still present.

3. INFORMATIONAL: POTENTIAL RENAMING THE CARSON AIRPORT CARSON CITY-LAKE TAHOE AIRPORT TO TAKE ADVANTAGE OF THE NAME RECOGNITION OF LAKE TAHOE.

Staff Summary: Present rationale for a potential renaming of the Carson Airport to Carson City-Lake Tahoe Airport and discuss process for consideration of an airport name change.

(6:59:37) – Chairperson Golden introduced the item. Mr. Moen presented the Staff Report, incorporated into the record, and responded to clarifying questions. He also recommended not taking action, but doing further research on the item. Member Simmons wished to understand the impact of updating collateral with the new name. Member Law was informed that CXP will still remain the Airport identifier. Member Harris suggested budgeting for the costs associated with the changes to the website and other collateral. Member Hamilton was in favor of the name change. Chairperson Golden indicated that he had initially been opposed to the name change; however, he was “warming to the idea”. He also believed that Carson City, as the State capital “had its own good identity” and that he was ambiguous to the idea. Mr. Tackes did not see any legal issues with the name change; however, he agreed with Chair Golden that Carson City had its own unique identity and its own draw. Member Hamilton relayed anecdotal information on how his clients relate to the fact that the Airport is near Lake Tahoe, citing growth in mountain recreation. Chairperson Golden believed this was a good discussion and entertained public comments; however, none were forthcoming.

4. FOR DISCUSSION AND POSSIBLE ACTION: LEASE AMENDMENT SACRAMENTO-VALLEY LIMITED PARTNERSHIP, DBA VERIZON WIRELESS APPROVE THE ALTERATIONS, ADDITIONS AND IMPROVEMENTS EQUIPMENT MODIFICATIONS.

Staff Summary: Seek Board approval for lease amendment to Verizon lease agreement for space airport beacon tower.

(7:23:27) – Chairperson Golden introduced the item. Mr. Moen presented the Staff Report, which is incorporated into the record, and responded to clarifying questions by the Authority members. Discussion ensued regarding the monetary benefit and the need accommodate the new 5G equipment. There were no objections from the members and there were no public comments. Chairperson Golden entertained a motion.

(7:35:40) – MOTION: I recommend approval of the Verizon Wireless lease amendment.

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

H. AIRPORT ENGINEER’S REPORT.

(7:36:01) – Mr. Moen referenced the Airport Engineer’s report which is incorporated into the record, and responded to clarifying questions.

I. AIRPORT MANAGER’S REPORT.

(7:29:36) – Mr. Moen presented his report which is incorporated into the record and responded to member questions. Discussion ensued regarding vehicle presence on runways and the appropriate signage to ensure safety on the Airport. Mr. Moen also noted the presence of individuals without a gate card and the measures he had taken to ensure that authorized persons are the ones present at the Airport, adding that he had seen “improved compliance” recently. Member Law was informed that insurance payment had been collected for the repair of the crashed fence.

J. LEGAL COUNSEL’S REPORT.

(7:50:32) – Mr. Tackes agreed that Airport safety was important and recounted his own experience with unauthorized presence on Airport grounds and was in favor of the signs mentioned by Mr. Moen. He also noted that Mr. Moen had done “a marvelous job” at the last meeting with all the agenda items; however the insurance presentation had gotten “out of control”.

K. TREASURER’S REPORT.

(7:33:54) – Treasurer Rogers referenced the Treasurer’s Report, incorporated into the record, and noted that the “revenues and expenses are tracking amazingly closely to our budget”, two months into the fiscal year. He also noted that the change in accountants should not have any impact on the quality of the reporting. Member Law pointed out the interest income to be \$1,900 versus the projection of “\$2,000; however, she believed that the amount received is “substantial”, calling it “the most satisfying things I did on the Board”.

L. REPORT FROM AUTHORITY MEMBERS.

(7:55:43) – Chairperson Golden thanked Member Law for her service and Member Harris for his expertise and for leading the discussion on the metrics.

M. PUBLIC COMMENT

(7:55:59) – No members of the public were present to comment.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(7:56:02) – Mr. Tackes relayed a message from Mr. Giangreco who planned to deliver a letter to the Airport Manager regarding exercising the option of releasing the last two sections of his leasehold, and believed that the item may need to be agendaized, should that happen.

O. ACTION ON ADJOURNMENT.

(8:00:41) – Chairperson Golden adjourned the meeting at 8:00 p.m.

The Minutes of the September 18, 2019 Carson City Airport Authority regular meeting are so approved on this 16th day of October, 2019.

MICHAEL GOLDEN, Chair