

**DRAFT MINUTES**  
**Workshop Meeting**  
**Carson City Airport Authority**  
**Tuesday, March 3, 2020 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Michael Golden</b>	<b>Vice Chair – Bradley Harris</b>
<b>Treasurer – Jon Rogers</b>	<b>Member – John Barrette</b>
<b>Member – Paul Hamilton</b>	<b>Member – Clyde Simmons</b>
<b>Member – Tim Puliz</b>	

**Staff**

Steve Tackes – Airport Counsel  
Ken Moen – Airport Manager  
Danielle Howard – Public Meetings 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 and the meeting minutes 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**

(5:33:07) – Chairperson Golden called the meeting to order at 5:33 p.m.

(5:33:28) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Absent	5:35 p.m.
Member John Barrette	Present	
Member Paul Hamilton	Present	
Member Clyde Simmons	Present	
Member Tim Puliz	Present	

**B. PLEDGE OF ALLEGIANCE**

(5:34:11) – Led by Member Hamilton.

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

**D. MODIFICATION OF AGENDA**

(5:34:39 – Chairperson Golden noted that Item #3 would be discussed first, followed by Item #2, and lastly Item #3.

**E. PUBLIC COMMENT**

(5:36:1) – Chairperson Golden entertained public comments; however, none were forthcoming.

**F. PUBLIC HEARINGS****1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS DRAFT TENTATIVE FY2020/21 BUDGET.**

(8:34:00) – Chairperson Golden introduced the item. Mr. Moen presented the proposed Fiscal Year 2020/21 Draft Budget, which is incorporated into the record, and discussion ensued over the matter. Chairperson Golden pointed out an excess of \$10,500 for memberships, registration, and conferences, which he believed to be a lot of money for one person representing the Airport based on the return on investment.

**2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS DRAFT INTERMEDIATE AND LONG-TERM FACILITY AND EQUIPMENT CAPITAL IMPROVEMENT PLAN (CIP).**

(8:01:23) – Chairperson Golden reconvened the meeting and introduced the item. Mr. Moen presented the Airport Medium/Long Improvement Plan, which is incorporated into the record.

(8:13:57) – Chairperson Golden entertained Authority Member discussion.

(8:21:14) – Chairperson Golden entertained public comments. Mr. Edwards suggested a used City vehicle rather than purchasing a new vehicle at the estimated \$45,000.

(8:22:03) – Chairperson Golden entertained Authority Member discussion and stated that he was unsure if he could support new acquisition for the new vehicle at the proposed cost due to the financial situation of the Airport and wished to explore other avenues. The Authority came to the consensus of the revised estimated cost of \$22,500 for the Manager OPS vehicle

(8:31:09) – Mr. Smith suggested acquiring a retired military aircraft to use as a marketing tactic to attract people to the Airport.

(8:32:31) – MOTION: Vice Chairperson Harris moved to adopt the draft [Airport] medium/long improvement plan with the revision to the Manager OPS vehicle cost to an estimated cost of \$22,500.

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

**3. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS DRAFT AIRPORT RATES AND CHARGES.**

(5:36:47) – Chairperson Golden introduced the item. Mr. Moen presented the Draft Airport Rates and Charges and Consumer Price Index (CPI) Calculator, both of which are incorporated into the record, and explained the reasons behind the changes in and addition of certain rates and charges.

(5:45:44) – Chairperson Golden entertained feedback from Authority Members. Member Puliz recommended making a rational decision based on priorities.

(5:49:40) – Vice Chairperson Harris believed that they should be flexible with the fixed-based operator (FBO) fee and “soften the blow” by getting half of it in the current budget cycle and the other half in the following budget cycle and use escalation after that. He believed that if printing and copying costs were no longer being proposed that the only other option was for the Airport to not offer the service, although he also pointed out that it is a convenience that he could see people wanting.

(5:52:43) – Treasurer Rogers was concerned that imposing a credit card processing fee could discourage people from paying online. Mr. Moen explained that the intent was to offset the three percent of the gross revenue that decreases as a result of credit card use that would eventually impact the Airport’s budget if everyone was to use credit cards. Treasurer Rogers was unsure about how the Authority was correctly asking users to contribute to the welfare of the Airport with the proposed fee structure.

(6:04:38) – Mr. Tackes advised that adjustment of some of the rates and charges would require amending Title 19, including the FBO fee.

(6:08:10) – Per Member Hamilton’s request, Mr. Moen compared the proposed rates and charges with those of other airports. Mr. Moen explained that the motive behind increasing the FBO fee was due to the Airport “paying for expenses in today’s dollars, not yesterday’s dollars” relative to the increased costs. Member Hamilton was concerned about losing FBOs by doubling the fees.

(6:21:30) – Chairperson Golden believed that the proposed rates and charges were “going in the wrong direction,” and he reiterated that the way to increase revenue is to grow the customer base. He disclosed that he is the Managing Partner of both FBOs on the field that sell fuel, although legal counsel had advised that he does not need to abstain from discussion on the matter since the fuel flow fees being considered can only apply to new fuel providers. He pointed out that the fees in the Airport’s respective leases are non-negotiable unless Staff is directed to renegotiate the leases with the two companies. Chairperson Golden stated that the increase in fuel flow fees would diminish the Airport’s ability to be competitive due to the inevitable increased aviation fuel pricing. He believed that the proposed vehicle parking fees were too low and proposed \$15 per night and \$75 per week. He mentioned that the Airport, as a public use facility, may not impose a fee to discourage entry. Vice Chairperson Harris was in favor of adjusting fees to make them more competitive and wished to reach a consensus so Mr. Moen would have some direction to base his next proposal off of.

(6:36:33) – Chairperson Golden entertained public comments and noted that comments were limited to three minutes or less. Benjamin Kramer introduced himself as an Airport tenant, a hangar and an aircraft owner, and a licensed pilot, and he disagreed with the proposed approach after having seen the same approach implemented at what is now referred to as the Rocky Mountain Metropolitan Airport in Northwest Denver. He mentioned that the approach led to exclusion of those other than institutionally-established FBOs, which led to Mr. Kramer moving his aircraft elsewhere.

(6:42:13) – Mark Lund introduced himself as a pilot and Carson City resident and commented that the higher fees would not attract users to the Airport. He stated that any business needs to take self-inventory in order to succeed, referring to the costs of the Airport.

(6:43:58) – Ray Pasch introduced himself as a hangar and an aircraft owner and advised not benchmarking against the Truckee Tahoe Airport. He mentioned that he agreed with Vice Chairperson Harris regarding the FBO fees and suggested spreading out the increase to three increases over three years. He pointed out that hiring someone else to assist with the perceived extra labor from the proposed approach would defeat the purpose of the rate increases. He also opposed the credit card fee due to many individuals being less likely to carry cash.

(6:48:37) – Dale Smith introduced himself as a certificated flight instructor (CFI) and agreed with Chairperson Golden regarding his suggested approach to marketing the Airport, as he believed that the fuel prices should be what is advertised nationally. He also suggested taxing those with aircraft based on how much damage they may be causing to the Airport runways.

(6:52:00) – Brad Graber introduced himself as an aircraft and a hangar owner and believed that the proposed FBO fee was excessive as well as cautioned the Authority about altering the fuel flowage fee.

(6:55:55) – Matt Bowers agreed with Chairperson Golden’s comments regarding growing the Airport through the volume of business. In response to his question, Chairperson Golden stated that the traffic at the Airport had been minimal, with much of the transient traffic being privately owned.

(6:58:25) – Jess Edwards introduced himself as a hanger and an aircraft owner and echoed previous comments made about the fees and attracting customers

(7:00:06) – Chairperson Golden entertained Authority Member discussion, and Member Hamilton, Treasurer Rogers, and Chairperson Golden acknowledged the points made by the public comments.

(7:05:16) – Vice Chairperson Harris pointed out that if low fees and cheap gas were all that was necessary for an airport’s success, the Airport would have had much more business, and he suggested figuring out the equilibrium point in terms of income and selling more business.

(7:10:35) – Member Simmons recommended focusing on cost recovery as the foundation for discussion.

(7:13:45) – Member Puliz suggested only looking at what is needed to make a reasonable profit based on reasonable goals for the Airport.

(7:18:39) – Based on Chairperson Golden’s suggestion, the Members voted on each proposed matter and discussed and proposed revisions to some of the proposed rates and charges. Based on the votes, the Authority decided that there would be no aeronautical business activity permit, and there would be a \$150 FBO fee with a 2.5 percent per annum increase, a \$1 printing/copying fee, a \$500 per year self-fuel permit, a \$15 overnight vehicle parking lot fee, a \$60 weekly vehicle parking lot fee, and a \$75 monthly vehicle parking lot fee in the next Draft Airport Rates and Charges

**(7:53:28) – Chairperson Golden called for a five-minute break.**

#### **G. REPORT FROM AUTHORITY MEMBERS**

(8:46:37) – None.

#### **H. PUBLIC COMMENT.**

(8:46:41) – Chairperson Golden entertained public comments. Mr. Smith mentioned that the United States Army and National Guard was untapped talent and money the Airport could use for marketing, and Chairperson Golden remarked about how the Airport attempted what Mr. Smith was suggesting before without success.

(8:49:45) – Chairperson Golden noted that there had not been many volunteers at the Airport as there have been at other airports and wished to gather a group of volunteers to assist with Airport endeavors and user engagement. Mr. Moen pointed out the support that the Airport has received.

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

(8:52:47) –Mr. Tackes did not have any additional items to report.

**J. ACTION ON ADJOURNMENT**

**(8:52:48) – Chairperson Golden adjourned the meeting at 8:52 p.m.**

The Minutes of the March 3, 2020 Carson City Airport Authority workshop meeting are so approved on this 15<sup>th</sup> day of April.