

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Day: Wednesday

Date: January 20, 2021

Time: Beginning at 5:30 pm

Location: Community Center, Bob Boldrick Theater 851 East William Street
Carson City, Nevada

This Agenda Prepared by Michael Golden, CCAA Board Chair and Kenneth G. Moen, Airport Manager

AGENDA

NOTICE TO THE PUBLIC:

The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor’s Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of Carson City Airport Authority will NOT have a physical location open to the public until such time this Directive is removed.

• Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Carson City Airport Authority meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191.

• **The public may provide public comment in advance of a meeting by written submission to the following email address: mgolden@flycarsoncity.com. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. The Carson City Airport Authority values your input.**

• **Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda, via telephonic appearance by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.**

Join by phone:

Phone Number: +1-408-418-9388

Meeting Number/Access Code: 146 680 0630

- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.

- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Authority; Items may be pulled or removed from the agenda at any time.*
- E. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may submit written comments on *agendized and non-agendized matters* related to the Airport. Comments are limited to three (3) pages per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.

- F. PRESENTATION OF SERVICE AWARD TO JOHN BARRETTE. (Moen).
- G. PUBLIC HEARINGS
- H. PUBLIC HEARINGS

Consent Agenda

All matters listed under the consent agenda are considered routine or have been discussed at previous public meetings and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Airport Authority may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Authority Chair, or the Authority Vice-Chair, retains discretion in deciding whether an item will be pulled off the consent agenda.

1. FOR POSSIBLE ACTION: APPROVE T-MOBILE AIRPORT BEACON AND GROUND LEASE FOR INSTALLATION OF CELLULAR ANNTENA AND SUPPORT EQUIPMENT. (Moen)

Staff Summary: Airport Manager to review application for tower/ground lease T-Mobile cellular antenna and support equipment.

2. FOR DISCUSSION AND POSSIBLE ACTION. REVIEW AND DISCUSS AIRPORT TENANT/USER SURVEY RESULTS; RECOMMENDED ACTIONS TO IMPROVE AIRPORT AUTHORITY PRACTICES AND USER INTERACTIONS BASED ON FEEDBACK; RECOMMENDED ACTIONS TO IMPROVE AIRPORT MANAGER PRACTICES AND USER INTERACTIONS BASED ON FEEDBACK. (Golden)

Staff Summary: Michael Golden, Board Chair, to review results of airport tenant/user survey, make recommendations, discussion and action.

3. FOR DISCUSSION AND POSSIBLE ACTION. REVIEW AIRPORT MANAGER CONTRACT ANNUAL RENEWAL WINDOW AND DECISION ON NOTICE.(Golden)

Staff Summary: The Employment contract with the Airport Manager automatically renews for 1 year on March 22 of each year, unless the Authority or the Manager gives notice 60 days prior to the renewal date. Michael Golden, Board Chair, to review contract terms, options, make recommendations, discussion and action.

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND UPDATE STRATEGIC ANNUAL WORK PLAN FOR NEXT YEAR. (MOEN/HARRIS)

Staff Summary: Airport Manager and Vice-Chair to review proposed CCAA Strategic Plan Annual Work Plan for FY 21-22 and establish FY 2021-22 Goals, Objectives, and performance measures.

- I. AIRPORT ENGINEER'S REPORT (*Non-Action Item*).
- J. AIRPORT MANAGER'S REPORT (*Non-Action Item*).
- K. LEGAL COUNSEL'S REPORT (*Non-Action Item*).
- L. TREASURER'S REPORT (*Non-Action Item*).
- M. REPORT FROM AUTHORITY MEMBERS (*Non-Action Item*).
Status review of projects
Internal communications and administrative matters
Correspondence to the Authority
Status reports and comments from members of the Authority
- N. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may submit written comments on agendized and non-agendized matters related to the Airport. Comments are limited to three (3) pages per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.
- O. AGENDA ITEMS FOR NEXT REGULAR MEETING (Non-Action Item).
- P ACTION ON ADJOURNMENT.

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NOTICE TO PUBLIC: In accordance with the Governor's Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites:
<https://flycarsoncity.com/information/airport-authority-meeting-agendas-and-minutes/>

Notice: NRS 241.020(3)(b) states that a request for mailed notice of meetings automatically lapses six months after it is made to the public body. A separate written request is not required for each meeting although requests are limited to six months at a time.

THE CARSON CITY AIRPORT AUTHORITY ENCOURAGES WRITTEN COMMENTS FROM THE PUBLIC.
Comments should be addressed to the **Airport Manager**, and sent to the following address:
Carson City Airport Authority 2600 E. College Parkway #6, Carson City, Nevada 89706

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Monday, November 16, 2020 ● 5:30 PM
Community Center Bob Boldrick Theater
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 – Tim Puliz
Member – Karl Hutter	

Staff

Steve Tackes – Airport Counsel
Ken Moen – Airport Manager
Cheryl Eggert – Chief Deputy Clerk
Minutes by: 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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(5:34:04) – Chairperson Golden called the meeting to order at 5:34 p.m.

(5:34:22) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Absent	
Member John Barrette	Absent	
Member Paul Hamilton	Present	
Member Tim Puliz	Present	
Member Karl Hutter	Present	

B. PLEDGE OF ALLEGIANCE

(5:34:52) – Led by Member Hutter.

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

(5:35:47) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion.

(5:36:01) – MOTION: Vice Chairperson Harris moved to approve the October 21, 2020 meeting minutes. Member Hutter abstained, as he was not present at the October 21, 2020 meeting.

RESULT:	APPROVED (4-0-0)
MOVER:	Harris
SECONDER:	Hamilton
AYES:	Golden, Harris, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	Hutter
ABSENT:	Barrette, Rogers

D. MODIFICATION OF THE AGENDA.

(5:36:37) – Chairperson Golden noted that there were no modifications to the agenda; however, the agenda was modified for item F to be heard once Airport Maintenance and Operations Technician Gary Province was present at the meeting.

E. PUBLIC COMMENT.

(5:36:49) – Chairperson Golden stated that, henceforth, public comments would be accepted for non-agendized matters for the Public Comment section of the agenda, and members of the public can comment “where appropriate” during discussions on agenda items. He entertained public comments; however, none were forthcoming.

F. PRESENTATION OF SERVICE AWARD TO GARY PROVINCE.

(5:52:14) – Chairperson Golden introduced the item. Mr. Moen commended Mr. Province for his institutional knowledge and conscientious work ethic. He also presented Mr. Province with a plaque for his work with the Airport. Mr. Province thanked the Authority for the opportunity to serve the flying community in Carson City, and he had enjoyed his last 10 years of employment with the Airport.

G. PUBLIC HEARINGS

1. INFORMATION: NEW BOARD MEMBER INTRODUCTION, KARL HUTTER.

(5:38:51) – Chairperson Golden thanked Member Hamilton for volunteering with the Authority for another four years as well as introduced the new Authority Member, Karl Hutter, and mentioned that Member Hutter is the

President and CEO of Click Bond. Chairperson Golden called Member Hutter “an accomplished gentleman” with an extensive background in aviation, including an Airline Transport Pilot (ATP) Certificate.

CONSENT AGENDA

All matters listed under the consent agenda are considered routine or have been discussed at previous public meetings and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Airport Authority may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Authority Chair, or the Authority Vice-Chair, retains discretion in deciding whether an item will be pulled off the consent agenda.

(5:41:05) – Chairperson Golden entertained requests to pull items from the Consent Agenda for discussion and, when none were forthcoming, a motion.

(5:41:43) – MOTION: Member Hutter moved to approve the Consent Agenda items as submitted.

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

2. FOR POSSIBLE ACTION: APPROVE AVIATION DATA AS A CLASS 2 FBO PROVIDING AERIAL SURVEY DATA TO CUSTOMERS.

END OF CONSENT AGENDA

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2018/2019.

(5:42:03) – Chairperson Golden introduced the item. Eide Bailly LLP Partner Beth Kohn-Cole presented the Audit Report, which is incorporated into the record.

(5:46:43) – Mr. Moen introduced Bullis and Company President Kelly Bullis and mentioned that the Airport has been in contact with Bullis and Company for approximately two years to handle bookkeeping duties. Mr. Bullis noted a change in the bookkeeping checklist to pick up some of the problems that had occurred early in the year as well as the large asset purchase.

(5:49:44) – Chairperson Golden entertained Member comments and questions and, when none were forthcoming, a motion.

(5:50:15) – MOTION: Vice Chairperson Harris moved to approve the FY 19/20 annual audit report of the Carson City Airport Authority conducted by Eide Bailly.

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

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS STRATEGIC PLAN ANNUAL WORK PLAN PERFORMANCE MEASURES.

(5:57:02) – Chairperson Golden introduced the item. Mr. Moen presented the Staff Report and accompanying documents, all of which are incorporated into the record.

(6:08:58) – Chairperson Golden entertained Member comments and questions, and Mr. Moen responded to clarifying questions. Vice Chairperson Harris commented that Mr. Moen was a “hard grader” on himself and that certain initiatives from the Performance Measures list that Mr. Moen had graded with a low percentage score had been completed and/or are meeting expectations. He believed that the initiatives “*go forward with a feasibility study on commercial passenger service*” and “*host community fly-in in 20/21*” should not be on the list due to the matters being placed on hold. He was disappointed primarily in the City and thought “it would sure have been nice to get the codification under our belts.” Vice Chairperson Harris pointed out that some initiatives had not been listed for the administrative goal, including the Emergency Response. He offered to work with anyone on putting together something like a Performance Measures list for the rest of the year. Chairperson Golden agreed with putting together something similar going forward.

(6:13:29) – Member Hamilton complimented Mr. Moen for doing a good job at doing day-to-day tasks for the Airport and wished to add goals pertaining to getting along with all of the users at the Airport as well as trimming [the bushes] and making a nice environment for visitors.

(6:15:40) – Member Hutter wished to thank those who were involved in creating the documents.

(6:17:02) – Chairperson Golden echoed Member Hamilton’s point and added that “maintaining good customer relations” was an ongoing goal, as the tenants pay the rent and taxes on their property and aircraft. Additionally, retrieving lost customers is “the hardest thing you’ll ever do.” He believed that it is important to lease out more land for development in order to grow the Airport’s customer base and rental revenue. Discussion ensued concerning customer service, during which Vice Chairperson Harris, Member Hamilton, and Member Puliz agreed that a customer survey would be useful to resolving customer complications, and Member Puliz wished to be a part

of creating the verbiage for the survey. Mr. Tackes advised that the Members provide input to Mr. Moen regarding the proposed survey, and Mr. Moen could work with Vice Chairperson Harris on the matter. No formal action was taken on this item.

5. FOR DISCUSSION AND POSSIBLE ACTION: DIRECT AIRPORT MANAGER TO COMPLETE CONTRACT TO PURCHASE AND INSTALL RUNWAY WEB CAM WITH NEVADA SECURITY COMPANY.

(6:32:12) – Chairperson Golden introduced the item. Mr. Moen presented the Staff Report and the Estimate on the runway web cameras, all of which are incorporated into the record.

(6:36:12) – Chairperson Golden commented that \$2,500 to \$2,600 “is an absolute bargain for this,” and he mentioned having offered the space from the highest point at the Airport to get a great view of the runway environment. He also pointed out that the internet is used for credit card processing, and Mr. Moen assured that a second internet connection and possibly a second meter could be used to prevent internet interference.

(6:38:47) – Chairperson Golden entertained Member comments. Member Hamilton, Member Hutter, and Member Puliz were in favor of the installation of the runway web cameras for the estimated total cost.

(6:40:43) – Mr. Tackes commented that he did not see any legal problems, such as a liability issue, concerning the matter and noted the limitation of only being able to view the weather from the ground as well as the value of seeing the weather reflected by what is on the ground. He was in favor of the video aspect mentioned in the Staff Report.

(6:41:24) – Chairperson Golden recommended that Mr. Moen look at the Truckee Tahoe Airport’s web camera, as the camera rotates all the way around in 90-degree intervals for a clear view of the surrounding area.

(6:43:08) – Member Hutter suggested documenting and formalizing the “period of retention” regarding recorded and archived content, and Mr. Moen proposed a 15-day retention period, with which Chairperson Golden agreed.

(6:45:51) – Member Hamilton pointed out that more cameras would be best for more views of the surrounding area without missing live events, which could be the case with a rotating camera. Member Puliz was in favor of three cameras running for 24 hours to give valuable information for a user and a pilot as well as for incidents.

(6:47:01) – Chairperson Golden entertained a motion.

(6:47:19) – MOTION: Vice Chairperson Harris moved to direct Airport Staff to contract for purchase and installation of a Web Cam not to exceed \$3,000.00 and approve the annual expenses archiving and Internet broadcasting.

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

6. FOR DISCUSSION AND POSSIBLE ACTION: DIRECT AIRPORT MANAGER TO COMPLETE CONTRACT TO PURCHASE AND INSTALL INVISIBLE INTELLIGENCE CTAF GENERAL AUDIO RECORDING DEVICE.

(6:47:49) – Chairperson Golden introduced the item. Mr. Moen presented the Staff Report and the accompanying documents, all of which are incorporated into the record.

(6:55:00) – Chairperson Golden entertained Member comments and questions, and Mr. Moen responded to clarifying questions. Member Puliz and Member Hamilton were in favor of the purchase, with Member Hamilton citing the value of the General Audio Recording Device (G.A.R.D.) for safety.

(7:01:55) – Vice Chairperson Harris wished to have a policy directed at specifying who would have access to the audio and video recordings as well as what it takes for the recordings to be released, and he recommended needing a court order to release the recordings.

(7:03:10) – Chairperson Golden believed that, though the intention of the product was good, purchasing and installing the G.A.R.D. was a “slippery slope” due to similar systems being used for the wrong reasons, specifically for tracking aircraft, and he cautioned that fewer people would communicate over universal communications (UNICOM) once they are aware of the device. He stated that the Federal Aviation Administration (FAA) has a program called the Limiting Aircraft Data Displayed (LADD) program for people to block their own automatic dependent surveillance broadcast (ADS-B) output to everyone other than Air Traffic Control and other aircraft, since “people do not want to be under constant surveillance.” Based on these reasons, Chairperson Golden was not in favor of the purchase.

(7:07:35) – Mr. Tackes added that pilots who would try to “skirt the rules” anyway would likely be the ones to do what Chairperson Golden cautioned about, and there would still be pilots who would announce regardless because they know that it is the right thing to do. Mr. Tackes also cautioned about purchasing from the specific vendor due to the specifications of the product, including that the included laptop still uses Windows 8 when Microsoft had stopped supporting Windows 8; therefore, the product would be coming from a questionable vendor who may be trying to sell something that is obsolete. He suggested finding a vendor who is using current software and hardware

as well as creating a policy for anything that is being collected, including how it would be treated and how long it would be kept.

(7:11:49) – Mr. Moen assured that he could verify that the product would not be out of date. He stated that common traffic advisory frequency (CTAF) and ADS-B are public domain information, and once that information goes into the FAA database, that information is publicly available. He believed that it is imperative to enhance safety, including incident and accident investigations, and that it would not be a good idea to have insufficient tools for investigations. He agreed that the tools and the information retention and release policies should reflect what the Authority believes are good ideas. Mr. Moen mentioned that the Airport is public use; therefore, Staff has the right to know who is using the Airport and to use tools to know what occurred and when in regards to incidences. He also added that other airport managers he has spoken to stated that they “love” the G.A.R.D.

(7:17:37) – Member Hamilton pointed out that he could record audio from a (ATC) radio at his home, so recording from the Airport “does not seem like that big of a deal.”

(7:18:57) – Member Puliz believed that the value of the G.A.R.D. outweighed the unintended consequences.

(7:20:44) – Chairperson Golden suggested that the Authority develop a data retention policy with the use of the G.A.R.D. for consideration for the January 2020 CCAA meeting before making a decision on the equipment. Vice Chairperson Harris, Member Puliz, and Member Hutter agreed with Chairperson Golden’s suggestion. Chairperson Golden stated that he would work with Mr. Tackes and Mr. Moen on the intent and language for the policy. No formal action was taken on this item.

H. AIRPORT ENGINEER’S REPORT.

(7:25:07) – Chairperson Golden introduced the item, and Mr. Moen referenced the Airport Engineer’s Report, which is incorporated into the record, and he and Armstrong Consultants Engineering Operating Manager Chris Nocks responded to clarifying questions.

I. AIRPORT MANAGER’S REPORT.

(7:39:48) – Chairperson Golden introduced the item and noted that an aerial surveillance company had purchased a large amount of jet fuel from the self-serve referenced in the report, which is incorporated into the record, in October 2019, and the Airport did not have the company’s service during the current year, which was an 8,000 gallon difference.

J. LEGAL COUNSEL’S REPORT.

(7:42:45) – Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT.

(7:42:50) – Chairperson Golden stated that the Audit Report was “sufficient,” as Treasurer Rogers was absent.

L. REPORT FROM AUTHORITY MEMBERS.

(7:43:00) – Chairperson Golden noted that the Authority typically takes a break in December; therefore, the CCAA would not be meeting in December 2020. He informed that it is highly unlikely that the Authority would be meeting in person for the January 2021 CCAA meeting, and Mr. Moen confirmed that the December 3, 2020 scheduled meeting with the Board of Supervisors (BOS) would be held virtually.

M. PUBLIC COMMENT.

(7:44:41) – None.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(7:45:09) – Chairperson Golden noted the data retention policy for consideration as well as the audio recording device with other possible options to consider for the Airport.

O. ACTION ON ADJOURNMENT.

(7:55:30) – Chairperson Golden adjourned the meeting at 7:55 p.m.

The Minutes of the November 16, 2020 Carson City Airport Authority regular meeting are so approved on this 20th day of January, 2021.