

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, December 16, 2015 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Karl Hutter	Vice Chair – Don Peterson
Member – Linda Law	Member – Steve Poscic
Member – Jim Shirk	Member – Phil Stotts
Member – Maurice White	

Staff

Steve Tackes – Airport Counsel
Jim Clague – Airport Engineer
Tim Rowe – Airport Manager
Tamar Warren – Deputy Clerk/Recording Secretary

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

(6:00:24) – Vice Chairperson Peterson called the meeting to order. Roll was called. A quorum was present.

Attendee Name	Status	Arrived
Karl Hutter	Present	6:08 p.m.
Don Peterson	Present	
Linda Law	Present	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

B. PLEDGE OF ALLEGIANCE (6:00:50) – Led by Vice Chairperson Peterson.

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

(6:01:32) – **MOTION:** I move to approve the minutes of the November 18, 2015 Carson City Airport Authority meeting as presented.

RESULT:	APPROVED (6-0-0)
MOVER:	Law
SECONDER:	White
AYES:	Peterson, Law, Poscic, Shirk, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter

D. MODIFICATION OF AGENDA

(6:02:00) – Vice Chairperson Peterson noted that agenda item F-3 will be addressed prior to item F-1 at the request of the applicant.

E. PUBLIC COMMENT

(6:02:45) – None.

Chairperson Hutter arrived at 6:08 p.m.

F. PUBLIC HEARING ITEMS:**1. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REQUEST BY RAYMOND B. GRABER FOR THE CONSTRUCTION OF STORAGE ROOMS INSIDE OF HANGAR H-23 IN THE CARSON EXECUTIVE HANGAR CONDO ASSOCIATION; GUIDANCE TO AIRPORT STAFF ON IDENTIFYING CONSTRUCTION REQUIRING AUTHORITY APPROVAL.**

(6:10:17) – Chairperson Hutter introduced the item and gave background. Vice Chairperson Peterson voiced his concern about the fact that “we had gone significantly off the path” regarding the Authority’s potential approval of the project and the Airport Manager’s interpretation of Title 19. He also noted that the Authority’s primary concern should be safety, adding that the Authority’s interpretation of Title 19 should be “the least intrusive”. Vice Chairperson Peterson also highlighted code enforcement responsibilities when a building permit is required. Chairperson Hutter received confirmation from Mr. Tackes that the Authority’s approval will be required if a Carson City Building Permit is required for a project. Discussion ensued regarding the types of construction that could interfere with Airport operations. Mr. Rowe noted that he had had discussions with Carson City’s Chief Building Official who considered the Airport hangars commercial buildings and further discussion ensued whether they were considered residential or commercial. Chairperson Hutter entertained additional comments regarding the Airport Authority’s scope and the interpretation of Title 19.

PUBLIC COMMENT

(6:47:17) – Bill Hartman introduced himself and noted that he rented hangar space and wished to understand whether that was considered a residential or commercial activity. Mr. Tackes noted that the building owner “has the obligation to determine whether a building permit is needed” and believed the building department should make the decision regarding its department issues.

(6:50:12) – Frank Hublou introduced himself and noted that the Southwest Gas had considered his hangar a commercial property and was charging him commercial rates, adding that even hospitals and churches were being considered as such. Vice Chairperson Peterson noted that the discussion at hand was to determine whether the building department considered the property commercial or residential.

(6:52:58) – MOTION: “I move we clarify the intent of Title 19 as regards the need for Airport Authority approval of construction within a hangar, that we place the primary duty to determine the need for a City construction permit to rest with the hangar owner. Notwithstanding, we confirm that any construction that will modify the primary structure of the originally approved hangar, including load-bearing structure, external walls, or additional external structures must receive Authority approval whether or not it requires a City permit.”

(6:53:50) – Member Shirk suggested adding the term “approved” to “any construction” or deleting the second sentence. The latter was agreed upon by the mover and the seconder. The new motion will read:

(6:57:58) – AMENDED MOTION: “I move we clarify the intent of Title 19 as regards the need for Airport Authority approval of construction within a hangar, that we place the primary duty to determine the need for a City construction permit to rest with the hangar owner.”

RESULT:	APPROVED (7-0-0)
MOVER:	Peterson
SECONDER:	Stotts
AYES:	Hutter, Peterson, Law, Poscic, Shirk, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

(7:00:37) – Chairperson Hutter reminded the Authority members that the first part of the agenda item would still need to be addressed, and invited Dr. Raymond Graber to provide input.

(7:01:08) – Dr. Graber introduced himself and gave background about himself and the project. He also thanked Vice Chairperson Peterson for putting “some rules and regs” on the record. Dr. Graber noted that he was planning on obtaining a building permit from the City, and suggested a modified motion to reflect he was building a shelf and not a room. Vice Chairperson Peterson clarified that Dr. Graber did not need a permit because the project was a shelf. Chairperson Hutter noted that the stoppage of work was “the right thing to do at the time” and wished to continue to “look for other good opportunities to visit how we interpret the regulations that govern us”. Discussion ensued, based on a question by Member Poscic, on whether Dr. Graber should notify the City’s building department based on the previous motion. Chairperson Hutter received clarification from Mr. Tackes that if the building department requires a permit for a given project, the applicant “should come to us for approval”; however, he was not certain whether the building department was aware of that.

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE A FIREWORKS DISPLAY DURING THE MEMORIAL SERVICE FOR TED MELSHEIMER ON EVENING OF SATURDAY, FEBRUARY 6TH AT THE MUSTANG MANUFACTURING FACILITY ON THE CARSON CITY AIRPORT.

(7:17:00) – Chairperson Hutter introduced the item, and expressed his condolences to Steve Melscheimer for the loss of his father.

(7:18:30) – Mr. Melscheimer introduced himself and presented his request for an eight-minute fireworks show for his father’s memorial. He also clarified that the height of the largest fireworks will not exceed 700 feet, adding that the vendor will be responsible for all the City permits and insurance requirements. Chairperson Hutter stated that the issuing of a Notice to Airmen (NOTAM) by Mr. Rowe would be required as well. Mr. Tackes suggested working with the FAA to do the NOTAM correctly.

There were no public comments.

(7:27:23) – MOTION: I move to approve the request from Steve Melsheimer to permit the fireworks display on February 6, [2016] and direct the Airport Manager to issue the appropriate NOTAM.

RESULT:	APPROVED (7-0-0)
MOVER:	Poscic
SECONDER:	Law
AYES:	Hutter, Peterson, Law, Poscic, Shirk, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

3. DISCUSSION AND POSSIBLE ACTION TO APPROVE ROBISON ENGINEERING TO CONDUCT UNMANNED AERIAL VEHICLE OPERATIONS TO SURVEY THE GRAVEL PIT LOCATED WITHIN 2.7 MILES EAST OF THE CARSON CITY AIRPORT.

(6:03:21) – Nick Breshears, Engineer and representative of Robison Engineering, introduced himself and presented the amendment to the letter of agreement, incorporated into the record, approved by the Authority during its November meeting. Mr. Tackes further clarified the terms of the agreement for Vice Chairperson Peterson. Member White received confirmation that the terms of the agreement would be the same, and that adding an amended site would suffice. Member Law was informed that the two properties were 3.25 miles apart.

There were no public comments.

(6:09:35) – MOTION: “I move to approve a request by Robison Engineering to operate an unmanned aerial vehicle to survey the gravel pit identified by Mr. Breshears, such operation to be conducted under an amendment addition to the terms and conditions of the prior approval.”

RESULT:	APPROVED (7-0-0)
MOVER:	Peterson
SECONDER:	Shirk
AYES:	Hutter, Peterson, Law, Poscic, Shirk, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

4. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REQUEST BY CARSON AVIATION SERVICES AND BILL HARTMAN FOR THE REIMBURSEMENT OF \$350.00 FOR THE COST OF THE NEW AIRPORT WELCOME SIGN ON THE RAMP.

(7:28:38) – Chairperson Hutter introduced the item. Member Poscic recused himself as the owner of Carson Aviation and left the dais.

(7:29:28) – Mr. Hartman circulated a photograph of the new Carson City Airport sign and requested that he and Carson Aviation be reimbursed for the expenses. Chairperson Hutter inquired whether this expense would be

considered part of the on-going Airport maintenance. Discussion ensued and it was agreed that no motion was necessary, as the expenditure was part of the Airport’s maintenance budget.

(7:37:45) – Chairperson Hutter recessed the meeting.

(7:42:31) – Chairperson Hutter reconvened the meeting, and Member Poscic rejoined the meeting.

4 DISCUSSION AND POSSIBLE ACTION TO APPROVE THE UPDATE OF THE 2016 PROJECTS AND THE AIRPORT CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2017 THROUGH 202.

(7:42:59) – Chairperson Hutter introduced the item

(7:43:04) – Mr. Clague presented the agenda materials which are incorporated into the program. He also noted that a few projects were added after a meeting with the FAA. Chairperson Hutter, who had attended the meeting, commended Mr. Clague and Mr. Rowe for their presentations that “look very favorably upon the Airport”, adding that he was pleased to see how well-prepared they were and how well they presented the information. Chairperson Peterson inquired about the matching funds and Mr. Clague explained that the Authority should plan for them as the grant applications are made, and that matching funds can be acquired during the life of the grant and do not have to be “in hand” when the grant is received. Chairperson Hutter agreed that the budgeting process should include projections. Member Law was informed that the match would be acquired over time, and not at the start of the grant process. Member White noted that he would provide quarterly reports as treasurer; however, due to the lag time in reconciliation, the next one may happen in February and not in January. Discussion ensued regarding the obstruction lights spending and Member White suggested reclassifying the funds in the budget. Mr. Tackes noted that a budget modification was not agendized; therefore it must take place in another meeting.

There were no public comments.

(8:05:42) – MOTION: I move to approve the update of the 2016 projects and the ACIP for fiscal years 2017 through 2021.

RESULT:	APPROVED (7-0-0)
MOVER:	White
SECONDER:	Peterson
AYES:	Hutter, Peterson, Law, Poscic, Shirk, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

G. AIRPORT ENGINEER’S REPORT

(8:06:19) – Mr. Clague presented the Airport Engineer’s Report which is incorporated into the record. There were no member or public comments.

H. AIRPORT MANAGER’S REPORT

(8:06:37) – Mr. Rowe presented the Airport Manager’s Report and stated that after conversations with the Seattle Flight Procedures Office, he was informed of the possibility to have lead-in lights to transition from GPS approaches to visual conditions. He hoped to find out more after the Holidays.

I. LEGAL COUNSEL’S REPORT

(8:13:08) – Mr. Tackes referred to his written report and stated that there were no additional reports.

J. TREASURER’S REPORT

(8:13:28) – Member White noted that the total value of the checking and savings accounts as of November 30, 2015 was \$580,155.74, which included the restricted accounts.

K. REPORT FROM AUTHORITY MEMBERS

(8:14:20) – None.

L. PUBLIC COMMENT

(8:14:55) – None.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(8:15:13) – Mr. Rowe suggested agendizing a quarterly report update. Member White wished to invite the City’s building official for additional discussion regarding building permits. Mr. Rowe also wished to agendize a briefing regarding the mold inspection results at the Airport Terminal Building.

N. ACTION ON ADJOURNMENT

(8:24:18) – MOTION: Member Poscic moved to adjourn. The motion was seconded by member White. The meeting was adjourned at 8:24 p.m.

The Minutes of the December 16, 2015 Carson City Airport Authority meeting are so approved on this 20th day of January, 2016.

KARL HUTTER, Chair