

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, February 17, 2016 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

|                               |                                  |
|-------------------------------|----------------------------------|
| <b>Chair – Karl Hutter</b>    | <b>Vice Chair – Don Peterson</b> |
| <b>Member – Linda Law</b>     | <b>Member – Steve Poscic</b>     |
| <b>Member – Jim Shirk</b>     | <b>Member – Phil Stotts</b>      |
| <b>Member – Maurice White</b> |                                  |

**Staff**

Steve Tackes – Airport Counsel  
Brian Fitzgerald – 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](http://www.carson.org/minutes).

**A. CALL TO ORDER AND DETERMINATION OF QUORUM**

(6:00:54) – Vice Chairperson Peterson called the meeting to order. Roll was called. A quorum was present.

| Attendee Name | Status  | Arrived |
|---------------|---------|---------|
| Karl Hutter   | Absent  |         |
| Don Peterson  | Present |         |
| Linda Law     | Present |         |
| Steve Poscic  | Present |         |
| Jim Shirk     | Present |         |
| Phil Stotts   | Present |         |
| Maurice White | Present |         |

**B. PLEDGE OF ALLEGIANCE**

(6:01:26) – Led by Vice Chairperson Peterson.

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

**(6:01:57) – MOTION: I move to approve the minutes of the January 20, 2016 Carson City Airport Authority meeting.**

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

**D. MODIFICATION OF AGENDA**

(6:02:20) – None.

**E. PUBLIC COMMENT**

(6:02:48) – None

**F. PUBLIC HEARING ITEMS:**

**1. DISCUSSION AND POSSIBLE ACTION TO APPROVE COMPLIANCE PLAN ON AVIATION FUEL TAX REVENUE AS REQUIRED BY 47 USC 47133 AND FAA RULES THAT REQUIRE FUEL TAX REVENUES TO RETURN TO AIRPORT**

(6:03:02) – Vice Chairperson Peterson introduced the item.

(6:03:16) – Mr. Tackes referred to the Airport Counsel Briefing, incorporated into the record, in which he had outlined a compliance plan, and offered to answer additional questions. He also clarified for Member Poscic that the “staff” referenced in the document would either be himself, Mr. Rowe, or Mr. Clague.

There were no public comments.

**(6:05:02) – MOTION: I move to approve the Compliance Plan presented and authorize Staff to submit it to the FAA.**

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

**2. REPORT BY AUTHORITY MEMBERS ON THE TERMINAL BUILDING INSPECTION AND PROPOSALS MADE TO ADDRESS THE HAZARD ASSESSMENT ISSUES.**

(6:05:25) – Vice Chairperson Peterson introduced the item and gave background on the action taken in the previous meeting. He reported that he had met at the Terminal Building with Chairperson Hutter and the consensus was for Staff not to relocate but to make the necessary repairs. Vice Chairperson Peterson stated that he had spoken to a contractor and received direction to repair the eaves for \$6,800.00, to paint the exterior for \$3,500.00, to obtain building permits for \$2,000.00, and to repair the interior for \$6,000.00. He added that they were waiting for a “roofing quote”. Vice Chairperson Peterson also outlined structural issues with the building that were discovered by the contractor and could potentially cause further leaks, adding that once the estimate for “the complete job” was received, he would bring it to the Authority for discussion. Mr. Tackes noted that any expenditure over \$50,000 would require publishing the bid as required by the State. Discussion ensued over

making smaller repairs over a period of time. Member White recommended obtaining three separate bids that included the repairs “for the east end, the west end, and the center of the building”.

## **PUBLIC COMMENT**

(6:21:58) – Guy Williams introduced himself and suggested demolishing the building completely, similar to the one in Stead, Nevada.

(6:23:20) – Vice Chairperson Peterson suggested agendaizing this item for action during the March meeting, along with a discussion of the budget. Member Law requested information on the Authority’s relationship with the City and Mr. Tackes clarified that the Terminal Building is owned by the Authority; however all the land is City-owned and gave additional background on the Airport leases. Vice Chairperson Peterson offered to bring repair cost estimates to the March meeting in order to make a decision on the next steps. Member White requested having the cost of the temporary buildings as well for the next meeting.

### **3. REPORT BY AUTHORITY MEMBERS AND STAFF ON MEETING BETWEEN CARSON CITY BUILDING DEPARTMENT OFFICIALS REGARDING STATE STATUTES AND THE CARSON CITY BUILDING CODES AS THEY RELATE TO THE CARSON CITY AIRPORT.**

(6:33:45) – Vice Chairperson Peterson introduced the item and reported on a meeting held between the Carson City Building Department and the Airport Authority representatives, Chairperson Hutter, Vice Chair Peterson, Member White, Mr. Tackes, and Mr. Rowe (via telephone). He also stated that Sean Keating, Carson City Building Official, would address the Authority at a future meeting. Vice Chairperson Peterson noted that the City considered buildings on Airport property to be maintained as commercial structures, adding that “it’s between the [building] owner and the Building Code people to find out what needs to be done and what permits have to be granted”. He also believed that the “Counter Approval” process would be beneficial for simple repairs, and outlined several processes to be discussed with Mr. Keating. Discussion ensued regarding the “residential” and “commercial” designations. Mr. Tackes clarified that residential use of hangars will not be permitted on Airport property per FAA regulations; however, he was not certain how hangars that had similar uses to “garages” would be classified.

## **G. AIRPORT ENGINEER’S REPORT**

(6:43:47) – Mr. Fitzgerald presented to the Airport Engineer’s Report, incorporated into the record. There were no member or public comments.

## **H. AIRPORT MANAGER’S REPORT**

(6:44:30) – Mr. Rowe presented the Airport Manager’s Report which is also incorporated into the record. Discussion ensued regarding liability of damages caused by a stolen vehicle accident. Mr. Rowe was instructed to discuss the damages with the insurance company of the vehicle’s original owner.

## **I. LEGAL COUNSEL’S REPORT**

(6:47:40) – Mr. Tackes referred to his written report. He also offered his assistance and advised Mr. Rowe to send a letter to the insurance carrier of the vehicle that caused the damage at the airport, along with the bill and a request for payment.

**J. TREASURER’S REPORT**

(6:50:00) – Member White noted that the total value of the checking and savings accounts as of January 29, 2016 was \$588,664.48. There were no member or public comments.

**K. REPORT FROM AUTHORITY MEMBERS**

(6:51:25) – There were no member reports.

**L. PUBLIC COMMENT**

(6:51:44) – None.

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

(6:51:54) – Mr. Tackes wished to agendize the amendment to Title 19 regarding the Airport traffic patterns. It was suggested to move the March meeting to a different date and Vice Chairperson Peterson offered to send potential dates to members via email and find a suitable date. He also wished to agendize the removal of the speed bumps at the Airport.

**N. ACTION ON ADJOURNMENT**

**(6:56:41) – MOTION: Member Poscic moved to adjourn. The motion was seconded by member White. The meeting was adjourned at 6:57 p.m.**

The Minutes of the February 17, 2016 Carson City Airport Authority meeting are so approved on this 9<sup>th</sup> day of March, 2016.

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DON PETERSON, Vice Chair