

MINUTES
Special Meeting
Carson City Airport Authority
Wednesday, July 20, 2016 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

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

Staff

Jim Clague – Airport Engineer
Tim Rowe – 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

(6:01:29) – Chairperson Hutter called the meeting to order. Roll was called. A quorum was present.

Attendee Name	Status	Arrived
Karl Hutter	Present	
Linda Law	Present	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

B. PLEDGE OF ALLEGIANCE

(6:01:34) – Led by Chairperson Hutter

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

(6:03:30) – MOTION: I move to approve the minutes of the May 9, 2016 meeting as written.

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

(6:04:23) – Mr. Rowe Noted a clarification to the May 31 meeting minutes regarding tie-down fees. He stated that the \$3,200 loss in revenue had occurred because the airplanes were removed from their tie-down locations to an FBO location on the Northwest Apron and the fees would be collected the FBO and not the Authority for the time being.

(6:04:58) – MOTION: I move to approve the minutes of the May 31, 2016 meeting as clarified.

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

(6:05:33) – MOTION: I move to approve the minutes of the June 16, 2016 meeting as written.

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

D. MODIFICATION OF AGENDA

(6:06:15) – Chairperson Hutter noted that Airport Counsel Steve Tackes was out of town “on a court matter” and suggested postponing agenda item F-4 to a later date.

E. PUBLIC COMMENT

(6:07:42) – Michael Greedy introduced himself as an aircraft owner at the Carson City Airport and requested the removal of the Airport speed bumps. He also read excerpts from a newly-published FAA document regarding the “use of aeronautical land and facilities” regarding routinely monitoring the use of hangars for approved aeronautical uses, suggesting that the Authority comply with the guidelines.

F. PUBLIC HEARING ITEMS:

1. FOR POSSIBLE ACTION: TO APPROVE AMENDMENT OF CARSON CITY MUNICIPAL CODE SECTIONS 19.02.020.340 AND 19.02.020.200 TO INCORPORATE CARSON CITY BUILDING DEPARTMENT COUNTER PERMIT PROCEDURES INTO THE AIRPORT AUTHORITY CONSTRUCTION APPROVAL PROCESS, AND TO CORRECT THE REFERENCE TO THE LANDING PATTERN DIAGRAMS TO REFER TO THE AUTHORITY WEBPAGE, RESPECTIVELY.

(9:09:39) – Chairperson Hutter introduced the item and Mr. Rowe presented the agenda materials which are incorporated into the record. Chairperson Hutter entertained public comments and when none were forthcoming, a motion,

(6:13:44) – MOTION: I move to approve amendment of Carson City Municipal Code Sections 19.02.020.340 and 19.02.020.200 to incorporate the Carson City Building Department Counter Permit procedures into the Airport Authority construction approval process and to correct the reference to the landing pattern diagrams to refer to the Authority web page respectively, and direct Airport Counsel to proceed with the City to make these proposed amendments as presented here.

(6:14:44) – Member Poscic received clarification from Member White that the motion above was a recommendation to the Board of Supervisors which would have final approval after the required two readings for an ordinance change.

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

2. FOR POSSIBLE ACTION: TO APPROVE PIER 28, LLC. CLASS II FBO STATUS LOCATED AT 2600 E. COLLEGE PARKWAY SUITE 101 AND AT THE CARSON CITY AIRPORT TO CONDUCT IT’S FLIGHT SCHOOL OPERATIONS

(6:16:03) – Chairperson Hutter introduced the item. Member Poscic recused himself and stepped down from the dais. Brian Vowell introduced himself as the owner of Pier 28, LLC and noted that he had purchased the former Carson Aviation Adventures. Mr. Vowell gave a brief description of his business, noting that they had applied for a \$2,000,000 insurance policy. Chairperson Hutter suggested approval of the application, pending the insurance coverage noted earlier. Member Law received confirmation that the Carson City Airport Authority and Carson City would be named on the policy.

There were no public comments.

(6:22:47) – [AMENDED] MOTION: I move to approve the FBO application of Pier 28 and its owner Brian Vowell to own and operate Carson Aviation Adventures dba Carson Aviation Academy, as a wholly owned subsidiary of Pier 28, provisioned on their providing a certificate of insurance for \$2,000,000 in coverage, and the appropriate naming of the Carson City Airport Authority and the City of Carson City [as additional insureds].

RESULT:	APPROVED (5-0-0)
MOVER:	Stotts
SECONDER:	Shirk
AYES:	Hutter, Law, Shirk, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

(5:25:23) – Member Posic returned to the Dais.

3. REPORT TO THE AIRPORT AUTHORITY OF THE STATUS OF THE CELL TOWER TENANTS, INCLUDING CURRENT LEASE RATES AND TERMS OF USE.

(6:25:30) – Chairperson Hutter introduced the item. Member White noted that he had requested this item to be agendized and invited Mr. Rowe to give an update, which is incorporated into the record, and answer clarifying questions. Mr. Rowe explained to Vice Chairperson Law that Cricket had all the appropriate permits for equipment removal, adding that at the request of the Airport Counsel, no releases had been signed as of yet on behalf of the Authority.

There were no public comments and no action was required for this item.

4. FOR POSSIBLE ACTION: TO APPROVE THE SELECTION OF A SUBCOMMITTEE TO REVIEW AND EVALUATE CONTROLLABLE BUDGET ITEMS INCLUDING LEGAL FEES, ADVERTISING COSTS AND OTHER ADMINISTRATIVE EXPENSES; AND TO MAKE RECOMMENDATIONS TO THE AIRPORT AUTHORITY AT THE AUGUST 17TH MEETING.

This agenda item was postponed (see agenda item D).

G. AIRPORT ENGINEER’S REPORT

(6:38:09) – Mr. Clague presented the Airport Engineer’s Report which is incorporated into the record. Chairperson Hutter noted that the multiple phases of the project may impact tenants differently; therefore, he suggested updating the tenants frequently. Mr. Rowe clarified that he had already scheduled a meeting with several tenants.

H. AIRPORT MANAGER’S REPORT

(6:42:22) – Mr. Rowe presented the Airport Manager’s Report, which is incorporated into the record, and responded to clarifying questions. He also noted that they had stayed under budget due to many donations to the Airport Open House. Discussion ensued regarding the FAA compliance inspection update and Mr. Rowe noted that the final report would be issued by the FAA in September 2016. In response to a question by Member Stotts, Mr. Rowe explained that he was coordinating with Mountain West Aviation and that “Bristow Academy will have to do something different” during the Reno Air Races surge.

I. LEGAL COUNSEL'S REPORT

(7:09:18) – Chairperson Hutter stated that Mr. Tackes had sent his report via e-mail, incorporated into the record. Chairperson Hutter inquired about the removal of the speed bumps and Mr. Rowe explained that they had addressed the issue with Granite Construction to coincide with the next project.

J. TREASURER'S REPORT

(7:10:25) – Member White noted that the current checking account balance was \$9,050 and the savings account balance was \$582,399, adding that the report, incorporated into the record, represented “end-of-year figures”. Mr. Rowe confirmed that the restricted funds for the fuel tax revenue had already been established and would be incorporated in the 2016/2017 budget.

K. REPORT FROM AUTHORITY MEMBERS

(7:16:43) – Vice Chairperson Law reported on her conversations with Mr. Rowe regarding the “formulation of the employee and operations documents”. She also noted that she had collected additional information from the City and other sources, adding that she would follow up with a more detailed report in the following months.

(7:17:57) – Member White explained that he had received complaints from area residents regarding the dust created by the rock pile at the Airport, and suggested that Mr. Rowe contact them regarding the effectiveness of the dust management water truck. Mr. Rowe offered to follow up. Member White also noted that he had been speaking to commercial real estate professionals regarding developing “the front 2.5 acres of the Airport” and it had been difficult to obtain an RFP. He suggested looking into a “fee-based RFP” to market the property. Chairperson Hutter agreed that the Authority lacked “the skill set to float a responsible RFP”, and suggested looking into the cost involved to appropriately budget for it. The general consensus of the Authority was to look into that possibility. Member White also disclosed that he had been looking into healthcare costs and recommended, via an interlocal agreement, to “move our employees over to the City’s medical plan”.

(7:31:50) – Mr. Rowe informed Chairperson Hutter that he would schedule a meeting with the Chair, Vice Chair, Airport Manager, and the contractor to discuss the findings of the contractor regarding the repairs to the Airport Terminal Building.

L. PUBLIC COMMENT

There were no public comments.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:34:25) – Member Posic suggested re-agendizing item F-4. Member Stotts suggested having a discussion in an upcoming meeting for “Evaluating the Controllable Budget Items” topic. Mr. Clauge noted that he would agendize the 2015-2022 ACIP for discussion and possible action.

N. ACTION ON ADJOURNMENT

(7:39:16) – MOTION: Member White moved to adjourn. The motion was seconded by Member Poscic. The meeting was adjourned at 7:40 p.m.

The Minutes of the July 20, 2016 Carson City Airport Authority meeting are so approved on this 17th day of August, 2016.

KARL HUTTER, Chair