

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, January 18, 2017 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

<b>Chair – Linda Law</b>	<b>Vice Chair – Phil Stotts</b>
<b>Member – John Barrette</b>	<b>Member – Aaron Collins</b>
<b>Member – Larry Harvey</b>	<b>Member – Larry Tores</b>
<b>Member – Maurice White</b>	

**Staff**

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

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

(6:01:54) – Chairperson Law called the meeting to order at 6:01 p.m... Roll was called. A quorum was present. Member Collins was absent.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Linda Law	Present	
Vice Chairperson Phil Stotts	Present	
Member John Barrette	Present	
Member Aaron Collins	Absent	
Member Larry Harvey	Present	
Member Larry Tores	Present	
Member Maurice White	Present	

**B. PLEDGE OF ALLEGIANCE**

(6:02:33) – Led by Chairperson Law.

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

(6:03:16) – Chairperson Law entertained suggested revisions and, when none were forthcoming, a motion. **Member Tores moved to approve the minutes of the December 21, 2016 meeting. Vice Chair Stotts seconded the motion.** Chairperson Law called for the vote.

<b>RESULT:</b>	<b>APPROVED (5-0-1)</b>
<b>MOVER:</b>	Tores
<b>SECONDER:</b>	Stotts
<b>AYES:</b>	Law, Stotts, Harvey, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	Barrette
<b>ABSENT:</b>	Collins

(6:03:38) – Chairperson Law welcomed Board of Supervisors representative Member Barrette to the Authority.

**D. MODIFICATION OF AGENDA**

(6:03:56) – There were no modifications to the agenda.

**E. PUBLIC COMMENT**

(6:04:11) – There were no public comments.

**F. PUBLIC HEARING ITEMS:**

**1. BRIEFING BY KOHN & COMPANY, LLP, THE CARSON CITY AIRPORT ACCOUNTING SERVICE ON THE STATUS OF THE FY 2016/2017 BUDGET.**

(6:04:30) – Chairperson Law introduced the item. Beth Kohn Cole introduced herself as “the partner in charge relating your audit”. Ms. Kohn referenced the financial information incorporated into the record, and presented the current year’s budget. She also responded to clarifying questions from Authority members.

(6:10:03) – Chairperson Law entertained public comments; however, none were forthcoming.

**2. FOR POSSIBLE ACTION: TO APPROVE A BUILDING AND HANGAR NUMBERING SYSTEM TO ASSIST CARSON CITY WITH ADDRESSING FOR EMERGENCY SERVICES.**

(6:10:14) – Chairperson Law introduced the item. Airport Manager Tim Rowe gave background on the item and presented a map, incorporated into the record, developed by Mr. Rowe and Airport Engineer Brian Fitzgerald. He also noted that a meeting had been set up with the Carson City Fire Department (CCFD) to review the map and responded to inquiries by the Authority members. Chairperson Law suggested holding off action until Mr. Rowe completed discussions with the CCFD in February.

(6:16:30) – Chairperson Law entertained public comments; however, none were forthcoming.

**3. FOR POSSIBLE ACTION: TO AUTHORIZE THE AIRPORT MANAGER TO INSPECT THE CARSON EXECUTIVE HANGAR CONDOMINIUM ASSOCIATION HANGAR (H-43)**

**IDENTIFIED BY THE FAA AUDITOR AND CONDUCT THAT INSPECTION PURSUANT TO AUTHORITY APPROVAL UNDER CCMC 19.02.020.350(7)(h)20.**

(6:16:29) – Chairperson Law introduced the item. Mr. Rowe gave background on the FAA auditor’s visit and presented the Airport Manager’s Report section related to this agenda item. He also referenced a report by Robert Lee, Airports Compliance Specialist for the Federal Aviation Administration (FAA), incorporated into the record. Raymond Appel introduced himself as the hangar owner and distributed several photographs of the hangar to the members stating that most of the items mentioned in the FAA report were “taken care of”. Mr. Appel explained “I felt like my privacy was being invaded”, clarifying that most of the items observed by Mr. Lee were “rollaways” and aviation related equipment on wheels. He also thanked Mr. Rowe for forwarding him the rules, which he stated that he would follow.

(6:21:55) – Member White requested further clarification on the “questionable wiring” referenced in the report and did not believe Mr. Rowe should make the determination on electrical issues. Mr. Appel indicated that all the wiring in his hangar is Underwriters Laboratories (UL)-approved. Member Harvey wished to understand the electrical issues highlighted by Mr. Lee and Member White suggested receiving clarification from Mr. Lee on the wiring statement. Vice Chair Stotts was in favor of Mr. Rowe’s inspection of the hangar; however Chairperson Law expressed concern over not addressing an FAA issue by hiring an expert. She advised Mr. Rowe to get in touch with Mr. Lee. Member Torres was in favor of having the Carson City Building Department “check out” the room as well “for another set of eyes”. Mr. Rowe offered to set up a meeting between Mr. Appell, the Building Department, and himself to discuss the item further.

There were no public comments on the item.

**(6:29:03) – MOTION: I move to authorize the Airport Manager to inspect the Carson Executive Hangar Condo Association hangar H43 along with a member of the Carson City Building Department and report the results of the inspection and any corrective action taken to the Authority at the next meeting.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	White
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Law, Stotts, Barrette, Harvey, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Collins

**4. FOR POSSIBLE ACTION: TO APPOINT A COMMITTEE TO RESEARCH AND COLLECT INFORMATION AND REPORT TO THE AUTHORITY ALL INFORMATION SO THAT THE AUTHORITY CAN EVALUATE ESTABLISHING A HANGAR POLICY AND INSPECTION PROGRAM THAT SATISFIES THE FAA REQUIREMENTS AND MEETS THE NEEDS OF THE AUTHORITY.**

(6:29:38) – Chairperson Law introduced the item. Mr. Rowe presented the agenda materials incorporated into the record. Airport Counsel Steve Tackes presented his suggestions outlined in the Airport Counsel’s report. He

suggested having Chairperson Law appoint a committee formed by one or two Authority members and hangar users. He also clarified that the FAA policy will take effect in 2017.

**PUBLIC COMMENT**

(6:34:56) – David Corrao advised having hangar users as part of committee. Member Harvey believed that the document may not have meant “inspections”, and believed that the term “monitoring” would be more appropriate. Discussion ensued regarding inspection versus monitoring. Chairperson Law encouraged interested members to get in touch with her and offered to appoint the committee members. Mr. Tackes reminded everyone that by appointing two Authority members and other non-members on a committee would not violate the Open Meeting Law and suggested having interested hangar members contact Mr. Rowe, who offered to get in touch with Airport tenants. Chairperson Law entertained additional comments and when none were forthcoming, a motion.

**(6:40:43) – MOTION: I move the Chairman be authorized to appoint a committee to collect data on hangar monitoring programs and report that data to the Authority at a future meeting.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Harvey
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Law, Stotts, Barrette, Stotts, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Collins

**5. FOR POSSIBLE ACTION: TO PROPOSE AMENDMENTS TO CARSON CITY MUNICIPAL CODE CCMC 19.03 THROUGH-THE-FENCE (TTF) AIRCRAFT OPERATION TO UPDATE THE FEE AND (1) SET A DURATION OF THE PERMITS TO BE 5 YEARS, AND RENEWABLE, (2) RESTRICT ASSIGNMENT OR SALE OF AT TTF PERMIT WITHOUT EXPRESS PRIOR WRITTEN CONSENT OF THE AUTHORITY, AND (3) REQUIRE SUBORDINATION OF THE PERMIT TO THE FAA GRANT ASSURANCES.**

(6:41:22) – Chairperson Law introduced the item. Mr. Tackes presented the agenda materials incorporated into the Airport Counsel’s Report and responded to clarifying questions. He also offered to review the small business impact after rate increases at the next meeting when the proposed fees are voted on. Mr. Tackes also clarified that hangars can be built; however, an FBO could not operate though the fence. Chairperson Law noted that she had requested pricing from the Airport Engineer after which she would provide budgetary information to the Authority in February. Discussion ensued regarding “deeded properties” and regarding FAA compliance. Mr. Tackes also outlined the process by which the Board of Supervisors must approve amendments. Chairperson Law entertained public comments and when none were forthcoming, a motion.

**(6:59:34) – MOTION: I move to approve the proposed changes to Title 19 and authorize the Airport Staff to present those changes to the Carson City Board of Supervisors for amendment of Carson City Municipal Code Title 19.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Stotts
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Law, Stotts, Barrette, Stotts, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Collins

(7:00:03) – Mr. Tackes clarified that the proposed amendments were to Sections 19.03.020 and 19.03.130.

**6. FOR POSSIBLE ACTION: TO APPROVE THE UPDATED AIRPORT LAYOUT PLAN (ALP) PREPARED BY THE AIRPORT ENGINEER.**

(7:02:32) – Chairperson Law introduced the item. Mr. Tackes gave background, incorporated into the Airport Counsel’s Report. He also responded to clarifying questions. Mr. Fitzgerald explained that the updated Airport Layout Plan (ALP) would be incorporated into the upcoming Airport Master Plan Update. Mr. Tackes clarified for Member White that one of the FAA’s main concerns was to ensure the economic viability of the Airport was not hurt as the FAA was concerned with ensuring no aviation services were provided outside the airport, including through the fence properties. There were no public comments on the item.

**(7:10:03) – MOTION: “I move to approve the updated ALP and authorize the Airport Staff to work with the FAA Airports Division to integrate the updates with our upcoming Master Plan project, with the understanding that the terminology of “permitted through the fence access” after [Mr. Tackes] does his property research.”**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	White
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Law, Stotts, Barrette, Stotts, Tores, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Collins

**G. AIRPORT ENGINEER’S REPORT**

(7:10:54) – Mr. Fitzgerald noted that the North Apron Project was still experiencing a “winter shutdown” and the date for “illuminations is completely wide open” and he believed that the project will still be under budget.

**H. AIRPORT MANAGER’S REPORT**

(7:12:14) – Mr. Rowe reviewed the Airport Manager’s Report incorporated into the record. Member Barrette inquired about claims versus a high deductible and Mr. Rowe offered to get details from Wells Fargo and report back whether the deductible was per occurrence or not. Mr. Tackes suggested utilizing

some of the rock available in front of the fence at the Airport to avoid crashes into the fence. Mr. Rowe noted that they were looking into utilizing steel posts as well.

#### **I. LEGAL COUNSEL'S REPORT**

(7:22:03) – Mr. Tackes referenced the Airport Counsel's Report and noted that he would work with Mr. Rowe to send a letter to the FAA regarding the Airport's status on compliance. He also noted that he was watching for aviation-related Bill Draft Requests (BDRs) and requested that anyone who is aware of a BDR contact him. Member White inquired about the Title 19 changes to the over-the-counter permit process and Mr. Tackes offered to follow up with the City. Mr. Tackes also requested a fix to a broken link to Title 19 from the Airport's website and Chairperson Law requested informational updates to the Authority.

#### **J. TREASURER'S REPORT**

(7:24:39) – Member White presented the balance sheets incorporated into the record, and noted that the current "cash on hand" was \$1,060,751. He also requested that the term "restricted account" be changed to "committed account". Mr. Rowe offered to notify Ms. Kohn and also clarified that the reduced amount in the "Tower Leases" line item was reduced because Cricket and Clearwire had terminated their leases.

#### **K. REPORT FROM AUTHORITY MEMBERS**

(7:29:37) – There were no reports from Authority members.

#### **L. PUBLIC COMMENT**

(7:29:49) – Chairperson Law entertained public comments; however, none were forthcoming.

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

(7:30:08) – This item was previously discussed.

#### **N. ACTION ON ADJOURNMENT**

**(7:30:08) – Chairperson Law adjourned the meeting at 7:29 p.m.**

The Minutes of the January 18, 2017 Carson City Airport Authority meeting are so approved on this 15<sup>th</sup> day of February, 2017.

---

LINDA LAW, Chair