

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, April 19, 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 – Larry Harvey</b>
<b>Member – Larry Tores</b>	<b>Member – Brian Vowell</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**

(6:02:35) – Chairperson Law called the meeting to order at 6:02 p.m. Roll was called. A quorum was present. Vice Chair Stotts was absent.

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

**B. PLEDGE OF ALLEGIANCE**

(6:03:08) – Led by Chairperson Law.

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

(6:03:41) – Chairperson Law entertained suggested revisions and, when none were forthcoming, a motion. **Member Tores moved to approve the minutes as written. The motion was seconded by Member Barrette. Motion carried 6-0-0.**

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

**D. MODIFICATION OF AGENDA**

(6:04:07) – Chairperson Law indicated that based upon a request, agenda item F-2 would be removed from tonight’s discussion. There were no other modifications to the agenda.

**E. PUBLIC COMMENT**

(6:04:44) – There were no public comments.

**F. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION: TO DISCUSS AND MODIFY, IF APPROPRIATE, THE TENTATIVE BUDGET FOR FISCAL YEAR JULY 1, 2017 THROUGH JUNE 30, 2018.**

(6:05:22) – Chairperson Law introduced the item. Airport Manager Tim Rowe indicated that no changes were made since the last meeting and that the tentative budget had been submitted to the Department of Taxation. He also suggested accepting the tentative budget for discussion in the May meeting. Beth Kohn, Managing Partner of Kohn and Company, LLC, suggested that an augmentation be done in the May meeting for the current fiscal budget as well. Member White noted that the healthcare cost would be \$37,100 for the upcoming budget. Airport Counsel Steve Tackes advised that no motion was necessary since there were no proposed changes at this time. There were no public comments.

**2. FOR POSSIBLE ACTION: APPROVAL TO PROCEED WITH APPRAISAL FOR USE WITH THE REQUEST TO EXTEND THE LEASE OF THE MISER/PORTAHANGAR LEASE; CONDITIONED UPON ADVANCE FOR COST OF APPRAISAL; AUTHORIZE STAFF TO ENGAGE APPRAISER.**

This item was removed from agenda.

**3. FOR POSSIBLE ACTION: TO APPROVE A COOPERATIVE AGREEMENT BETWEEN THE AIRPORT AUTHORITY AND CARSON CITY TO PERMIT USE OF THE CITY’S HEALTH, DENTAL, VISION AND LIFE INSURANCE FOR AIRPORT EMPLOYEES; DETERMINATION ON MEDICAL COVERAGE TO BE ELECTED, PAYMENT BY AUTHORITY.**

(6:08:37) – Chairperson Law introduced the item. Member White stated that the Public Employees Benefit Plan had been approved by the City in March, 2017. He also commented that the City had decided to retain its existing carrier with coverage “exactly as today”, adding that the interlocal agreement must be revised because Airport Staff must be on the City’s payroll to receive health coverage from the City. Mr. Tackes noted that he had spoken to the Carson City Chief Financial Officer (CFO) and what had seemed rather straight forward had revealed many complications such as the payroll issue and “a whole bunch of [other] red flags”. Member White suggested getting on the Board of Supervisors agenda. Chairperson Law noted that she had spoken with Carson City CFO Nancy Paulson and Jacque Cassinelli of the Human Resources (HR) Department who had conveyed to her that “it would be difficult to migrate our folks into the system without making them City Employees, subject to additional constraints”. Member White expressed concern that many individuals had contacted the City regarding this item and preferred to be the “single point of contact” for the City.

(6:16:22) – Member Barrette noted that he had conveyed to Member White that he had also found “hesitation” by the City, suggesting that the item be brought to the Board of Supervisors at a later time as “we don’t have all of our ducks in a row” currently. Member Harvey received confirmation from the Chair that the Water Conservancy and the Visitors Bureau employees were part of the City’s payroll. There were no public comments; therefore, Chairperson Law entertained a motion.

**(6:18:32) – “I move that we continue to look at migrating our employees into the City’s health coverage system, including allowing the City to do our payroll service.”**

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

**4. FOR POSSIBLE ACTION: ADOPTION OF UPDATED THROUGH THE FENCE FEES FOR THE CARSON CITY AIRPORT TO REFLECT THE CURRENT COST OF AIRPORT MAINTENANCE AND AMOUNT OF HANGAR SPACE AND AIRCRAFT PARKING; AND TO APPROVE AN AMENDMENT TO THE CARSON CITY MUNICIPAL CODE TITLE 19.03.060 FEES TO REFLECT THE UPDATE.**

(6:19:37) – Chairperson Law introduced the item and gave background, noting the calculations that were available in the agenda materials. She also clarified for Member White that Airport Staff was responsible for some of the maintenance such as the snow removal and weed control. Mr. Tackes noted that the property taxes paid by the “through the fence” residents. He also gave background on how the fees were calculated in the past and the updates suggested by Chairperson Law to meet the current costs. Discussion ensued regarding increased cost of operation of airports since 2001 and Mr. Tackes noted that the newer and more modern buildings would pay property taxes at a higher rate than older buildings, adding that the Authority only had two “through the fence operators” at this time. Chairperson Law entertained public comments and when none were forthcoming, a motion.

(6:25:17) – “I move to approve the [through-the-fence] rates to reflect the current cost of Airport maintenance”.

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

(6:25:54) – “I move to authorize Staff to work with the Board of Supervisors to amend the Carson City Municipal Code Title 19 to reflect these [updated] rates.”

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

**5. PROGRESS REPORT FROM THE COMMITTEE ASSIGNED TO RESEARCH AND COLLECT INFORMATION AND REPORT TO THE AUTHORITY ALL INFORMATION SO THAT THE AUTHORITY CAN EVALUATE ESTABLISHING A HANGAR USE POLICY AND MONITORING PROGRAM THAT SATISFIES THE FAA HANGAR USE POLICY AND MEETS THE NEEDS OF THE AUTHORITY.**

(6:26:58) – Chairperson Law introduced the item. Mr. Rowe noted that a few meetings had been held with Airport tenants David Corrao and John Mayes, Member Barrette, and Member Tores to discuss findings on hangar policies at general aviation airports and airports with privately-owned hangars in Nevada, California, Idaho, Texas, and Utah. He noted that many airports had not published rules and many who had were not enforcing them. Member Tores observed that airports such as Ventura had very strict, City-dictated rules as they were City-owned buildings, in addition to what Mr. Rowe had indicated. Member Barrette echoed Mr. Rowe’s statements and stated that “we have no other choice but to comply with FAA rules” to receive FAA funding.

(6:32:23) – Mr. Tackes cautioned that the agenda item specified “data collection” and reporting by the committee, without making any recommendations, in order to comply with the Open Meeting Law and the scope of the agenda item. He also noted that the recommended actions could be addressed in the next agenda item. Mr. Rowe informed Member White that they had collected information on similar airports that were “federally-obligated” with private hangars on City property, and with rules that were not being enforced. Member Harvey stated that he had not been able to find a waiting list for hangars on this Airport. He also requested a report and Mr. Rowe offered to email the findings to the members.

**6. FOR POSSIBLE ACTION: DISCUSSION, AND RECEIPT FOR CONSIDERATION, OF THE HANGAR MONITORING PROGRAM PROPOSED BY THE AIRPORT USERS GROUP.**

(6:36:34) – Chairperson Law introduced the item. She also welcomed the newest member of the Authority, Brian Vowell. Erich Laetsch introduced himself and presented the sixth draft of the hangar use policy, incorporated into the record, and responded to clarifying questions. He also noted that he had received many contributions; however, he was speaking only for himself. Mr. Tackes noted that up to the compliance section of the document, the content conveyed “direct words from the FAA policy or paraphrasing”, adding that “some tweaking” may be done to the latter. He also believed that Section 5 [compliance] had potential, and iterated the Carson City Airport’s business model which was to lease large portions of land to people who would use private funds and build hangars. Mr. Tackes stated that the Airport was not staffed to collect rent from individual hangar owners and the preference was to receive one check from each association, which would also handle remedying tenant violations should they occur, and utilize “a method of self-reporting, with some kind of penalty”, preferably financial. Mr. Tackes clarified for Member Vowell that “you can put residences on airports; you just can’t get any federal money”. Mr. Rowe noted that crew quarters are FAA-approved.

(7:33:01) – Member Barrette expressed concern that the tenants will have advance notification of inspections when the Airport Manager receives permission from the Authority to go out and inspect a property. Chairperson Law wished to see recurring violations addressed in the document. Member White received confirmation that Mr. Tackes could make the necessary changes and bring the document back to the Authority for review, at a reasonable cost and within a reasonable time. Discussion ensued regarding scenarios of running non-aeronautical businesses out of hangars.

**PUBLIC COMMENT**

(7:53:22) – Brad Graber introduced himself as an owner of several hangars, some used by him and some rented out, and spoke in support of Mr. Laetsch’s proposed draft and encouraged the members to read the comments as well. He also noted that the Airport land was gifted and utilities and hangars were added by using private funds, even though the asphalt was paid for by the FAA, submitting the Airport to FAA compliance rules; however, he believed that it should “adapt to local conditions”. Dr. Graber noted that the City benefited from the tax dollars derived from hangars. Chairperson Law thanked Mr. Laetsch “for all the work that you’ve done” on the document and entertained a motion.

**(7:47:15) – I move to direct staff to do further work on this issue per the discussion, and the matter to be brought back at a future meeting.**

(7:48:35) – Chairperson Law encouraged the community to provide input to her or to Mr. Tackes if they wished. Mr. Tackes noted that “if we’re still working on this on July 1, 2017, we’ll probably be okay”.

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

7. AUTHORIZE THE CHAIRMAN TO SUBMIT A FAA GRANT APPLICATION FOR THE AIRPORT MASTER PLAN UPDATE FAA AIP NO. 3-32-0004-31; AND APPROVE ACCEPTANCE OF THE GRANT OFFER FROM THE FAA FOR THE AIRPORT MASTER PLAN UPDATE; ALL CONDITIONED ON APPROVAL AND FUNDING BY THE FAA.

(7:49:40) – Chairperson Law introduced the item. Mr. Tackes gave background and reviewed the agenda materials which are incorporated into the record. He also noted that the approval of the grant and its acceptance will allow ample time for approval by the Authority and the Board of Supervisors. Chairperson Law entertained Authority and public comments and when none were forthcoming, a motion.

(7:52:15) – I move to authorize the Chairman to submit an FAA Grant application for the Airport Master Plan update, FAA AIP No. 3-32-0004-31; and approve acceptance of the grant offer from the FAA for the Airport after plan update; all conditioned on approval and funding by the FAA.

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

**G. AIRPORT ENGINEER’S REPORT**

(7:58:52) – Mr. Fitzgerald reported that no funds or dates were set by the FAA for the funding of the Airport Master Plan. He also responded to member questions and noted that due to the weather the completion of the North Apron may be in mid-May.

**PUBLIC COMMENT**

(8:03:31) – Dr. Graber stated that grass and weeds are growing on the taxiways where the “crack seals” are not applied evenly. Mr. Fitzgerald reviewed the runway maintenance schedule and Mr. Rowe explained that they have purchased the weed killer; however, it has been too wet to apply at the moment.

**H. AIRPORT MANAGER’S REPORT**

(8:09:24) – Mr. Rowe presented the Airport Manager’s Report, which is incorporated into the record.

**I. LEGAL COUNSEL’S REPORT**

(8:09:41) – Mr. Tackes referenced page 6 of the Airport Counsel’s Report, incorporated into the record, and responded to clarifying questions.

**J. TREASURER’S REPORT**

(8:12:38) – Member Harvey reviewed the financial information, incorporated into the record, and noted that the rock sales had contributed to the increased revenue. Mr. Rowe noted several categorization corrections that he had adjusted.

**K. REPORT FROM AUTHORITY MEMBERS**

(6:14:43) – There were no reports from Authority members.

**L. PUBLIC COMMENT**

(8:14:49) – Chairperson Law entertained public comments; however, none were forthcoming.

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

(8:15:07) – Mr. Rowe indicated that the response letter to the FAA complaint letter will be discussed at a future meeting when finalized by him and Mr. Tackes.

**N. ACTION ON ADJOURNMENT**

**(8:15:40) – Member Barrette moved to adjourn. The motion was seconded by Member Vowel. Chairperson Law adjourned the meeting at 8:16 p.m.**

The Minutes of the April 19, 2017 Carson City Airport Authority meeting are so approved on this 17<sup>th</sup> day of May, 2017.

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LINDA LAW, Chair