

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, December 20, 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 – Brian Vowell</b> |
| <b>Member – John Barrette</b>  | <b>Member – Michael Golden</b>   |
| <b>Member – Bradley Harris</b> | <b>Member – Larry Harvey</b>     |
| <b>Member – Jon Rogers</b>     |                                  |

**Staff**

Steve Tackes – Airport Counsel  
Brian Fitzgerald – Airport Engineer  
Dirk Zahtilla – Interim 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**

(6:00:48) – Chairperson Law called the meeting to order at 6:00 p.m. Roll was called and a quorum was present. Vice Chair Vowell and Treasurer Harvey were absent.

| <b>Attendee Name</b>          | <b>Status</b> | <b>Arrived</b> |
|-------------------------------|---------------|----------------|
| Chairperson Linda Law         | Present       |                |
| Vice Chairperson Brian Vowell | Absent        |                |
| Treasurer Larry Harvey        | Absent        |                |
| Member John Barrette          | Present       |                |
| Member Michael Golden         | Present       |                |
| Member Bradley Harris         | Present       |                |
| Member Jon Rogers             | Present       |                |

**B. PLEDGE OF ALLEGIANCE**

(6:01:23) – Led by Chairperson Law.

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

(6:01:38) – Chairperson Law introduced the item and **entertained a motion to approve the minutes of the November 15, 2017 Airport Authority meeting, as submitted.**

(6:01:48) – MOTION: I’ll so move.

|                    |                                       |
|--------------------|---------------------------------------|
| <b>RESULT:</b>     | <b>APPROVED (5-0-0)</b>               |
| <b>MOVER:</b>      | Golden                                |
| <b>SECONDER:</b>   | Barrette                              |
| <b>AYES:</b>       | Law, Barrette, Golden, Harris, Rogers |
| <b>NAYS:</b>       | None                                  |
| <b>ABSTENTIONS</b> | None                                  |
| <b>ABSENT:</b>     | Vowell, Harvey                        |

**D. MODIFICATION OF AGENDA**

(6:02:12) – There were no modifications to the agenda.

**E. PUBLIC COMMENT**

(6:02:36) – None

**F. PUBLIC HEARING ITEMS:**

**1. FOR POSSIBLE ACTION TO APPROVE REVISED AND CLARIFIED VERSION OF LEASE AWARDED TO SIERRA SKYWAYS, LLC, PREVIOUSLY APPROVED ON OCTOBER 18, 2017, FOR THE LEASE PARCEL LOCATED AT THE CORNER OF TAXIWAYS B AND C; APN 5-091-18/19; LOT E ON DOCUMENT 457163 RECORDED AUG 28, 2015; REVISIONS TO LEASE REQUESTED BY CARSON CITY.**

(6:03:04) – Chairperson Law introduced the item. Mr. Tackes gave background and presented the agenda materials which are incorporated in the Legal Counsel’s Report, and responded to clarifying questions. There were no public comments. **Chairperson Law entertained a motion to approve the revised lease and authorize Staff to present it to the Board of Supervisors for approval.**

(6:09:10) – MOTION: I move.

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| <b>RESULT:</b>     | <b>APPROVED (5-0-0)</b>               |
| <b>MOVER:</b>      | Harris                                |
| <b>SECONDER:</b>   | Golden                                |
| <b>AYES:</b>       | Law, Barrette, Golden, Harris, Rogers |
| <b>NAYS:</b>       | None                                  |
| <b>ABSTENTIONS</b> | None                                  |
| <b>ABSENT:</b>     | Vowell, Harvey                        |

**2. FOR POSSIBLE ACTION TO APPROVE A REVISED AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) SUBMITTAL TO THE FAA.**

(6:0952) – Chairperson Law introduced the item. Mr. Fitzgerald presented the agenda materials which are incorporated into the record. He also responded to clarifying questions by the members. Member Golden noted that he was “glad to see that the AWOS was on [the ACIP] for next year”. There were no public comments. **Chairperson Law entertained a motion to approve the revised ACIP and authorize Staff to file it with the FAA, according to their request.**

**(6:13:22) – MOTION: So moved.**

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| <b>RESULT:</b>     | <b>APPROVED (5-0-0)</b>               |
| <b>MOVER:</b>      | Rogers                                |
| <b>SECONDER:</b>   | Barrette                              |
| <b>AYES:</b>       | Law, Barrette, Golden, Harris, Rogers |
| <b>NAYS:</b>       | None                                  |
| <b>ABSTENTIONS</b> | None                                  |
| <b>ABSENT:</b>     | Vowell, Harvey                        |

**3. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A SCHEDULE FOR GATE CARD RENEWAL FEES.**

(6:13:50) – Chairperson Law introduced the item. Interim Airport Manager Dirk Zahtilla gave background and suggested renewing all cards on July 1 of each year, instead of the anniversary date of purchase for each card. He also noted that some cards were charged an initial fee only, some had renewal fees, and at times a replacement card fee was charged. Chairperson Law noted that gate card fees were held in a separate “gate account”. Member Golden noted that, as a gate card holder in many airports, he supported a fixed renewal date for every card holder, and believed that deactivation of cards was possible. Member Golden also stated that it was “highly unusual for an airport to charge its tenants gate card fees”, adding that a July 1 gate card renewal date was acceptable. Mr. Tackes gave an explanation on why gate card fees are charged and that activation and deactivation were more complex with the current gates, adding that former Authority member Maurice White had insisted on reserving the gate card fees for gate repairs and replacements. Chairperson Law reminded the Authority that many airport tenants possess multiple cards to access their hangars and she was also in support of the July 1 annual renewal date. Discussion ensued regarding a grace period prior to the July 1 date and prorated fees. Most members objected to the prorated fees. Mr. Zahtilla explained that 800 gate cards have been issued and several tenants “have as many as 30 cards”. Member Harris offered to help with the database. Chairperson Law entertained public comments.

**PUBLIC COMMENT**

(6:43:27) – Brad Graber introduced himself and stated that the gates “are a challenge”. As a hangar owner, he believed that owners should not be charged for a card, and was amenable to paying for additional cards. He was

also in favor of a one-time payment per card. Mr. Tackes reminded the Authority that the only agendized item was the renewal schedule and not whether the Airport should charge for gate cards. Mr. Zahtilla noted that at times cards could not be issued because the card inventory system was full. Member Golden suggested tabling the item and reagendizing it to expand the discussion to whether charge for a card or not. Mr. Zahtilla believed a renewal decision should be made in this meeting.

**(5:51:10) – Chairperson Law entertained a motion. When none was made, she tabled the item until the next meeting.**

(6:53:53) – Chairperson Law recessed the meeting.

(7:03:19) – Chairperson Law reconvened the meeting.

**4. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE THE INSTALLATION OF A GREEN “LEARN TO FLY HERE” SIGN NEAR THE ENTRANCE TO THE AIRPORT.**

(7:03:23) – Chairperson Law noted that this item was agendized at the request of Vice Chair Vowell who was ill and could not be present. She suggested that the Vice Chair work with the City to obtain approval for the sign concept and graphics. There were no public comments. **Chairperson Law entertained a motion to allow the Chair and the Interim Airport Manager to receive the information, and if it is in accordance with the City’s signage terms and consistent with the Airport Signage, to allow them to make the decision without bringing it back to the Authority.**

**(7:04:03) – MOTION: I’ll so move.**

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| <b>RESULT:</b>     | <b>APPROVED (5-0-0)</b>               |
| <b>MOVER:</b>      | Golden                                |
| <b>SECONDER:</b>   | Harris                                |
| <b>AYES:</b>       | Law, Barrette, Golden, Harris, Rogers |
| <b>NAYS:</b>       | None                                  |
| <b>ABSTENTIONS</b> | None                                  |
| <b>ABSENT:</b>     | Vowell, Harvey                        |

**5. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A SCHEDULE OF TIE- DOWN FEES FOR AUTHORITY MANAGED TIE-DOWNS.**

(7:04:45) – Chairperson Law introduced the item. Mr. Zahtilla noted that there were “so many different possibilities”. He also gave background on the current charges by the Airport and believed that the Airport was responsible for about 24 tie-down spaces. In response to a question by Member Golden Mr. Zahtilla stated that the fees he would propose were as follows: \$10 for single engine aircraft, \$20 for twin engines, and \$40 for “turbos” and “the circles”, adding that the latter use was primarily for care flight-type aircraft. Member Rogers inquired about what other airports charged and Member Golden noted that Minden Tahoe Airport charged for \$8

for single-engine aircraft; however he believed that \$10 was a “pretty universal” rate. Mr. Zahtilla suggested establishing monthly fees as well. Discussion ensued regarding fees charged by the FBOs and Member Golden noted that his FBO charged \$50 per month at Lake Tahoe Airport with a discount if paid up front for a year. There were no public comments. **Chairperson Law entertained a motion “to approve the [nightly tie-down] rates as stated: \$10 for a single [engine aircraft], \$20 for a twin, and \$40 for the circles per night and \$50 per month for light twins and turbos.**

**(7:17:38) – MOTION: I move to establish [the following] nightly tie-down rates: \$10 for piston singles, \$20 for piston twins, \$40 turbo props, and \$60 for light jets. For monthly rates: \$55 for piston singles and \$75 for piston twins.**

(7:19:01) – Member Barrette inquired about the monthly rates being low compared to the nightly ones and Chairperson Law believed that was standard in most airports. Member Golden wished to amend his motion.

**(7:19:15) – I move to establish a fee schedule for the parking of aircraft on hard surface areas managed by the Airport along the following lines: \$10 per night for a piston single, \$20 per night for a piston twin, \$40 per night for turbo props, \$60 per night for jets, \$55 per month for piston singles, and \$75 per month for piston twins with no prorations.** The amendment was accepted by the seconder. There were no public comments.

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| <b>RESULT:</b>     | <b>APPROVED (5-0-0)</b>               |
| <b>MOVER:</b>      | Golden                                |
| <b>SECONDER:</b>   | Harris                                |
| <b>AYES:</b>       | Law, Barrette, Golden, Harris, Rogers |
| <b>NAYS:</b>       | None                                  |
| <b>ABSTENTIONS</b> | None                                  |
| <b>ABSENT:</b>     | Vowell, Harvey                        |

**6. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF JOB DESCRIPTION FOR AIRPORT MANAGER; REVIEW OF DRAFT EMPLOYMENT AGREEMENT; PLAN FOR FILLING THE AIRPORT MANAGER VACANCY; PUBLISHING OR POSTING OF JOB AVAILABILITY.**

(7:20:26) – Chairperson Law introduced the item. Member Harris presented the proposed job description which is incorporated into the record, and clarified the qualifications that would match the salary range. He also addressed the letters received in lieu of public comment and referenced several City positions that earned the mid-point salary. Member Harris addressed the issue of part-time versus full-time and clarified that any employee working 80 hours per month would qualify for Public Employees’ Retirement System (PERS). Member Barrette thanked the subcommittee and he received clarification that the [Airport] development responsibility “is certainly worth something [higher salary]”. Member Harris noted that Treasurer Harvey had provided benchmarking information which could be made available to members. Chairperson Law stated that she had removed herself

from the subcommittee and that it will now comprise Treasurer Harvey, Vice Chairperson Vowell, and Member Harris.

(7:38:25) – Member Golden believed that “the pay scale is on the low side” and noted that the Lake Tahoe Airport paid their manager an annual salary of \$120,000 plus benefits. He also pointed out that economic development was not included in the job description, which he believed was separate from land development. Discussion ensued regarding hiring someone with business development experience. Chairperson Law inquired about having the Airport Manager work with outside business development firms and Member Harris believed that would be costly. Member Golden proposed that the job qualifications include the following: “consideration given to those with economic and business development activities in aviation”. He also suggested that the essential duties and responsibilities contain the following: “optimizes airport utilization by attracting new business, airport tenants, and based aircraft”. Member Golden proposed a motion; however, Chairperson Law suggested taking public comments first.

### **PUBLIC COMMENTS**

(7:49:42) – Erich Laetsch thanked Member Harris for his efforts on “what you’ve observed of the belief of the Authority and the attitude of the Authority on your second meeting here...”. He also expressed his frustration that the proposed job description began with the presumption that a full-time manager was necessary. Mr. Laetsch referenced two letters, incorporated into the record, which recommended having a part-time manager. He also noted that one of the letters was from a former Authority chair who had served during the “maximum development” era of the Airport. Mr. Laetsch suggested tabling the discussion as he believed there has been “no input from the Airport community” and wished to have two working sessions in January to discuss the item with Airport tenants and the Authority.

(8:04:27) – Member Harris requested insight from the Interim Airport Manager and Chairperson Law regarding their experience in operating the Airport for the past few months. Chairperson Law relayed her experiences in processing and paying bills, rent collection, banking, accounts receivables, tenant, NDOT, FAA, and City interactions, and other responsibilities that had consumed most of her time, and concluded that the work was a full-time job. Mr. Tackes clarified for Member Harris that the FAA funding would not be impacted should a part-time manager be hired. Member Harris referenced the public comment letters and noted that new revenue sources must be found beyond collecting existing rent, suggesting that the job be posted to see “what we get back”. Member Rogers pointed out that the chances of accomplishing business development will be greatly reduced with the hiring of a part-time manager. Discussion ensued regarding an employment contract and Member Harris explained that it would be better to have a contract after the person has been hired. Chairperson Law entertained a motion.

**(8:20:35) – MOTION: I move to accept the [proposed] job description as presented by Member Harris with the following revisions: adding under the Job Qualifications section, “consideration given to those with economic and business development activities in aviation”, and ensuring that the essential duties and responsibilities contain “optimizes airport utilization by attracting new business, airport tenants, and based aircraft”. [Additionally,] I move to authorize Staff to post and publish the job availability.**

(8:23:50) – Mr. Zahtilla reminded the Authority that he spends almost 20 hours per week doing bookkeeping and record keeping, and Member Harris reminded him that those duties were already outlined in the job description. Mr. Laetsch believed that clerical and bookkeeping tasks should not be included in the managerial tasks. Chairperson Law called for the vote.

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| <b>RESULT:</b>     | <b>APPROVED (5-0-0)</b>               |
| <b>MOVER:</b>      | Golden                                |
| <b>SECONDER:</b>   | Barrette                              |
| <b>AYES:</b>       | Law, Barrette, Golden, Harris, Rogers |
| <b>NAYS:</b>       | None                                  |
| <b>ABSTENTIONS</b> | None                                  |
| <b>ABSENT:</b>     | Vowell, Harvey                        |

**7. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF DIRECTION TO CONSULTANT AND ENGINEER REGARDING FAA AIP 31 MASTER PLAN.**

(8:28:28) – Chairperson Law introduced the item. Mr. Tackes presented the agenda materials and noted that no action was expected from the Authority regarding the item. He explained that a meeting had taken place with Atkins and the consultant, and recommended having this as an ongoing item on the agenda to provide input. Mr. Fitzgerald noted that the next meeting with the consultant would take place in February 2018. Chairperson Law explained that she, along with Vice Chair Vowell, were to be present at the meeting; however, since the Vice Chair was ill, she had asked Member Harris to join the meeting instead. She also disclosed that Member Rogers had attended as a member of the public, prior to his appointment. Chairperson Law noted that should Vice Chair Vowell be unable to attend, she would suggest attending the meetings along with Members Harris and Rogers. Mr. Tackes advised that no more than three members could attend the meeting in order not to violate the Open Meeting Law. He also wished to agendize the item monthly in order to obtain direction form the Authority.

**G. AIRPORT ENGINEER’S REPORT**

(8:33:18) – Mr. Fitzgerald presented the Airport Engineer’s Report which is incorporated into the record and responded to clarifying questions.

**H. AIRPORT MANAGER’S REPORT**

(8:34:38) – Mr. Zahtilla presented the Airport Manager’s Report, incorporated into the record, and responded to member questions. He also noted that the AWOS signal had been “cleaned up a lot” by using a longer cable.

**I. LEGAL COUNSEL’S REPORT**

(8:39:30) – Mr. Tackes praised the new airport planner and stated that he had written about it to his manager. He also noted that the hangar inspections had been completed and the FAA had been notified so that the informal complaint could be closed out for lack of supporting evidence.

**J. TREASURER’S REPORT**

(8:43:45) – Chairperson Law noted that Treasurer Harvey had sent a report; however, Staff had not received the report; therefore it had not been posted on the Website. Chairperson Law offered to forward the Treasurer’s Report for posting on the Airport website.

**K. REPORT FROM AUTHORITY MEMBERS**

(8:44:41) – Chairperson Law introduced the item. Member Rogers announced that he would be speaking to the Airport community and did not want the members to be surprised. Member Barrette thanked Member Rogers for joining the Authority.

**L. PUBLIC COMMENT**

(8:46:08) – There were no public comments.

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

(8:45:50) – Chairperson Law stated that any future agenda items should be forwarded to her or to Mr. Tackes.

**N. ACTION ON ADJOURNMENT**

**(8:46:20) – Chairperson Law adjourned the meeting at 8:46 p.m.**

The Minutes of the December 20, 2017 Carson City Airport Authority meeting are so approved on this 21<sup>st</sup> day of February, 2018.

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LINDA LAW, Chair