

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the November 20, 2013 Meeting**

**Page 1**

A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, November 20, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Guy Williams  
Vice Chairperson Karl Hutter  
Member Steve Poscic  
Member Jim Shirk  
Member Phil Stotts  
Member Maurice White

**STAFF:** Steve Tackes, Airport Counsel  
Jim Clague, Airport Engineer  
Tim Rowe, Airport Manager  
Tamar Warren, Deputy Clerk/Recording Secretary

**NOTE:** A recording of these proceedings, the Airport Authority's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

**A. CALL TO ORDER AND DETERMINATION OF QUORUM** (6:00:50) – Chairperson Williams called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Vice Chairperson Hutter arrived at 6:03 p.m. Member Griffin was absent.

**B. PLEDGE OF ALLEGIANCE** (6:01:14) – Chairperson Williams led the Pledge of Allegiance.

**C. ACTION ON APPROVAL OF PAST MINUTES** (6:02:03) – Chairperson Williams introduced the item. **Member Stotts moved to approve the minutes of the October 16, 2013 meeting. The motion was seconded by Member White. Motion carried 5-0.**

**D. MODIFICATION OF AGENDA** (6:02:34) – There were no modifications to the agenda.

**E. PUBLIC COMMENT** (6:02:49) – Chairperson Williams entertained public comments; however, none were forthcoming.

**F. CONSENT AGENDA** (6:03:11) – There were no items on the consent agenda.

**G. PUBLIC HEARING ITEMS:**

**1. BRIEFING OF THE AIRPORT AUTHORITY ON THE PROVISIONS OF NRS CHAPTER 844 WHICH CREATED THE AIRPORT AUTHORITY AND THE SPECIFICS OF WHAT THE AUTHORITY MUST COMPLY WITH UNDER THAT LAW; NRS 241 REGARDING THE NEVADA OPEN MEETING LAW; AND NRS 281A REGARDING ETHICS AND CONFLICTS OF INTEREST.** (6:03:20) – Chairperson Williams introduced the item. Mr. Tackes gave background and presented the agenda materials in the form of the Airport Counsel Briefing, incorporated into the record. He explained the Authority's makeup and role, and gave a brief explanation of the Nevada Revised Statute (NRS) 844. Mr. Tackes also discussed NRS 241, the Nevada Open Meeting Law, and elaborated on the Ethics and Conflicts as described in NRS 218A. He also suggested that Authority members call him regarding any questions about the Nevada Revised Statutes. Member White inquired about an official Authority seal, and he was informed that one existed. However, Mr. Tackes clarified that the only official documents requiring a seal were those for FAA grants, which bore the Carson City seal since the grant agreement was between the City and the FAA. Member White also inquired about emergencies, and Mr. Tackes noted that there had been one emergency since the inception of the NRSs pertaining to the Authority, adding that in case of a similar emergency no quorum would be required to take

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the November 20, 2013 Meeting**

**Page 2**

action such as closing a runway. Regarding a question on the issuance of bonds, Mr. Tackes explained that the Authority could jointly issue a utility bond with other airports, noting that no bonds had been issued to date and added that this Airport was not large enough to support bonds.

**2. DISCUSSION AND POSSIBLE ACTION ON REPORT BY THE AIRPORT MANAGER ON A POTENTIAL COYOTE NUISANCE ON THE CARSON CITY AIRPORT; RECOMMENDATIONS FOR REMEDIATION; AUTHORIZE AIRPORT MANAGER TO PROCEED.** (6:35:00) Chairperson Williams introduced the item. Mr. Rowe presented the agenda materials in the form of the Airport Manager's Briefing, and added that he had contacted the Nevada Department of Wildlife, US Department of Wildlife, and the Carson City Sheriff's Department, and had been informed that they were no regulations against trapping coyotes, which are not protected species. Mr. Rowe indicated that he had contacted a trapper who was willing to trap the coyotes at no charge. Member White received confirmation that Mr. Rowe had not heard back from the University of Nevada Reno (UNR) extension program and offered to put him in touch with the Carson City Office. Mr. Rowe also confirmed that all the coyotes must be removed as they presented a hazard by running across the runways. Vice Chairperson Hutter inquired about other animals being captured in the traps and Mr. Rowe noted that he did not expect any domestic animals being caught in the traps. Mr. Tackes questioned the increase of the rabbit population after trapping the coyotes and was informed that they coyotes did not serve that purpose. Chairperson Williams entertained public comments. Michael Greedy stated that the coyotes were responsible in controlling the rodent population. He suggested eliminating their water supply and adding a fence to prevent their entry onto the airport property. Mr. Stotts shared his experiences with coyotes and noted that he had hit one in the past with his aircraft, and believed that if they posed a hazard, they should be removed. It was agreed that the coyotes posed a safety hazard. **Member Poscic moved to authorize the Airport Manager to proceed with the removal of the coyotes, at no charge to the Authority. The motion was seconded by Vice Chairperson Hutter.** Motion carried 6-0.

**3. DISCUSSION AND POSSIBLE ACTION ON REQUEST BY AIRPORT MANAGER TO ADOPT AN ANNUAL GATE CARD FEE NOT TO EXCEED \$10 PER CARD PER YEAR TO MAINTAIN THE GATE CARD SYSTEM; AUTHORIZE AIRPORT STAFF TO CONDUCT SMALL BUSINESS IMPACT STUDY AND BEGIN PROCESS OF ADOPTION OF ANNUAL FEE.** (6:49:45) – Chairperson Williams introduced the item. Mr. Rowe presented the agenda materials, incorporated into the record. He also noted that per the Airport Capital Improvement Plan, the gate card reader system would be replaced in 2019; however, it was getting expensive to maintain now and requested charging a gate card renewal fee of \$10, per-year and per-card, to be used for gate maintenance, generating \$7,800 per year to cover the incurred expenses. Mr. Rowe also noted that the FAA portion of the future gate-replacement expense would be \$410,000, leaving the balance of \$26,000 to be matched by the Authority. Member Stotts expressed concern over the security issues that can be posed by not having the cards updated, and he was informed that the FAA would only fund the gate not the perimeter fence. Member Stotts also suggested funding the \$26,000 for the gates. Mr. Clague clarified that the FAA funding included the fence adjacent to the gate but no the perimeter fence. Vice Chairperson Hutter inquired about the legal implications of collecting a fee for the only way of accessing a hangar. Mr. Tackes explained that Airport leases indicate that "access is pursuant to rules and regulations adopted by the Airport Authority". He also cited the Carson City Municipal Code which anticipated the collection of fees for accessing the airport and gave an example of a key card being revoked. Mr. Tackes explained the process of noticing the fee adoption process. Member Shirk was informed that deactivated cards were replaced at no charge; however, lost cards would require a \$25 payment, similar to receiving a new card. Mr. Rowe also noted that he would not renew all the cards at once. Chairperson Williams entertained public comments. Mr. Greedy recommended a mailing to Mr. Rowe's entire database to ensure accuracy of data. Mr. Rowe gave the example of one tenant owning more than 20 cards. Robert Dickinson, President of Chapter 403 of the Experimental Aircraft Association of Carson City was informed that Gate 3, near El Aero was not working properly. He also suggested repairing circuit boards by a third party; and cautioned against repair requirements over the weekends. Vice Chairperson Hutter recommended that Mr. Rowe incorporate a study on how the fee collection would be implemented and managed. Chairperson Williams believed new technology would eventually be incorporated to ensure remote maintenance; however, he suggested that the Authority "stop the bleeding" and improve the efficiency for now. Chairperson Williams entertained additional discussion, and when none were forthcoming, a motion. **Chairperson Williams moved to authorize Airport Staff to proceed with conducting the**

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the November 20, 2013 Meeting**

**Page 3**

**small business impact study and bring the results back to a future Airport Authority meeting for a vote on the fees. The motion was seconded by Member Stotts.** Vice Chairperson Hutter received confirmation from Airport Counsel that the Chair could make a motion, an action prohibited by Roberts Rules of Order but not included in the Authority's bylaws. **Motion carried 6-0.**

**4. DISCUSSION AND POSSIBLE ACTION TO DEVELOP ALTERNATIVE REVENUE GENERATING CONCEPTS UTILIZING THE CENTER TRIANGLE AND THE FORMER AIRPORT STRUCTURES LEASE.** (7:29:02) – Chairperson Williams introduced the item and noted that they had participated in a meeting with the FAA, and the utilization of the Center Triangle had been discussed. He noted that the FAA did not object to the utilization; however, they advised that the activities remain airport and aircraft related. Member White inquired about mixed-use manufacturing and Chairperson Williams believed all use should be aviation-related. He added that the Authority should not jeopardize the receipt of matching funds from the FAA. Member White also noted that he had received a response from Mr. Rowe regarding current and potential Airport tenants. He noted that 488 airplanes were registered to Carson City addresses, according to the FAA, adding that the Carson City Assessor's Office had reported that 173 planes were registered in Carson City, 60 of which belonged to Carson City residents. Chairperson Williams explained that many aircraft owners house their planes in different airports such as Oregon which is exempt from property taxes. Member Stotts suggested building carport-like shelters to keep planes out of the sun and the snow. Vice Chairperson Hutter inquired about the market-testing of such shelters and was informed by Mr. Clague that canopy-style shelters were common in Arizona, and they were "fundable" by the FAA. Discussion ensued regarding corporate versus private Carson City airplane owners. Chairperson Williams entertained public comments. Mr. Dickinson stated that "this was a good idea", but he inquired about past designations of leases, about landing fees and about aircraft registration verification. Discussion ensued regarding real property taxes and Mr. Tackes clarified that the City taxed the improvements to the property but not the property itself.

**5. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO PHASE 1 AND PHASE 2 OF THE CARSON CITY AIRPORT MAIN APRON RECONSTRUCTION PROJECTS (FAA AIP NO. 3-32-0004-25 AND 3-32-0004-26), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS.** (8:00:36) – Chairperson Williams introduced the item. Mr. Clague presented the agenda materials in the form of the Airport Engineer's Report, and noted that Phase 1 and 2A were "substantially complete", adding that fog sealing the pavement and painting of the second coat of striping for both projects would be completed by next spring. Mr. Clague advised that a project summary with costs and photographs of the construction were included in his report, which is incorporated into the record. Mr. Rowe added that the tie-down chains would probably arrive in a few days and would be installed sometime during the following week. He also reviewed the project billed amounts, noting that the projects were still under budget. Mr. Clague clarified for Member White that soil problems had been experienced in the first phase of the construction, but the problems had been remedied with the use of asphalt. Chairperson Williams entertained public comments; however, none were forthcoming.

**H. AIRPORT ENGINEER'S REPORT** (8:09:20) – Chairperson Williams introduced the item. Mr. Clague presented the remainder of the Airport Engineer's Report and the project financial summaries, which are incorporated into the record. He brought a new runway restriping project, as an Airport Capital Improvement Program, to the Authority's attention as well. Mr. Clague corrected an error on the Active Project summary spreadsheet, noting that the Phase 1 and Phase 2 costs were reversed.

**I. AIRPORT MANAGER'S REPORT** (8:13:31) – Chairperson Williams introduced the item. Mr. Rowe presented the Airport Manager's Report which is incorporated into the record, adding that there were no new developments regarding the Flight Procedures Office. He also informed the Authority that he, Mr. Clague, and Chairperson Williams had met with the FAA and had "showed them around the airport", at which time he had been informed by the FAA that new fences were needed at the Airport. Mr. Rowe stated that after January, they would need to work with the FAA's Phoenix office. He also noted that the All-Wavelength Extended Groth Strip International Survey (AEGIS) survey contract balance was zero.

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the November 20, 2013 Meeting**

**Page 4**

**J. LEGAL COUNSEL'S REPORT** (8:16:21) – Mr. Tackes noted that there were no new items for Legal Counsel to report.

**K. TREASURER'S REPORT** (8:16:42) – Chairperson Williams introduced the item. Member Poscic noted that the Authority's assets and liabilities were totaled at \$611,963.87, adding that the Authority would be able to pay their portion of the grant matches next spring.

**L. REPORT FROM AUTHORITY MEMBERS.** (8:17:47) – There were no reports from Authority members.

**M. PUBLIC COMMENT** (8:17:55) – Chairperson Williams entertained public comments; however, none were forthcoming.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING.** (8:18:04) – Chairperson Williams introduced the item and proposed to cancel the December meeting. Vice Chairperson Hutter received confirmation that there would not be any items requiring immediate action by the Authority in December.

**O. ACTION ON ADJOURNMENT** (8:20:19) – Chairperson Williams entertained a motion. **Member White moved to adjourn. The motion was seconded by Member Poscic.** The meeting was adjourned at 8:21 p.m.

The Minutes of the November 20, 2013 Carson City Airport Authority meeting are so approved this 15<sup>th</sup> day of January, 2014.

---

GUY WILLIAMS, Chair