

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, January 15, 2014 ● 6:00 PM
Community Center Sierra Room, 851 East William Street, Carson City, Nevada

Committee Members:

<p>Chair – Guy Williams Member – Lee Griffin Member – Jim Shirk Member – Maurice White</p>	<p>Vice Chair – Karl Hutter Member – Steve Poscic Member – Phil Stotts</p>
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Staff:

Steve Tackes – Airport Counsel
Tim Rowe – Airport Manager
Tamar Warren, Deputy Clerk/Recording Secretary

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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:00:21) – A quorum was present.

Attendee Name	Status	Arrived
Guy Williams	Present	
Karl Hutter	Present	
Lee Griffin	Present	
Steve Poscic	Absent	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

B. PLEDGE OF ALLEGIANCE (6:01:00) – Led by Chairperson Williams.

C. ACTION ON APPROVAL OF PAST MINUTES

(6:01:25) – Motion: The Carson City Airport Authority approves the minutes of the November 20, 2013 and the December 3, 2013 meetings as written.

RESULT:	APPROVED (6-0-0)
MOVER:	White
SECONDER:	Hutter
AYES:	Williams, Hutter, Griffin, Poscic, Shirk, Stotts, White.
NAYES:	None
ABSTENTIONS	None
ABSENT:	Poscic

D. MODIFICATION OF AGENDA (6:02:08) – None.

E. PUBLIC COMMENT (6:02:17) – None.

F. CONSENT AGENDA (6:02:43) – None.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO ASSIGN THE SUBLEASE (100 ft. by 150 ft.) OF THE MENTORS UNLIMITED INC. LEASE FROM NICHOLSON ENTERPRISES, INC. AND ON COURSE AVIONICS, INC. TO DENNIS BUEHN. (6:02:50) – Jim Cavilia, representing Dennis Buehn and American Warbirds presented the agenda materials which are incorporated into the record. Mr. Tackes noted that Staff did not have any objections to the request and suggested action on the item.

(6:06:47) – Motion: To approve the sublease of the Mentors Unlimited Inc. lease from Nicholson Enterprises, Inc. and on Course Avionics, Inc. to Dennis Buehn.

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

2. DISCUSSION AND ACTION ON SMALL BUSINESS IMPACT OF ADOPTION OF \$10/YEAR RENEWAL FEE FOR GATE ACCESS CARDS; APPROVAL OF SMALL BUSINESS IMPACT STATEMENT; FIRST READING APPROVAL OF FEE ADOPTION OF \$10/YEAR RENEWAL FEE FOR GATE ACCESS CARDS PURSUANT TO CCMC 19.02.020.070 WHICH PERMITS THE AUTHORITY TO ADOPT FEES FOR GATE CARD CONTROL TO COVER COSTS OF OPERATION. (6:07:35) – Mr. Rowe presented the small business impact statement, incorporated into the record, and the responses he had received. Mr. Tackes suggested taking public comments on the proposed fee and incorporate them into the impact statement, noting that the Authority would vote twice on this item. The first vote would take place in this meeting, and the second time the members would vote in the February meeting. He also explained the analysis methodology, incorporated into the record. Mr. Rowe stated that lost cards will be replaced for a \$25 non-refundable fee and clarified that Airport leases did not specify no-cost gate cards. Member White suggested specifying that the fees would be used strictly for gate and fence expenditures. Mr. Tackes suggested citing Member White’s request in the upcoming motion.

(6:21:43) – Public Comments: Dirk Zahtilla requested postponing the vote on this item as he had not received detail he had requested on the repair costs and bid information on gate replacement. Mr. Rowe noted that Mr. Zahtilla had received the same information provided to Authority members in November. Mr. Zahtilla expressed his concern on the high cost of gate replacement and gate cards, calling it a tax, and questioned whether the Airport would be accessible to the public at all times. Vice Chairperson Hutter clarified that the \$410,000 ACIP expenditures were projections and were for replacement of gates and the fences around the airport perimeter in a few years.

(6:51:12) – **Motion: To adopt the \$10 per year renewal fee for gate access cards with the stipulation that it is used only for gate maintenance and for future ACIP matching funds.**

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

3. DISCUSSION AND POSSIBLE ACTION TO DEVELOP ALTERNATIVE REVENUE GENERATING CONCEPTS UTILIZING THE CENTER TRIANGLE AND THE FORMER AIRPORT STRUCTURES LEASE. (6:53:41) – Chairperson Williams suggested that all members reach out to potential tenants in order to generate additional revenue. Mr. Rowe confirmed that the area had access to utilities. Vice Chairperson Hutter conveyed the importance of access to the area. Mr. Rowe noted that he was in constant contact with NNDA and the Governor’s office. Member White suggested sending a formal letter to the NNDA. Carport-style enclosures, solar panels, and other energy options were also discussed.

No action was taken on this agenda item.

H. AIRPORT ENGINEER’S REPORT – Mr. Clague was not present to report.

I. AIRPORT MANAGER’S REPORT (7:39:58) –Mr. Rowe explained that a Cessna 180 accident caused the closure of a runway for five hours on December 22, 2013. As a result, he had arranged with a crane operator to be called immediately in future incidents. He also notified the Authority of a “near miss” on January 2, 2014 which had resulted in planning a safety seminar by the FAA. Mr. Rowe noted that six coyotes were trapped and removed from the Airport. Member White suggested contacting local towing companies as well for aircraft removal.

J. LEGAL COUNSEL’S REPORT (7:48:52) – Mr. Tackes explained that because of the “straight-in” approach the safety seminar was important to make pilots more aware. He also believed that the Airport received all personal property taxes on the aircraft and the real property taxes derived from the hangars. Mr. Tackes also clarified the restrictions for public use of the Airport for safety reasons.

K. TREASURER’S REPORT (7:55:25) – Mr. Rowe noted that the Authority’s assets and liabilities were totaled at \$426,337.60.

L. REPORT FROM AUTHORITY MEMBERS (7:56:25) – None.

M. PUBLIC COMMENT (7:56:45) – None.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING (7:56:53) – Second round vote on item G2.

O. ACTION ON ADJOURNMENT (7:57:18) – Member Griffin moved to adjourn. The motion was seconded by Member Stotts. The meeting was adjourned at 7:58 p.m.

The Minutes of the January 15, 2014 Carson City Airport Authority meeting are so approved this 20th day of February, 2014.

GUY WILLIAMS, Chair