

MINUTES
Regular Meeting
Carson City Airport Authority
Thursday, June 18, 2014 • 6:00 PM
Carson City Airport Terminal Building
2600 College Parkway, Carson City, Nevada

Committee Members:

Chair – Guy Williams
Member – Lee Griffin
Member – Jim Shirk
Member – Maurice White

Vice Chair – Karl Hutter
Member – Steve Poscic
Member – Phil Stotts

Staff:

Steve Tackes – Airport Counsel
Jim Clague – Airport Engineer
Tim Rowe – Airport Manager
Cheryl Eggert – Recording Secretary
Transcribed by: 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.

The televised Carson City Airport Authority meetings are available for viewing on AccessCarsoncity.org, http://www.breweryarts.org/?page_id=2597.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:00:18) – Chairperson Williams called the meeting to order. A quorum was present.

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

B. PLEDGE OF ALLEGIANCE (6:18:28) – Led by Chairperson Williams.

C. ACTION ON APPROVAL OF PAST MINUTES

(6:01:13) – MOTION: The Carson City Airport Authority approves the minutes of the May 7, 2014 meeting.

RESULT:	APPROVED (5-0-0)
MOVER:	Griffin
SECONDER:	Poscic
AYES:	Williams, Griffin, Poscic, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter, Shirk

(6:02:48) – MOTION: The Carson City Airport Authority approves the minutes of the May 15, 2014 meeting.

RESULT:	APPROVED (5-0-0)
MOVER:	Griffin
SECONDER:	Stotts
AYES:	Williams, Griffin, Poscic, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter, Shirk

D. MODIFICATION OF AGENDA

(6:03:19) – Chairperson Williams suggested addressing agenda item G2 prior to G1. Member White requested the removal of agenda item G3 until further notice.

E. PUBLIC COMMENT (6:04:30) – None

F. CONSENT AGENDA (6:04:56) – None

G. PUBLIC HEARING ITEMS:

1. **DISCUSSION AND POSSIBLE ACTION REGARDING REQUEST BY MD7 LEASE CONSULTANT FOR A REDUCTION IN THE TOWER LEASE RATE FOR AT&T MOBILITY FROM \$13,687.32/YEAR TO \$10,800/YEAR; A 10% LEASE INCREASE EVERY 5 YEARS; THE EXTENSION OF THE LEASE TO AUGUST 31, 2044; AND OTHER RELATED CHANGES.**

(6:48:02) – Chairperson Williams inquired about the process by which to proceed as the agenda item requester was not present, and Mr. Tackes noted that the presence of the requester was not necessary for this item.

(6:50:30) – Mr. Tackes gave background and referred to the Legal Counsel’s Report, incorporated into the record. He also recommended denying MD7’s request for a revised lease.

(6:52:44) – Discussion ensued regarding reduced rates or free services and Mr. Tackes advised against attempting to renegotiate the current lease.

PUBLIC COMMENTS: - None

(6:54:31) – MOTION: I move that we deny the request from MD7 to revise the lease.

RESULT:	APPROVED (5-0-0)
MOVER:	Griffin
SECONDER:	Stotts
AYES:	Williams, Griffin, Poscic, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter, Shirk

2. DISCUSSION AND BRIEFING BY STAFF OF FAA GRANT FUNDING; APPLICATION PROCESS AND GRANT ASSURANCE REQUIREMENTS.

(6:05:08) – Mr. Rowe introduced the item and gave background on FAA actions when grant assurances were not followed.

(6:06:51) – Mr. Clague presented the agenda materials outlined in the Airport Engineer's report.

(6:15:52) – Member Griffin received clarification that Airport Improvement Plans (AIP) and Airport Capital Improvement Plans (ACIP) required contract specifications and open bids by contractors. Mr. Clague also noted that the FAA would fund its highest priority projects.

(6:17:32) – Mr. Tackes explained that the \$150,000 annual allocation guaranteed by the entitlement fund of the FAA could be banked for future use.

(6:34:36) – Mr. Tackes also clarified that he had included a copy of a grant agreement for the Authority members, stressing that these assurances were primarily for the Airport Manager to be familiar with. He also noted that the Airport should be available for use by any government aircraft, per an existing agreement.

(6:39:47) – Member White received clarification that the Nevada Department of Transportation (NDOT) grant for Nevada airports pavement study included aviation areas only. He also suggested looking into creative ways to utilize the Carson City Public Works funds.

(6:45:20) – Discussion ensued regarding avoiding the use of additional taxes to generate additional funds for the Airport.

(6:47:39) – MOTION: I move to approve the presentation given by Staff on FAA Grant Funding, Application Process, and Grant Assurance Requirements.

RESULT:	APPROVED (5-0-0)
MOVER:	Stotts
SECONDER:	Griffin
AYES:	Williams, Griffin, Poscic, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter, Shirk

3. DISCUSSION TO STUDY THE FEASABILITY OF THE IMPLEMENTATION OF AN INTERNAL AUDIT FOR THE MASTER PLAN OF THE CARSON CITY AIRPORT TO FIND WHETHER AIRPORT OPERATIONS ARE EFFECTIVE AND EFFICIENT; IN COMPLIANCE WITH FEDERAL REGULATIONS AND STATE STATUTES; REVENUES AND EXPENDITURES ARE PROPERLY ACCOUNTED FOR; AND ADEQUATE SUPPORTING DOCUMENTATION IS PROPERLY MAINTAINED.

This item was withdrawn.

H. AIRPORT ENGINEER'S REPORT

(6:55:07) – Mr. Clague presented the Airport Engineer's Report which is incorporated into the record.

I. AIRPORT MANAGER'S REPORT

(7:01:02) – Mr. Rowe noted that he had received a complaint about a damaged airplane during a towing process, noting that this was an issue between the lease holder and the tie-down company. He suggested agendizing the item for the July meeting.

(7:01:40) – Member Griffin inquired about tabling the discussion until the individual moving the aircraft returned to Carson City, at the end of June, 2014.

(7:04:10) – Mr. Tackes advised against deliberation per the Open Meeting Law, and suggested agendizing the item to hear all parties at a future date. Discussion ensued regarding the Authority's response. Mr. Tackes suggested discussing signage in a future meeting as well.

(7:20:40) – Mr. Rowe also noted that two gate problems had been corrected and are working properly.

(1:21:35) – Chairperson Williams inquired about the reporting of budget status and updates at every meeting. Mr. Rowe noted that the monthly reporting will start in July.

J. LEGAL COUNSEL'S REPORT

(1:23:08) – Mr. Tackes noted that a topic regarding tie-downs would be agendized for the next meeting. He also reminded the Authority members to attend an on-line Open Meeting Law presentation by the District Attorney's Office. Mr. Tackes informed the authority about pavement damage by a helicopter, and noted he was looking into the incident.

K. TREASURER'S REPORT

(1:26:08) – Member Poscic noted that as of May 31, 2014 the Authority's current assets and liabilities were totaled at \$529,875.18.

L. REPORT FROM AUTHORITY MEMBERS

(1:27:13) – Member Griffin inquired about donations to the Airport and how to ensure they would be used by this Airport only. Mr. Tackes noted that it could be done. Member Stotts inquired about fly and camp opportunities at the Airport. Member Poscic inquired about non-profit organization leases.

M. PUBLIC COMMENT

(1:36:37) – None.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

O. ACTION ON ADJOURNMENT (1:37:13) – Member Poscic moved to adjourn. The motion was seconded by Member Griffin. The meeting was adjourned at 7:37 p.m.

The Minutes of the June 18, 2014 Carson City Airport Authority meeting are so approved this 20th day of August, 2014.

GUY WILLIAMS, Chair