

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, March 9, 2016 • 6:00 PM**  
**Terminal Building, Carson City Airport**  
**2600 College Parkway, Carson City, Nevada**

**Committee Members**

<b>Chair – Karl Hutter</b>	<b>Vice Chair – Don Peterson</b>
<b>Member – Linda Law</b>	<b>Member – Steve Poscic</b>
<b>Member – Jim Shirk</b>	<b>Member – Phil Stotts</b>
<b>Member – Maurice White</b>	

**Staff**

Steve Tackes – Airport Counsel
Jim Clague – 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**

(6:00:30) – Chairperson Hutter called the meeting to order. Roll was called. A quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Karl Hutter	Present	
Don Peterson	Present	
Linda Law	Present	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

**B. PLEDGE OF ALLEGIANCE**

(6:01:00) – Led by Chairperson Hutter

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

**(6:01:51) – MOTION: I move to approve the minutes of the February 17, 2016 Carson City Airport Authority meeting.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Law
<b>SECONDER:</b>	Poscic
<b>AYES:</b>	Hutter Peterson, Law, Poscic, Shirk, Stotts, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**D. MODIFICATION OF AGENDA**

(6:02:11) – None.

**E. PUBLIC COMMENT**

(6:02:38) – None

**F. PUBLIC HEARING ITEMS:****1. DISCUSSION AND POSSIBLE ACTION TO DISCUSS THE REMOVAL OR MODIFICATION OF THE RAMP SIDE AIRPORT SIGN.**

(6:03:52) – Chairperson Hutter introduced the item and noted that the Airport sign sponsorship phrase was inappropriate, adding that the Airport had purchased the sign. Discussion ensued regarding the labor provided to install the sign. Vice Chairperson Peterson explained that when the sign was approved, no discussion of payment had taken place; however, in a subsequent meeting, a bill was presented to and approved by the Authority. He also explained that any impression of favoritism should not be conveyed by the Authority. Member Poscic gave background on prior discussions regarding the sign. Vice Chairperson Peterson and Member White believed that since the Authority had reimbursed the Boy Scouts for the sign, no sponsorship should be listed. Chairperson Hutter suggested removal of the sponsorship and the modification of the sign, instead of its removal.

**PUBLIC COMMENT**

(6:19:22) – Bill Hartman introduced himself as an Assistant Scoutmaster of Troop 341 and explained that originally he had been approached by the Airport Manager to see if the Troop could paint the existing sign. Mr. Hartman noted that he had addressed the Authority during Public Comment regarding his conversation with Sign Pro to procure a new sign, adding that Member Poscic at that time had donated over half the cost of the sign. He also noted that he had covered the balance of the cost. Mr. Hartman clarified that once the Authority had voted to reimburse him for the sign, he and Member Poscic had asked for their donations to be forwarded to the Boy Scouts. Chairperson Hutter explained that the Airport did not have a budget line item for donations. Mr. Hartman returned the donation to the Authority. Discussion ensued regarding defunding procedures and whether to keep the Boy Scouts sponsorship. Member Law suggested receiving the refund from the Boy Scouts and reimbursing Member Poscic and Mr. Hartman for their expenses.

**(6:30:58) – MOTION: I move to accept the return of the donation [check] from the Boy Scouts of America.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Hutter
<b>SECONDER:</b>	Shirk
<b>AYES:</b>	Hutter, Peterson, Law, Poscic, Shirk, Stotts, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

(6:33:05) – Discussion ensued regarding reimbursing Member Poscic and Mr. Hartman and Mr. Hartman noted that he would donate his reimbursement to the Boy Scouts. Chairperson Hutter explained that individual

donations to the Boy Scouts were not the concern of the Airport Authority; however, the sponsorship should be removed from the current Airport sign.

**(6:38:24) – MOTION: I move to “professionally and permanently remove the language at the bottom of the sign and that we issue checks to the individuals that took care of having the sign made”.**

<b>RESULT:</b>	<b>APPROVED (6-1-0)</b>
<b>MOVER:</b>	Peterson
<b>SECONDER:</b>	Law
<b>AYES:</b>	Hutter, Peterson, Law, Shirk, Stotts, White
<b>NAYS:</b>	Poscic
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

(6:40:01) – Chairperson Hutter instructed Mr. Rowe to reimburse Mr. Hartman and Member Poscic for the sign and to request that Sign Pro remove the sponsorship information from said sign.

**2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE U.S.M.C. TO CONDUCT OPERATIONS AT THE CARSON CITY AIRPORT BETWEEN JUNE 10TH AND 22ND, 2016; STAGING OF AIRCRAFT; AND THE BILLETING OF APPROXIMATELY 180 PEOPLE.**

(6:42:28) – Chairperson Hutter introduced the item.

(6:42:48) – Mr. Rowe gave background and presented the agenda materials incorporated into the Airport Manager's Report. He also noted the tentative stage of the proposal as he had not yet received a formal proposal from the Marine Corps. Chairperson Hutter was in favor of being a military aviation-friendly airport in concept but stated that there were many issues such as ensuring that the aircraft did not exceed the maximum pavement weight. He also agreed with Mr. Tackes that they must look into liability insurance requirements for military aircraft operating in a non-military airport. Vice Chairperson Peterson recommended taking no action at this time prior to seeing a proposal from the Marine Corps.

**PUBLIC COMMENT**

(6:49:06) – Brian Vowell introduced himself and recounted a personal experience with a US Navy Seal training exercise in which his vehicle had been damaged; however, the average claim resolution had taken over 2.5 years through the Department of the Navy. Mr. Vowell suggested receiving clarification from the military regarding insurance claims prior to approving the request.

No action was taken on this item.

**3. DISCUSSION AND POSSIBLE ACTION TO APPROVE INCORPORATION OF CARSON CITY BUILDING DEPARTMENT COUNTER PERMIT PROCEDURES TO AIRPORT AUTHORITY CONSTRUCTION APPROVAL PROCESS; APPROVAL OF CONCEPT.**

(6:51:41) – Chairperson Hutter introduced the item and invited Vice Chairperson Peterson to report on a meeting between certain Authority members and the Building Department officials. Vice Chairperson Peterson briefed the Authority on the meeting and noted that a same-day “over-the-counter” permitting process by the City allowed

approvals for minor repairs and improvements. He also recommended that the Authority accept all approvals from the Building Department via this process. Member Poscic noted that he agreed with the suggestion in principle; however he disagreed with the proposed changes to Title 19 and Vice Chairperson Peterson clarified that the current proposal was to “grant advance presumed approval that upon gaining the City permit across the counter, they would, at the same time, have a permit by us”. Member Poscic suggested tabling this item until [Carson City Building Official Sean] Keating and [Community Development Director Lee] Plemel are able to attend an Authority meeting and report “in front of the whole Board instead of just a non-quorum group”. Chairperson Hutter noted that this was “a step on a really positive road” toward implementing a more streamlined process in a public forum. Member White believed that the proposal at hand was a “change in policy” and he did not find it acceptable to approve it without seeing “the particular text as to what specifically this policy is going to read when it’s installed”.

(7:02:15) – Member Law cautioned against being too specific, as the City might change the list of the “over-the-counter” permit items sometime in the future. Discussion ensued regarding adopting a policy versus changing Title 19 of the Carson City Municipal Code. Mr. Tackes reminded the Authority that the “over-the-counter” permit process was intended to simplify things, adding that he had recommended in his briefing approval of the process or approval of the concept in order to be “in step with the City” and in order not to create a burden on the tenants. Member Poscic stated that he was in agreement with the concept; however, he would not vote for an approval until hearing from Mr. Keating and Mr. Plemel. Member Law suggested approving the concept and inviting the Building Department Staff to the April meeting for clarification.

#### PUBLIC COMMENT

(7:12:22) – Harlow Norvell introduced himself and stated his agreement with streamlining Airport processes in order not to discourage improvements. He also believed that the Authority could avoid current interpretations of Title 19 by adding “except for over-the-counter permits issued by the Carson City Building Department”. Discussion ensued regarding the difference between “construction” and minor repairs.

**(7:26:07) – MOTION: I move that the Authority approve in concept the process of preapproving items eligible for over-the-counter permits and direct the Chair to work with [Airport] Counsel to develop language to potentially adopt that process either through an Airport policy or a Title 19 revision, to be further discussed at the April meeting with Mr. Keating.**

(7:27:34) – Member Poscic suggested an amendment to the motion to add Lee Plemel [Community Development Director] to the April meeting attendee list. Member Law suggested not being as specific and stating in the motion that members from the Building Department would be invited to the meeting. Member Poscic stressed that he wished to hear from the appropriate decision makers in the Building Department. Discussion ensued regarding jurisdiction over Title 19 versus Building Department processes.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Hutter
<b>SECONDER:</b>	White
<b>AYES:</b>	Hutter, Peterson, Law, Poscic, Shirk, Stotts, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**4. DISCUSSION AND POSSIBLE ACTION TO DETERMINE A COURSE OF ACTION TO REPAIR OR REPLACE THE ROOF OF THE TERMINAL BUILDING; DEMOLISH THE AIRPORT TERMINAL BUILDING; MITIGATE THE MOLD HAZARDS PRESENT IN THE TERMINAL BUILDING; RELOCATION OF THE AIRPORT WEATHER OBSERVATION SYSTEM; AND TEMPORARY RELOCATION OF AIRPORT OFFICES.**

(7:32:34) – Chairperson Hutter introduced the item and gave background on the roof leaks and other repairs needed in the Terminal Building. Vice Chairperson Peterson highlighted the issues related to the deterioration of the building, adding that he had invited Roy Houghton, Houghton Construction, to provide him with an estimate, which was \$80,000, excluding permits, to “completely rehab this building into safe, habitable, operable condition”. He also stated that he had received a \$60,000 informal estimate to demolish the building, excluding permits. Discussion ensued regarding a phased approach to repairs and the funds needed to perform them. Vice Chairperson Peterson clarified that the roof replacement alone would cost \$35,000. Member Stotts suggested adding a viewing platform and a coffee/food area to the repairs to generate foot traffic and suggested performing the necessary safety-related repairs until an overhaul is possible. It was noted that the FAA would not fund any work done on the terminal building. Vice Chairperson Peterson explained that the roof could not be repaired in phases and Member Shirk noted that two-to-three formal bids were necessary to proceed and Vice Chairperson Peterson explained that the estimates were to understand what the Authority was facing.

(8:01:50) – Member Poscic suggested a motion to have the Airport Manager start the bid process. Member Law suggested bids for the roof and eave construction to mitigate the immediate issues. Chairperson Hutter suggested taking the necessary actions to preserve the current building. Member Poscic suggested looking into loans or grants against the rock inventory that is for sale by the Airport. Mr. Rowe estimated \$150,000 in rock sales within the next few years. Chairperson Hutter suggested pursuing the bid process in parallel to the ongoing discussion. Member Stotts advocated looking into “professional patchers” and Member Law cautioned against it without doing the restructuring work. Vice Chairperson Peterson noted that the core sample testing of the roof indicated that it was not constructed well and might not hold up to patching.

There were no public comments.

**(8:12:48) – MOTION: “I move that the Airport Authority *commit* to rebuilding the entire roof of the Terminal [Building] to an up-to-date standard and that we begin the bid process anticipating a total cost of more than \$50,000, the Manager work with [Airport] Counsel to structure that bid request and make a decision based on the merits. Simultaneous to that action, the Authority will begin work immediately to ensure that the money is available when required to complete that job.”**

(8:13:39) – Chairperson Hutter suggested amending the motion to read “go forward with intent to” instead of “commit to”. Both mover and seconder accepted the amendment.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Peterson
<b>SECONDER:</b>	Stotts
<b>AYES:</b>	Hutter, Peterson, Law, Shirk, Stotts, White
<b>NAYS:</b>	Poscic
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

(8:14:20) – Chairperson Hutter instructed Mr. Rowe and Mr. Tackes to “get the bid process rolling”. He also suggested that Mr. Rowe meet with Mr. White and Beth Kohn (CPA) to discuss the budget implications.

(8:16:20) – Chairperson Hutter recessed the meeting.

(8:24:17) – Chairperson Hutter reconvened the meeting. A quorum was still present.

#### **5. DISCUSSION AND POSSIBLE ACTION TO REMOVE THE SPEED BUMPS ON THE SOUTH APRON.**

(8:24:36) – Chairperson Hutter introduced the item. Vice Chairperson Peterson suggested the removal of the speed bumps based on requests he had received. Mr. Rowe noted that they were installed “after the fact” and could easily be removed. Discussion ensued regarding the method of removal.

**(8:28:12) – MOTION: I move “that the speedbumps be removed as expeditiously and engineeringly-wise as possible and turn it over to the Airport Manager”.**

(8:29:08) – Mr. Tackes relayed a comment from [Neil] Weaver indicating that his desire to have had the speedbumps was untrue. Member White expressed concern about the possible damage to the South Apron. It was agreed that should it not be possible to remove the bumps immediately, they would be done in conjunction with the North Apron Construction.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Peterson
<b>SECONDER:</b>	Law
<b>AYES:</b>	Hutter, Peterson, Law, Poscic, Shirk, Stotts, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

#### **6. DISCUSSION AND POSSIBLE ACTION TO APPROVE AMENDMENT TO CCMC TITLE 19 TO REMOVE OLD TRAFFIC PATTERN DIAGRAMS AND REPLACE WITH REFERENCE TO AIRPORT WEBPAGE FOR MORE CURRENT INFORMATION.**

(8:31:13) – Chairperson Hutter introduced the item. Mr. Tackes gave background and recommended approval of the language change to Title 19, outlined in his briefing and incorporated into the record. Member Poscic received confirmation that the FAA was in agreement with the maps, noting that there were no traffic pattern changes, simply updated maps. Mr. Tackes clarified that the Title 19 approval would take place during the Board of Supervisors meeting, adding that this item may be combined with agenda item F-3 and heard simultaneously by the Board of Supervisors.

There were no public comments.

**(8:36:12) – MOTION: I move to approve the modification to Title 19 as proposed and forward the change to the Carson City Board of Supervisors for their corresponding approval in modifying Carson City Municipal Code (CCMC) Title 19 in conjunction with other possible changes to CCMC during the April meeting.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Law
<b>SECONDER:</b>	Peterson
<b>AYES:</b>	Hutter, Peterson, Law, Poscic, Shirk, Stotts, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**7. DISCUSSION AND POSSIBLE ACTION ON THE NORTH APRON REHABILITATION (AIP 3-32-0004-30) TO AWARD THE CONSTRUCTION CONTRACT TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER; APPROVE TASK 5 WITH ATKINS NORTH AMERICA TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES DURING THE CONSTRUCTION OF THE PROJECT; AUTHORIZE THE CHAIRMAN TO SUBMIT AN FAA GRANT APPLICATION BASED ON THE LOWEST RESPONSIVE AND RESPONSIBLE BID; AND APPROVE ACCEPTANCE OF THE GRANT OFFER FROM THE FAA FOR THE NORTH APRON REHABILITATION; ALL CONDITIONED ON APPROVAL AND FUNDING BY THE FAA.**

(8:39:08) – Chairperson Hutter introduced the item. Mr. Clague presented the Engineer’s Report including the bid summary and a separate detailed bid budget, both of which are incorporated into the record. Mr. Clague also recommended accepting the lowest and responsible bid by Granite Construction and cautioned that a delay in starting the project on time may result in an increase in construction costs. Vice Chairperson Peterson suggested that Atkins entertain a 10 percent reduction in its fees. Discussion ensued regarding the actual savings to the Authority based on the FAA grant funding, and Chairperson Hutter estimated it to be around \$1,800.00. Mr. Clague noted that this was not a decision he could make, and that he would escalate it to his firm. He also listed the construction management responsibilities by Atkins and the process by which the grant would be authorized by the Authority for acceptance by the Carson City Board of Supervisors.

(8:52:16) – Chairperson Hutter suggested moving forward with the suggested approvals, with the exception of the authorization of the acceptance of the grant until after having the budget and Terminal Building repair discussions. Member White inquired about several “grouped deductive alternative items” and was informed that they would be implemented as part of the project. Discussion ensued regarding the automatic gates and permanent fences and it was suggested utilizing some of the previously-collected gate fees for Terminal Building repairs since a portion of the gates would be replaced as part of the grant. Mr. Clague noted that the deadline to submit the grant application is May 1, 2016 and suggested notifying the FAA that the Authority would notify them prior to that deadline, after further discussion in the April meeting.

There were no public comments.

**(9:10:12) – MOTION: I move to approve the award of the construction contract to Granite Construction in the amount of \$2,352,352.00 for the base bid, contingent on FAA approval and upon receiving a grant offer from the FAA to fund the project.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Hutter
<b>SECONDER:</b>	White
<b>AYES:</b>	Hutter, Peterson, Law, Poscic, Shirk, Stotts, White
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

(9:15:20) – Vice Chairperson Peterson reiterated his request that Atkins lower their fees for the management of the project, as part of the “not-to-exceed” fees. Chairperson Hutter suggested postponing the approval of Task 5 until a response is received from Atkins regarding the fee reduction.

**G. AIRPORT ENGINEER’S REPORT**

(9:22:53) – There were no additional reports from Mr. Clague.

**H. AIRPORT MANAGER’S REPORT**

(9:23:06) – Mr. Rowe presented the Airport Manager’s Report which is incorporated into the record.

**I. LEGAL COUNSEL’S REPORT**

(9:25:24) – Mr. Tackes referred to his written report. He also reminded the Authority that Mr. White must sign and submit to the State Department of Taxation a tentative budget which must be adopted on the third Thursday of May, in the Terminal Building. Mr. Tackes clarified that discussions to fine-tune the budget will take place in the Authority’s April meeting.

**J. TREASURER’S REPORT**

(9:28:08) – Member White noted that the total value of the checking and savings accounts was \$567,268. He also suggested that Authority members review the budget and propose cost-saving opportunities to Mr. Rowe. Chairperson Hutter noted that the labor expense line item was missing from the budget worksheet and Mr. White suggested clearing up the confusion by “zeroing” line items instead of removing them from the spreadsheet.

**K. REPORT FROM AUTHORITY MEMBERS**

(9:34:10) – Member White reported on a discussion with a constituent who had inquired about the “dirt hill” on Apollo Drive, and was informed that it would be removed once the rock sale is complete. Member Law also disclosed an email exchange regarding a Title 19 requirement that a repair service operating on Airport property required registering a business license. Mr. Tackes clarified that Douglas County did not require obtaining a business license and outlined the process by which someone can work on the Airport premises as an employee.

**L. PUBLIC COMMENT**

(9:41:41) – Mr. Tackes read an email from Yvon Weaver, incorporated into the record, regarding a Nevada Appeal article about the Airport.

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

(9:45:09) – Chairperson Hutter noted that the US Marine Corps request, the Authority’s budget, policy changes regarding over-the-counter permits, bids for the Terminal Building rehabilitation, and the remaining discussion of the North Apron rehabilitation would be agendized for the April meeting. Mr. Tackes suggested agendizing lease renewals as well.

**N. ACTION ON ADJOURNMENT**

**(9:50:10) – MOTION:** Vice Chairperson Peterson moved to adjourn. The motion was seconded by member Poscic. The meeting was adjourned at 9:50 p.m.

The Minutes of the March 9, 2016 Carson City Airport Authority meeting are so approved on this 20<sup>th</sup> day of April, 2016.

---

KARL HUTTER, Chair