

MINUTES
Special Meeting
Carson City Airport Authority
Wednesday, June 15, 2016 • 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Karl Hutter	Vice Chair – Linda Law
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	

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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(6:01:30) – Member White called the meeting to order. Roll was called. A quorum was present.

Attendee Name	Status	Arrived
Karl Hutter	Absent	
Linda Law	Present	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

B. PLEDGE OF ALLEGIANCE

(6:02:10) – Led by Member White.

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

(6:02:40) – MOTION: I move to approve the minutes of the April 20, 2016 meeting.

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

D. MODIFICATION OF AGENDA

(6:03:51) – None.

E. PUBLIC COMMENT

(6:04:01) – None.

F. PUBLIC HEARING ITEMS:**1. FOR POSSIBLE ACTION: REGARDING ELECTION OF A VICE CHAIRMAN IN ACCORDANCE WITH NRS 844, SECTION 6, PARAGRAPH 1.**

(6:04:38) – Member White introduced the item and Mr. Tackes gave background and clarified the process on nominations and the election.

(6:05:52) – Member White entertained public comment, and when none were forthcoming he entertained nominations.

(6:06:18) – MOTION: I nominate Linda Law [for the position of Vice Chair].

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

2. FOR POSSIBLE ACTION: REGARDING THE MEMO OF UNDERSTANDING WITH STERLING AIR, LTD. FOR THE RELOCATION AND INSTALLATION OF THE AWOS SYSTEM IN THE STERLING AIR ELECTRONICS ROOM.

(6:07:40) – Vice Chairperson Law introduced the item. Mr. Rowe reviewed the Memorandum of Understanding (MOU), incorporated into the record, between Sterling Air, LTD and the Airport Authority.

There were no public comments.

(6:11:18) – MOTION: I move to approve the Memorandum of Understanding as presented.

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

3. FOR POSSIBLE ACTION: TO ESTABLISH A COMMITTEE TO FORMULATE AN EMPLOYMENT MANUAL FOR AIRPORT STAFF; TO FORMULATE A PERFORMANCE REVIEW CRITERIA FOR AIRPORT STAFF; AND TO CONSIDER AN EMPLOYMENT CONTRACT.

(6:11:58) – Vice Chairperson Law introduced the item. She also disclosed that she had discussed the item with Chairperson Hutter and stated that if no one else volunteered, she would offer to spearhead the committee's efforts. Mr. Tackes noted that the committee must address each of the requirements identified in Section 24 of the Airports Act, and recommended that the Airport Manager “take the first stab at building that [job] description, since he's doing the job”. Mr. Tackes also advised the Authority to either appoint a committee or appoint Vice Chair Law to chair the committee and appoint its members; however, he cautioned against violations to the Open Meeting Law, advising the committee to collect facts and report them to the Authority. Member White suggested having Vice Chair Law and Mr. Rowe gather the facts and create the committee later to analyze the findings. Member Stotts suggested working with the City's Human Resources Department and Vice Chair Law stated that she already had.

There were no public comments.

(6:19:14) – MOTION: I move to direct the Airport Manager and Vice Chair Law to provide the Authority with a draft of the employee manual, and the criteria and process for the 13 subsections, as well as a detailed job description identifying the duties of the position, the goals and the criteria for evaluation of the Airport Staff performance.

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

G. AIRPORT ENGINEER'S REPORT

(6:20:30) – Mr. Clague presented the Airport Engineer's Report which is incorporated into the record.

H. AIRPORT MANAGER'S REPORT

(6:21:41) – Mr. Rowe referred to the Airport Manager's Report, which is incorporated into the record.

I. LEGAL COUNSEL'S REPORT

(6:24:33) – Mr. Tackes referred to the Airport Counsel Briefing incorporated into the record and noted that he had additionally sent an email to the Authority, incorporated into the record, regarding a new FAA policy on aircraft hangar use and storage of items in hangars.

J. TREASURER'S REPORT

(6:31:44) – Member White reviewed the current balance sheet, incorporated into the record, and noted that the total account balance at hand is \$589,382. Mr. Rowe noted that the property tax report would not be available until the end of June, 2016.

K. REPORT FROM AUTHORITY MEMBERS

(6:33:06) – Vice Chairperson Law entertained reports from Authority members. Member Poscic noted “we’ve been turned down twice for agenda items that we’ve tried to put on the agenda” and cited Robert’s Rules of Order, noting that a motion can be made and approved to ensure an item will be agendized at the next meeting.

(6:33:43) – MOTION: Member Poscic moved to look into legal fees and charges for the last eight months. The motion was seconded by Member Stotts.

(6:34:08) – Member White noted that the agenda item had not been noticed for action, and Mr. Tackes agreed. He also clarified that any information about the legal fees was public and available for members to request any time, adding that the information had been requested by many Authority members. Mr. Tackes explained that a motion cannot be made if the item is not noticed on the agenda. Vice Chairperson Law noted that the discussion pointed out to a conflict between the Nevada Open Meeting Law and Robert’s Rules of Order. Member Poscic stated that he had brought up the item because his request to agendize the item had been turned down twice. Vice Chairperson Law requested that the item be agendized for the next meeting. Member white referred to an email he had distributed, and presented the feedback he had received from developers regarding the “front property development” at the Airport. He suggested enlisting a commercial real estate developer’s assistance, in addition to consulting with the Airport tenants. The email has been incorporated into the record. Mr. Tackes noted that an appraisal may be required.

PUBLIC COMMENT

(6:43:26) – Maude Naroll introduced herself as a student pilot and suggested involving the City’s Purchasing Department to assist with the RFP. She also requested that the developers who help craft the RFP not be those bidding on it.

L. PUBLIC COMMENT

(6:45:50) – Jerry Vaccaro introduced himself and requested a copy of the upcoming FAA inspection information, including the dates and the contacts.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:46:23) – Member White requested an update on the “over the counter” permits. Mr. Tackes reminded the Authority that they had chosen not to take action earlier and had directed former Vice Chair Peterson to research an amendment to Title 19. He also offered to continue the process of amending Title 19 and requested direction from the Authority to proceed. Member White also requested an update to a previous discussion with the Carson City Fire Department on naming and numbering the Airport streets and buildings. Additionally, he requested further information on the Sprint lease termination.

N. ACTION ON ADJOURNMENT

(6:55:55) – Vice Chairperson Law adjourned the meeting at 6:55 p.m.

The Minutes of the June 15, 2016 Carson City Airport Authority meeting are so approved on this 20th day of July, 2016.

LINDA LAW, Vice Chair