

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, August 17, 2016 • 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

<b>Chair – Karl Hutter</b>	<b>Vice Chair – Linda Law</b>
<b>Member – Steve Poscic</b>	<b>Member – Jim Shirk</b>
<b>Member – Phil Stotts</b>	<b>Member – Larry Tores</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**

(6:02:10) – Chairperson Hutter called the meeting to order and welcomed Member Tores to the Authority. Roll was called. A quorum was present.

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

**B. PLEDGE OF ALLEGIANCE**

(6:03:11) – Led by Chairperson Hutter.

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

**(6:04:21) – MOTION: I move to approve the minutes of the July 20, 2016 meeting as modified.**

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

**D. MODIFICATION OF AGENDA**

(6:05:02) – Chairperson Hutter explained that the discussion of agenda item F-1 will be continued to the September meeting.

**E. PUBLIC COMMENT**

(6:06:43) – Glade Myler introduced himself as an Apollo Drive resident and expressed concern over low flying planes over the neighborhood. He also stated that some of the planes were flying in the wrong flight pattern and over their homes. Mr. Myler requested agendizing this item and Mr. Tackes suggested submitting the agenda item request in writing to determine “what action you’d like us to take”. Vice Chair Law suggested writing down the “N Numbers” of the overhead planes.

(6:12:14) – Betty Creeks introduced herself and her husband Troy as the new owners Carson Aviation Services and thanked the Authority for planning to review their application in September.

**F. PUBLIC HEARING ITEMS:****1. FOR POSSIBLE ACTION: TO APPROVE TRANSFER OF CLASS II FBO STATUS OF CARSON AVIATION SERVICES, LLC LOCATED AT 2640 COLLEGE PARKWAY AT THE CARSON CITY AIRPORT TO CONDUCT IT'S AIRCRAFT MAINTENANCE AND AVIONICS BUSINESS FROM ITS CURRENT OWNER STEVE POSCIC TO NEW OWNER BETTY CREEKS.**

This item will be continued, per agenda item D.

**2. FOR POSSIBLE ACTION: BRIEFING BY PROFESSIONAL HOME DEVELOPERS, INC. OF POSSIBLE STRUCTURAL REPAIRS OF THE TERMINAL BUILDING TO FACILITATE THE ROOF REPAIR AND REPLACEMENT; APPROVAL FOR POSSIBLE ADDITIONAL MONIES TO MAKE THOSE REPAIRS AND COMPLETE THE TERMINAL REHABILITATION. (M. Fritz, T. Rowe)**

(6:14:25) – Chairperson Hutter introduced the item. Mr. Rowe gave background and referred to the Airport Manager’s Briefing, incorporated into the record. Mike Fritz, Professional Home Developers, Inc., elaborated on his findings and answered clarifying questions by the Authority members. Mr. Fritz explained that the main terminal building “is structurally in good shape as we see it”; however the roof would be “peeled all the way back to the plywood” which would be replaced, “if needed”, adding that the cracks they saw were mostly superficial. Mr. Fritz believed that the permits could be obtained by Friday, assuming the environmental health clearances are obtained within a day, and construction may begin on Monday. Discussion ensued regarding the roof repair and Chairperson Hutter received confirmation that “adding grout to the blocks that sit under the sill” would be an added expenditure of \$1,000 to \$2,000. The scope of work was discussed and Mr. Fritz noted that he would like to complete the project at the authorized rate of \$89,000; however he cautioned that it may be necessary to go up to \$95,000. Member Poscic was informed that the project would be completed in 6 weeks. Mr. Rowe clarified that replacing the roof would mitigate the mold; however, the walls “are a different matter...and relatively

minor". Chairperson Hutter entertained a motion "to cover this [grout] contingency". Mr. Fritz suggested a not to exceed amount of \$5,000; however, Member Law suggested \$2,500.

There were no public comments.

**(6:29:26) – MOTION: I move to approve an additional not-to exceed \$3,000 for additional grouting for the terminal roof project, with the understanding that the contractor will avoid the use of [the additional] monies if possible.**

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

**3. FOR POSSIBLE ACTION: APPROVAL OF THE UPDATE OF THE 2017 AIRPORT IMPROVEMENT PROJECTS AND THE AIRPORT CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2018 THROUGH 2022.**

(6:31:27) – Chairperson Hutter introduced the item. Mr. Clague gave background and presented the plan which is incorporated into the Airport Engineer's Report and into record. Discussion ensued regarding this non-controlled airport's "voluntary obedience of hold bars" as a "creative means of compliance". Member White received confirmation that some terminology since the last review had changed without affecting the scope of work to better accommodate FAA nomenclature.

There were no public comments.

**(6:50:30) – MOTION: I move to approve the update to the 2017 AIP projects, and the ACIP for the Fiscal years 2018 through 2022 as presented by the Airport Engineer.**

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

(6:51:22) – Chairperson Hutter recessed the meeting.

(6:57:25) – Chairperson Hutter reconvened the meeting. A quorum was still present.

**4. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT PROJECT TO REHABILITATE THE NORTH APRON (FAA AIP No 3-32-0004-30), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS.**

(6:57:34) – Chairperson Hutter introduced the item. Mr. Clague presented the agenda materials, incorporated into the Airport Engineer’s Report and into the record. He also recommended approval of the change order to officially reduce the construction contract period by 14 calendar days, and answered clarifying questions. In response to a question by Chairperson Hutter, Mr. Clague reviewed the timeline, incorporated into the record, for all four phases of the North Apron Reconstruction project. He also offered to provide a more detailed exhibit in the September meeting.

There were no public comments.

**(7:05:49) – MOTION: “I move to approve the change order number one, Phase I and II to be joined.”**

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

**G. AIRPORT ENGINEER’S REPORT**

(7:13:40) – Mr. Clague noted that the “hierarchy of the FAA” will be meeting with the Chair and the Vice Chair, along with Staff. Mr. Rowe stated that he would be on vacation at that time, and would be available for communication via cell phone and email.

**H. AIRPORT MANAGER’S REPORT**

(7:14:33) – Mr. Rowe presented the Airport Manager’s Report, which is incorporated into the record, and responded to clarifying questions. He also explained that they have been educating those who “cut across” during the construction, and stated that due to a photocell defect, the Airport lights have been turned on and off manually. Discussion ensued regarding liability coverage of tied down aircraft.

**I. LEGAL COUNSEL’S REPORT**

(7:22:22) – Mr. Tackes referred to the Airport Counsel’s Report, incorporated into the record. He also noted that the grant offer had been received, signed by the Mayor, and shipped to the FAA via Federal Express. Member White inquired about “the \$2 million grant from Senator Reid” and was informed that that it is the same grant; however, the FAA notifies all elected officials of grants given to their constituents.

**J. TREASURER'S REPORT**

(7:25:53) – Member White reported that as of July 31, 2016, the total account balance was \$786,889. Mr. Tackes noted that the AGIS survey reimbursement of around \$74,000 would be collected along with the grant funds.

**K. REPORT FROM AUTHORITY MEMBERS**

(7:30:07) – Member White reported that he had consulted a commercial real estate broker regarding the development of “the front 2.5 acres at the Airport along College Parkway”. After an “in depth analysis”, Member White was informed that “in his [broker’s] opinion, it is not good”, as the area was saturated in vacant office space and the area demographics would not sustain non-aviation-related office space. Member Poscic inquired about the legal fees noting that it was his interpretation that “Counsel did not wrong, but …if we, the Board, are going to spend money doesn’t it have to be agendized before we spend the money?” Chairperson Hutter explained that the budget, approved by the Authority allowed discretionary spending, by the Airport Manager and/or the members “through our general actions”. Mr. Tackes notified Member Poscic that an engagement letter, approved by the Authority, served as a contract, adding “you do the work and you get paid the amount that’s included in that scope of work”. He also clarified that each bill does not get approved separately. Discussion ensued regarding the Board doing its own research instead of engaging legal counsel and Mr. Tackes noted that the interlocal agreements needed to utilize the legal process and believed its legal bills were “relatively modest”. Member Poscic was content knowing the interlocal agreement would be agendized for the September meeting. Vice Chairperson Law explained that she had reviewed the budget for cost-cutting measures and would report on it in September.

**L. PUBLIC COMMENT**

(7:45:10) – There were no public comments.

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

(7:45:19) – Previously discussed. Additionally, an election of officers would take place in September as Chairperson Hutter’s and Member Poscic’s terms would end at that time. Mr. Tackes clarified that another election of officers was required to take place in July 2017, adding that the elections must happen but the same officers may get reelected. Discussion on the Airport lease extensions may also take place in September.

**N. ACTION ON ADJOURNMENT**

**(7:53:20) – MOTION: Chairperson Hutter moved to adjourn. The motion was seconded by Member White. The meeting was adjourned at 7:53 p.m.**

The Minutes of the August 17, 2016 Carson City Airport Authority meeting are so approved on this 21<sup>st</sup> day of September, 2016.

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KARL HUTTER, Chair