

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, March 15, 2017 • 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Linda Law	Vice Chair – Phil Stotts
Member – John Barrette	Member – Larry Harvey
Member – Larry Tores	Member – Maurice White

Staff

Steve Tackes – Airport Counsel
Brian Fitzgerald – 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

(6:01:58) – Chairperson Law called the meeting to order at 6:01 p.m. Roll was called. A quorum was present.

Attendee Name	Status	Arrived
Chairperson Linda Law	Present	
Vice Chairperson Phil Stotts	Present	
Member John Barrette	Present	
Member Larry Harvey	Present	
Member Larry Tores	Present	
Member Maurice White	Present	

B. PLEDGE OF ALLEGIANCE

(6:02:38) – Led by Chairperson Law.

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

(6:03:10) – Chairperson Law entertained suggested revisions and, when none were forthcoming, a motion. **Vice Chair Stotts moved to approve the minutes of the February 15, 2017 meeting. Member Barrette seconded the motion.** Chairperson Law called for the vote.

RESULT:	APPROVED (6-0-0)
MOVER:	Tores
SECONDER:	Barrette
AYES:	Law, Stotts, Barrette, Harvey, Tores, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

D. MODIFICATION OF AGENDA

(6:04:05) – There were no modifications to the agenda.

E. PUBLIC COMMENT

(6:04:26) – There were no public comments.

F. PUBLIC HEARING ITEMS:**1. FOR POSSIBLE ACTION: ELECTION OF A SECRETARY/TREASURER IN ACCORDANCE WITH NRS 844, SECTION 6.**

(6:04:44) – Chairperson Law introduced the item and noted that following the Authority's February meeting, she had requested Treasurer White and Member Harvey to work with the Airport Manager to prepare the draft budget document to be discussed in agenda item F-2. She suggested that "the member, who will serve as treasurer during the upcoming fiscal year, be closely involved in preparation of the budget that will be submitted under the requirements of NRS". Chairperson Law also stated that "after discussion with Treasurer White and Member Harvey, it was decided that it would be best, for the purposes of continuity, to hold the nomination and election of Treasurer for the coming year tonight". The Chair then entertained nominations for the office of Treasurer.

(6:05:34) – MOTION: I nominate [Member] Larry Harvey for [the office of] Treasurer.

(6:05:38) – There were no additional nominations.

RESULT:	APPROVED (6-0-0)
MOVER:	Tores
SECONDER:	Barrette
AYES:	Law, Stotts, Barrette, Harvey, Tores, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

(6:06:08) – Chairperson Law thanked Member White for serving his term as Treasurer and welcomed incoming Treasurer Harvey. Member Harvey expressed his appreciation to Member White, Mr. Rowe, and Ms. Beth Kohn-Cole for their assistance.

2. FOR POSSIBLE ACTION: TO APPROVE THE TENTATIVE BUDGET FOR FISCAL YEAR JULY 1, 2017 THROUGH JUNE 30, 2018.

(6:07:15) – Chairperson Law introduced the item. Member White highlighted the proposed changes for the upcoming year's budget, incorporated into the record, and suggested Airport Manager Rowe bring the Authority "up to speed". Mr. Rowe noted that the loss of the tower leases by Cricket and Clearwire, had resulted in reduced income. He also highlighted the loss of an FBO and the addition of a new one, and the increased marketing

spending due to additional legal notices. Discussion ensued regarding increased legal spending, airport equipment maintenance, and data storage fees. Mr. Rowe also clarified that the AWOS equipment currently housed at Sterling Air would be moved back to the Terminal Building as it was causing heat issues. Member White suggested increasing the landscaping maintenance budget and keeping the legal and office expenditure fees at their current levels.

(6:17:28) – Member Harvey believed that the legal and office expenses could be reviewed at a later date if an increase is needed. Mr. Rowe believed that the landscaping is normally done by Gary Province, Airport Maintenance Technician, which has contributed to additional savings and suggested continuing to utilize his services and not increasing the budget. Member White noted that the service could be upgraded. Chairperson Law suggested keeping the increase to replace the dying vegetation. Mr. Rowe noted that a drip irrigation system upgrade may also be necessary. He noted that the Airport data is stored at an off-site data storage location. Member Harvey suggested postponing the tentative budget approval to the April meeting, allowing him time to work with Mr. Rowe and Ms. Kohn-Cole to incorporate the discussed changes.

(6:23:12) – Ms. Kohn-Cole noted that the final budget approval will take place in May, and that a tentative budget would be submitted prior to that. Mr. Tackes clarified that the “officer in charge of finance (Treasurer) is responsible for filing the tentative budget by April 15, 2017 by submitting his “best shot” and fine-tuning it afterwards, adding that the budget hearing must take place in the May meeting. Chairperson Law entertained public comments and when none were forthcoming, a motion.

(6:26:15) – MOTION: “I move to adopt the tentative budget of the Carson City Airport Authority per the changes we made during discussion and to allow the Treasurer to make additional changes he needs to for when he files.”

RESULT:	APPROVED (6-0-0)
MOVER:	White
SECONDER:	Harvey
AYES:	Law, Stotts, Barrette, Harvey, Tores, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

3. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE SALARY INCREASES FOR THE AIRPORT MANAGER AND MAINTENANCE TECHNICIAN.

(6:27:23) – Chairperson Law introduced the item. Vice Chair Stotts explained that both the Airport Manager and Maintenance Technician have been working for six and five-and-a-half years respectively without increases in pay, and he believed “they’re both doing a pretty good job”. Vice Chair Stotts also noted that Mr. Rowe had become an accredited airport manager during that time, and had “established a very good rapport with the FAA and other airport managers in the west”. He also noted that Mr. Rowe had the approval of most of the airport users, and that over 50 community members had attended a meeting to discuss his termination. Vice Chair Stotts suggested a 10 percent increase which would add \$11,600 to the budget for both employees, and reminded the Authority that “an attempt to create an employee [performance] manual since 2011” had not happened, citing

several meetings in which the discussion had either been postponed or had not occurred. Chairperson Law clarified that the manual was “about 75 percent done”. Vice Chair Stotts highlighted some of Mr. Province’s (Airport Maintenance Technician) accomplishments such as the renovation of Airport Terminal restrooms, fencing the storage yard, prepping the Terminal for painting by the Sheriff’s trustees, and other experience he brought to the job. The Vice Chair believed that Mr. Province was “making about half of what they’re [other airport maintenance staff members] making”.

(6:32:49) – Member Harvey received confirmation that a formal agreement and performance process did not exist for the Airport staff. Mr. Rowe explained that “in late 2012” he had requested a 90 cents-per-hour increase for Mr. Province but none since that time. Member Harvey expressed concern about the review process and believed that it was Mr. Rowe’s responsibility to evaluate his employee. Chairperson Law noted that the comparisons provided did not reflect additional benefits such as public employee retirement funds and health insurance. Member White inquired whether the 10 percent increase included the Public Employee Retirement System (PERS) benefits and Mr. Rowe noted that it did. Vice Chair Stotts explained that Ms. Kohn-Cole had “run the numbers” and the annual PERS increase would be \$1,469.03 for both employees. Member White noted that “it’s not fair that [Mr. Rowe] and [Mr. Province] have had to work all this time without a raise...this budget’s been tight and frankly there hasn’t been the correct process”. He also received clarifications from Mr. Rowe that the number of aircraft based in the Carson City Airport is 162, compared to Stead at 180, Minden at 364, and Truckee at 280. Mr. Rowe noted that 28 airplanes were based in South Lake Tahoe and the Airport Manager earned between \$96,000 and \$106,000 per year. He also cited the educational qualifications and the supervisory responsibilities of airport managers to Member White.

(6:43:54) – Mr. Tackes noted that a letter, incorporated into the record, by David Corrao, former Airport Authority Chair, had been received to be made part of the record. Vice Chair Stotts noted that prior to 2006, the Airport was not well run and the “runways were a mess”. He also called the letter “speculation” and “nostalgic”, and that “we shouldn’t go back to 2006”, adding that Mr. Rowe had followed Title 19. Member Harvey did not consider the presented data as a salary study and noted that a 10 percent raise was high for any public employee, and expected Mr. Rowe to recommend the increase for Mr. Province. Chairperson Law entertained public comments.

PUBLIC COMMENTS

(6:48:43) – Erich Laetsch inquired about Mr. Corrao’s letter and was informed that a copy had been available in the room for the public. He also believed that it was “inappropriate” that a job description was not available on which an evaluation could be based, because the Authority had not stepped back to see what needed to be done. Mr. Laetsch believed that most of the Airport accomplishments had been carried out by part-time employees and volunteers, with the exception of the runway extension.

(6:53:39) – Member Tores noted that he was “a newbie at this Airport” and was unfamiliar with the history; however, as a businessman and a tenant, he was certain that “there isn’t any way that you could run this [Airport] without a full-time manager”. He also believed that a job description is necessary and Chairperson Law offered to work with Member Harvey on the draft document she had created. Member Harvey suggested “a board retreat” to discuss market development and finances as well. Mr. Tackes suggested being specific on how to evaluate Mr. Rowe based on a job description. Chairperson Law entertained additional comments or a motion, and when none

were forthcoming she suggested moving forward with the process of compiling a list of goals and the criteria of why the Airport needs a full-time manager. She also offered to have the job description ready for the next meeting. Member Barrette agreed that a job description and the Authority's goals should be formulated first. Member Tores inquired about a timeframe and Chair Law noted that she was working on the "operations manual side of things" and believed the item could be agendized for the April meeting. Member Harvey requested that Mr. Rowe "put an evaluation together" for Mr. Province and a self-evaluation as Airport Manager.

G. AIRPORT ENGINEER'S REPORT

(7:05:58) – Mr. Fitzgerald reported that "everything still remains the same" due to the cold temperatures. He also noted that the damage done to Taxiway C is not significant enough for repairs at this point but should be watched for the "next couple of years".

H. AIRPORT MANAGER'S REPORT

(7:07:52) – Mr. Rowe presented the Airport Manager's Report, which is incorporated into the record. He also reported that an aircraft damaged in a crash was now at El Aero and the pilot was still recovering.

I. LEGAL COUNSEL'S REPORT

(7:10:42) – In addition to the written report, incorporated into the record, Mr. Tackes updated the Authority on aviation legislation being heard in the State Legislature, and their timelines. He also clarified that he is tracking the legislation at no expense to the Authority.

J. TREASURER'S REPORT

(7:14:50) – Member White reviewed the financial information incorporated into the record and noted that the total sum on hand was \$733,528 as of February 8, 2017.

K. REPORT FROM AUTHORITY MEMBERS

(7:15:38) – There were no reports from Authority members.

L. PUBLIC COMMENT

(7:15:43) – Chairperson Law entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:16:04) – Chairperson Law noted that the surveillance camera agenda item was not added to this evening's meeting and wished to add it to the future agenda items list. Mr. Rowe stated that he had discussed the presence of a camera "on top of the State hangar", adding that there might be interest by the Nevada Department of Transportation (NDOT) to place a camera at no cost to the Authority.

N. ACTION ON ADJOURNMENT

(7:17:52) – Chairperson Law adjourned the meeting at 7:18 p.m.

The Minutes of the March 15, 2017 Carson City Airport Authority meeting are so approved on this 19th day of April, 2017.

LINDA LAW, Chair