

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, July 19, 2017 • 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Linda Law	Vice Chair – Brian Vowell
Member – John Barrette	Member – Larry Harvey
Member – Larry Tores	Member – Maurice White

Staff

Steve Tackes – Airport Counsel
Brian Fitzgerald – Airport Engineer
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

(6:00:53) – Chairperson Law called the meeting to order at 6:00 p.m. Roll was called and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(6:01:27) – Led by Chairperson Law.

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

(6:01:52) – Chairperson Law introduced the item.

(6:02:01) – MOTION: I move to approve the minutes [of the June 21, 2017].

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

D. MODIFICATION OF AGENDA

(6:02:23) – Chairperson Law wished to address item F-3 first, item F-2 second, and item F-1 third.

E. PUBLIC COMMENT

(6:03:17) – There were no public comments.

F. PUBLIC HEARING ITEMS:**F-1 FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF PLAN FOR FILLING THE AIRPORT MANAGER VACANCY; REALIGNMENT OF DUTIES AND POSITIONS; CONSIDERATION OF PART TIME POSITIONS; PUBLISHING OR POSTING OF JOB AVAILABILITY.**

(6:43:34) – Chairperson Law introduced the item and stated that she believed a full-time airport manager with full benefits was “fiscally unsustainable”. She also cited NRS Chapter 844 which stated that an employee working more than half-time would be provided retirement benefits. Vice Chair Vowell supported a part-time position; however, he believed that the roles and responsibilities should be defined first. Member Harvey suggested delaying the full or part-time hiring decision until the roles and responsibilities are clearly defined. He also believed that one of the airport manager’s functions should be “getting the best value of this airport” and generating additional revenue. Member White was in favor of the Chair, Vice Chair, and Treasurer’s committee to outline the airport manager’s responsibilities; however, he believed that it would take “no less than 40 hours per week” to perform the duties of the manager. Chairperson Law entertained public comments.

PUBLIC COMMENTS

(5:30:34) – Dirk. Zahtilla noted that he was the first full-time airport manager when he had the interim position. He outlined many of the functions, such as QuickBooks, that he had set up for the Airport and explained that the full-time manager had to be local, be present to answer questions, and to respond to emergencies. Mr. Zahtilla also noted that “if I was applying for the permanent position of airport manager and you said well, it’s only part time, you’re going to make \$35,000 a year or something and there’s no benefits, I’d just turn around and walk away...I wouldn’t work for that kind of position.”

(6:54:13) – Bobbi Thompson, Minden Tahoe Airport Manager, believed that a good airport manager must have a vision for the future, be a cheerleader and a promoter of the facility, and work within the community to promote the airport. She offered her firm to conduct an evaluation to understand how to move forward. She also offered to do NOTAMs (Note to Airmen) as a courtesy to a sister airport.

(6:58:18) – Erich Laetsch introduced himself and explained that the Airport Manager positions required many skill sets, like many small businesses. He suggested that the commercial FBOs share the phone answering responsibilities and “deal with the light issues”. Mr. Laetsch also suggested outsourcing the clerical and bookkeeping functions and having a senior and qualified manager to focus on business development and

marketing. Vice Chair Vowell believed that the FBOs answering phones could cause potential conflicts of interest.

(7:08:11) – Chairperson Law noted that she had been collecting input from members of the public and the Authority, and encouraged everyone to continue providing her feedback. She also believed that “this is a watershed opportunity for the Carson City Airport to structure a management plan and policy that will be fiscally sustainable into the future”. Chairperson Law indicated that she had begun to reconcile the number of “airplanes the FAA in Oklahoma has, compared to what our accessor has” and would consider them part of the upcoming discussion. She also suggested a motion for the abeyance of this item until receiving a report back from the committee.

(7:09:30) – MOTION: I move to put this item in abeyance until the committee reports back, and I also would like to require that the committee have a report at least every month until the issue is settled.

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

F-2 FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF PLAN FOR SHORT TERM COVERAGE OF AIRPORT MANAGER VACANCY; SHORT TERM EMPLOYEE, CONSULTANT CONTRACT OR VOLUNTEERS.

(6:06:17) – Chairperson Law introduced the item and announced the resignation of Airport Manager, Tim Rowe. She also noted that she had sought, and will continue to seek, the opinions of the Airport tenants regarding a replacement. Chairperson Law stated that she had received many opinions from having volunteers answer phones and handle accounting and clerical duties, to engaging an employee leasing company to fill this interim position. She indicated that she planned to post signs in the Terminal Building to ensure that questions are directed to her and to Vice Chair Vowell. Member Harvey explained that a job description and expectations must be completed prior to hiring a permanent replacement; however, he was open to addressing an interim solution. He suggested forming a sub-committee to address both temporary and permanent solutions, and hoped that the job description will be finalized by the next meeting. Chairperson Law noted that she had been approached by Dirk Zahtilla, a former interim airport manager, who had offered his services yet again on a temporary basis. Member White suggested having a contract with anyone who serves in a temporary position, with a termination clause “at any time”, and be offered a salary close to that of the former Airport Manager, and without benefits. Chairperson Law entertained public comments.

PUBLIC COMMENT

(6:13:00) – Dirk Zahtilla introduced himself and stated that he had served as the interim manager over eight years ago, and had trained his replacement. In response to Member Harvey’s questions, Mr. Zahtilla gave background

on his qualifications as a current small business owner and a former electronics technician. He also responded to several clarifying questions by the Authority. Mr. Zahtilla stated that he did not want to apply for the full-time position.

(6:18:21) – Walter Shepperd introduced himself as the co-owner of the employee search company, Personnel Plus, and offered to provide “employee leasing” services to the Authority, where the payroll and benefits are managed by his firm. Mr. Tackes was informed that Personnel Plus did not currently have candidates with an airport management background; however, Mr. Shepperd offered to do a search for such candidates.

(6:22:09) – Bobbi Thompson introduced herself as the Minden Tahoe Airport Manager and the Chief Operating Officer (COO) of ABS Aviation Management, an airport and FBO management firm. Ms. Thompson offered their services for interim or long-term contract management, similar to Minden Tahoe Airport, adding that they could have someone in place in 48 hours. She also believed that the skill set they bring goes beyond the experience of airport management, as they have an entire management team with extensive experience.

(6:25:05) – Erich Laetsch spoke in favor of hiring an interim airport manager with organizing and procedure-writing skills. He also believed that the individual should not be required to have “direct airport experience” as the position was a “very simple task”.

(6:28:20) – Chairperson Law entertained a motion to allow herself, Vice Chairperson Vowell, and Treasurer Harvey to continue to work to establish interim coverage, through either temporary employees or volunteers as needed and feasible, until a new airport manager was hired. Member Harvey suggested a three-part amendment to the suggested motion: finding an interim manager, creating a job description, and beginning the search for the permanent airport manager. Member White reiterated his search parameters for the interim manager which included a month-to-month contract, no benefits, the training of the permanent manager, and “requiring whatever certifications are necessary to be an airport manager”. Mr. Tackes clarified that there were no laws requiring special certifications for airport managers; however, he noted that Mr. Rowe had attended related classes. He also clarified that, in the past, the Authority chair had hired an interim manager and presented it to the Authority for a yes or a no vote. Vice Chair Vowell cautioned against rushing to hire an interim manager and suggested going through airport records to ensure findings are incorporated into the manager’s job description. Member White received confirmation from Mr. Tackes that the Authority could employ a manager on a contract basis as proposed by Ms. Thompson and Mr. Shepperd. Vice Chair Vowell wished to hire a manager with the right “financial fit”.

(6:41:29) – MOTION: I move that Chairperson Law, Vice Chair Vowell, and Treasurer Harvey move ahead with their committee to look into finding an interim [manager] along with the provisions that Member White stated.

(6:41:57) – Chairperson Law clarified that Member White’s provisions were to start out using the same basic salary scheme [as the former Airport Manager] but with no benefits. She also reiterated Member Harvey’s requirements to start a job description prior to hiring a permanent manager. Member White stated that he had also requested that the interim manager be hired on a month-to-month basis and stay on to train the new permanent airport manager. Both mover Member Tores and Seconder Member White accepted the clarifications.

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

F-3 FOR POSSIBLE ACTION: ON CHANGE ORDER AND OTHER ITEMS RELATED TO THE CARSON CITY AIRPORT PROJECT TO REHABILITATE THE NORTH APRON (FAA AIP No 3-32-0004-30), INCLUDING MONTHLY STATUS REPORT, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS.

(6:03:26) – Chairperson Law introduced the item. Mr. Fitzgerald presented the agenda materials incorporated into the record, and responded to clarifying questions. There were no public comments. Chairperson Law entertained a motion.

(6:05:34) – MOTION: I move to accept the final change order and close out the contract.

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

G. AIRPORT ENGINEER'S REPORT

(7:10:12) – Mr. Fitzgerald stated that he did not have any additional reports.

H. AIRPORT MANAGER'S REPORT

(7:10:30) – Chairperson Law indicated that a written report was provided by former Airport Manager Tim Rowe, which is incorporated into the record. Member White inquired about the dust complaints from the Cinderlite trucks and Chairperson Law clarified that the City and Cinderlite were in discussions regarding moving a gate and using additional dust abatement methods.

I. LEGAL COUNSEL'S REPORT

(7:12:08) – Mr. Tackes announced that the FAA AIP Grant for the Master Plan has been received, signed, and returned to the FAA. He also noted that the second reading, by the Board of Supervisors, of the changes to Title 19 Hangar Use and Monitoring Policy was due on July 20, 2017, and if approved, the policy will become final

and notification to owners will begin. Mr. Tackes also noted that he had sent an update to the FAA regarding the Land Use Audit follow up, notifying them that the through-the-fence fees had been increased, and that the Hangar Use and Monitoring Policy had been adopted by the Authority and was pending approval by the Board of Supervisors. Mr. Tackes outlined the Airport Authority hierarchy in the absence of an airport manager, per Title 19, stating that the Chair, Vice Chair, and the Secretary/Treasurer would be in charge in that order, followed by any Authority member. Member White inquired about the utilization of large hangars that only housed one plane and Mr. Tackes explained that the FAA would prefer seeing a reallocation of hangars if there is a need for a large hangar by someone else; however, he clarified that the policy was only for airports that owned their hangars. Chairperson Law noted that the former Airport Manager had started the process of collecting hangar usage information. Member Barrette expressed concern that the FAA was receiving verbal complaints instead of requesting them in writing. Discussion ensued regarding “airworthy” versus “active” aircraft as acceptable when conducting inspections. Vice Chair Vowell clarified that the FAA’s primary response is safety; therefore, phone calls to regulators is sometimes the only option to expedite issues.

J. TREASURER’S REPORT

(7:11:28) – Member Harvey noted that “with the abrupt leaving of the [Airport] Manager...we did not get a financial report” and offered to have a report next month.

K. REPORT FROM AUTHORITY MEMBERS

(7:32:19) – Chairperson Law announced that due to the resignation of Member Stotts because of a move to California, a vacancy exists on the Authority. She also clarified that an appointment now would mean attending the August and September Authority meetings prior to the expiration of their original term. Therefore, she believed that the Board of Supervisors would appoint a new member in October. Discussion ensued regarding term limits of Authority members and Mr. Tackes clarified that when an appointee replaces an existing appointment, he/she may not serve another term upon that term’s expiration.

L. PUBLIC COMMENT

(7:38:00) – Chairperson Law entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING**N. ACTION ON ADJOURNMENT**

(7:38:05) – Chairperson Law adjourned the meeting at 7:38 p.m.

The Minutes of the July 19, 2017 Carson City Airport Authority meeting are so approved on this 16th day of August, 2017.

LINDA LAW, Chair