

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, October 16, 2019 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Michael Golden</b>	<b>Vice Chair – Bradley Harris</b>
<b>Treasurer – Jon Rogers</b>	<b>Member – John Barrette</b>
<b>Member – Paul Hamilton</b>	<b>Member – Clyde Simmons</b>

**Staff**

Steve Tackes – Airport Counsel  
Ken Moen – Airport Manager  
Tamar Warren – Senior 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**

(5:32:57) – Chairperson Golden called the meeting to order at 5:32 p.m. Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member John Barrette	Present	
Member Paul Hamilton	Present	
Member Clyde Simmons	Present	

**B. PLEDGE OF ALLEGIANCE**

(5:33:20) – Led by Treasurer Rogers.

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

(5:33:48) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion to approve the September 18, 2019 meeting minutes. Member Barrette indicated he would abstain from the vote as he was not at the meeting.

**(5:34:29) – MOTION: I move [to approve the minutes of the September 18 meeting].**

<b>RESULT:</b>	<b>APPROVED (5-0-1)</b>
<b>MOVER:</b>	Harris
<b>SECONDER:</b>	Golden
<b>AYES:</b>	Golden, Harris, Rogers, Hamilton, Simmons
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	Barrette
<b>ABSENT:</b>	None

#### **D. MODIFICATION OF AGENDA**

(5:34:50) – Chairperson Golden noted that the agenda will remain as is.

#### **E. PUBLIC COMMENT**

(5:34:56) – Chairperson Golden entertained public comments; however, none were forthcoming.

#### **F. PUBLIC HEARINGS**

##### **1. FOR DISCUSSION AND POSSIBLE ACTION: AUTHORIZE AIRPORT STAFF TO ENTER INTO PURCHASE AGREEMENT FOR AIRPORT TRACTOR THROUGH SOURCEWELL not to exceed \$70,000.00.**

(5:35:17) – Chairperson Golden introduced the item. Mr. Moen gave background and presented the Staff Memorandum, incorporated into the record. He also explained that in July, the Authority had entered into a membership agreement with Sourcewell, a service cooperative, to facilitate the purchase of the tractor which is currently being leased from Smith Valley Garage for Airport use. Mr. Moen reviewed that attached cost breakdown and stated that Smith Valley Garage would apply a discount of \$14,782 for rental usage fees towards the purchase of the tractor, the final cost of which will be \$70,924.00, including the Sourcewell and the lease discounts and the installation of a front-loading bucket attachment.

(5:40:53) – Chairperson Golden entertained discussion. Member Simmons believed this would be a “good purchase”. Member Hamilton was informed that in addition to mowing, the tractor would be used for snow relocation, landscaping, drain cleaning, and other cleanup work. Mr. Moen also stated that add-ons such as a snow blower could be purchased in the future. Treasurer Rogers was informed that “2,000-3,000 hours constituted a used tractor” and Mr. Moen explained that the one being leased now would be considered “broken in”. Chairperson Golden believed the price was “a good deal”; however, he wished to see the tractor insured for loss prior to taking delivery of it. He also was in favor of financing the purchase, given the low interest rates. Mr. Tackes did not see any legal issues with financing. Mr. Moen indicated he had spoken to Smith Valley garage regarding financing. Discussion ensued regarding the lease duration and the funding sources and Mr. Moen offered to look into the options. Member Barrette was not in favor of paying over five percent in interest. Vice Chair Harris recommended giving direction to Mr. Moen on how to proceed. Chairperson Golden entertained public comments and when none were forthcoming, a motion.

(5:54:15) – **MOTION:** “I move to approve Airport Staff to contract through Sourcewell for the purchase of the Case Farmall 110U [diesel tractor] leased from Smith Valley Garage in July of 2019, with the option for the Airport Manager to use financing if the terms are attractive (3-5 years, with an interest rate of 5.5 percent or less) and with the caveat that the tractor will be insured before we take [possession].”

(5:55:05) – Member Barrette received confirmation that if the interest rate is above 5.5 percent, then the purchase will be made in cash.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Harris
<b>SECONDER:</b>	Hamilton
<b>AYES:</b>	Golden, Harris, Barrette, Rogers, Hamilton, Simmons
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

## **2. SCHEDULE NOVEMBER AND DECEMBER CCAA BOARD MEETING DATES.**

(5:55:33) – Chairperson Golden introduced the item and noted that the November Meeting did not conflict with the Thanksgiving Holiday; therefore, there was no need to change the date. Mr. Tackes advised deciding during the November meeting whether there would be a need to meet in December. Mr. Moen believed that the audit may be completed and presented in November.

### **H. AIRPORT ENGINEER’S REPORT.**

(5:57:55) – Mr. Moen referenced the Airport Engineer’s report which is incorporated into the record, and highlighted the drawing of a trash grate which will “prevent critters or people from entering that ditch that goes all the way out to Goni [Road]” and to prevent access to the Airport through the culvert.

### **I. AIRPORT MANAGER’S REPORT.**

(5:59:41) – Mr. Moen presented his report which is incorporated into the record and responded to member questions. Chairperson Golden advised comparing monthly fuel flow rates to the same month in the prior year instead of the previous month. Mr. Moen also presented the Airport Work Plan Performance Measures, incorporated into the record, and responded to clarifying questions.

### **J. LEGAL COUNSEL’S REPORT.**

(6:08:06) – Mr. Tackes stated that he did not have a report to present.

### **K. TREASURER’S REPORT.**

(6:08:14) – Treasurer Rogers referenced the Treasurer’s Report, incorporated into the record, and noted that the negative number in the balance sheet under accounts receivable reflected the yearly payment of taxes from the City, which the Authority had chosen to realize as income, was “sitting in a strange place in the balance sheet”. Treasurer Rogers noted that he, along with Mr. Moen, would work with the bookkeeper to resolve it.

**L. REPORT FROM AUTHORITY MEMBERS.**

(6:09:05) – Chairperson Golden introduced the item and noted that “a group of us are heading out to Elko Regional Airport on October 25, 2019” in support of an event, and would be flying Young Eagles. He also invited other Experimental Aircraft Association (EAA) member pilots with a youth protection plan in place to volunteer for that trip. Chairperson Golden also wished to consider a joint Airport Authority and FBO Holiday party.

**M. PUBLIC COMMENT**

(6:11:21) – No members of the public were present to comment. Mr. Moen reminded the members that the Board of Supervisors will interview two Airport Authority applicants for the vacant position during the October 17, 2019 Board meeting.

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

(6:11:11) – Chairperson Golden entertained future agenda items; however, none were forthcoming.

**O. ACTION ON ADJOURNMENT.**

**(6:12:09) – Chairperson Golden adjourned the meeting at 8:00 p.m.**

The Minutes of the October 16, 2019 Carson City Airport Authority regular meeting are so approved on this 20<sup>th</sup> day of November, 2019.