

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, January 21, 2015 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

| | |
|-------------------------------|---------------------------------|
| Chair – Guy Williams | Vice Chair – Karl Hutter |
| Member – Lee Griffin | 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/Recording Secretary

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.

The televised Carson City Airport Authority meetings are available for viewing on http://www.breweryarts.org/?page_id=2597.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:00:52) – Chairperson Williams called the meeting to order. A quorum was present.

| Attendee Name | Status | Arrived |
|---------------|---------|-----------|
| Guy Williams | Present | |
| Karl Hutter | Present | 6:03 p.m. |
| Lee Griffin | Present | |
| Steve Poscic | Present | |
| Jim Shirk | Present | |
| Phil Stotts | Present | |
| Maurice White | Present | |

B. PLEDGE OF ALLEGIANCE (6:01:23) – Led by Chairperson Williams.

C. ACTION ON APPROVAL OF PAST MINUTES

(6:02:09) – MOTION: The Carson City Airport Authority approves the minutes of the November 19, 2014 meeting as presented.

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|--------------------|---|
| RESULT: | APPROVED (6-0-0) |
| MOVER: | White |
| SECONDER: | Shirk |
| AYES: | Williams, Griffin, Poscic, Shirk, Stotts, White |
| NAYS: | None |
| ABSTENTIONS | None |
| ABSENT: | Hutter |

D. MODIFICATION OF AGENDA (6:02:46) – None.

E. PUBLIC COMMENT

(6:02:54) – Bill Hartman, introduced himself as a tenant at the Airport. Mr. Hartman wished to address the reduced funds for the Airport Open House, and wished the Authority to reconsider the \$5,000 allocated to the Open House. He suggested that the Airport Manager ask the tenants for contributions and have the Authority match those contributions. Chairperson Williams noted that the Authority must maintain a mandatory budget requirement mandated by the City. He also suggested agendaing the item for the next meeting, since the Authority could not act on it now, per the Open Meeting Law.

F. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO APPROVE TASK 4 WITH ATKINS TO PROVIDE DESIGN AND BIDDING SERVICES FOR THE NORTH APRON RECONSTRUCTION AT THE CARSON CITY AIRPORT.

(6:08:37) – Mr. Clague presented the agenda materials which are included in the Airport Engineer’s Report and are incorporated into the record. In response to a question by Member Griffin, Mr. Clague explained that the project phasing was due to the limitation of funding by the FAA.

There were no public comments.

(6:12:12) – MOTION: I move to approve task 4 with Atkins to provide the design and bidding services for the North Apron reconstruction not-to-exceed \$160,000 and to authorize the Chairman and the Airport Manager to sign the contract, contingent on receiving an FAA grant.

| | |
|--------------------|---|
| RESULT: | APPROVED (7-0-0) |
| MOVER: | Poscic |
| SECONDER: | Griffin |
| AYES: | Williams, Hutter, Griffin, Poscic, Shirk, Stotts, White |
| NAYS: | None |
| ABSTENTIONS | None |
| ABSENT: | None |

G. AIRPORT ENGINEER’S REPORT

(6:13:45) – Mr. Clague presented the remainder of the Airport Engineer’s Report, incorporated into the record. He also reported on a meeting with the FAA to discuss upcoming projects, and referred to two spreadsheets attached to the report. Mr. Clague noted that the FAA had minor comments on the first spreadsheet and those were incorporated into the second one and submitted to the FAA.

(6:15:37) – Chairperson Williams expressed concern over the FAA’s questioning of some projects should funding not become available, and wanted to caution the Authority of a possible “budgetary shortfall on receiving grants”, should the FAA reimburse the obstruction lights project the year after the project completion date. Discussion ensued regarding the entitlement funds being used for pavement maintenance, which is acceptable under the Airport Improvement Program. Mr. Clague stated that the FAA’s programmed funds are less than what is shown

in the Airport Capital Improvement Plan (ACIP), but are in anticipation of receiving additional funds. He also indicated that the project costs in the ACIP were not changed, and that the Wildlife Hazard Assessment would now be done by the Nevada Department of Transportation (NDOT). Member White noted a calculation error in the 2017 line items and was informed that it had been corrected prior to sending to the FAA. He also received confirmation from Mr. Tackes that the ACIP would be agendaized for a vote in an upcoming meeting.

There were no public comments.

H. AIRPORT MANAGER’S REPORT

(6:25:21) – Mr. Rowe presented his written report, incorporated into the record. He also added that a block grant by the NDOT was used for a pavement management survey, completed but not yet published, which would help with the pavement management plan. Discussion also ensued regarding the FAA’s hold up on signing off on the obstruction lights.

PUBLIC COMMENTS

(6:31:01) – Mr. Hartman explained that the three GPS approaches of the Truckee Airport stated that “circle and straight-in approaches were not authorized at night”. Chairperson Williams was informed that the plow truck maintenance and repair expenses were incurred by NDOT, and that the Airport was only responsible for fuel costs.

I. LEGAL COUNSEL’S REPORT

(6:33:05) – Mr. Tackes reported that the next Nevada Legislative Session would begin on February 2, 2015, and several aviation-related Bill Draft Requests (BDRs) had been submitted, noting that the bill descriptions had been included in the record. Mr. Tackes elaborated that three of the bills were regarding unmanned aircraft, another would try to improve regional commercial air service, and one was a returning bill on tax abatement for aircraft parts, if certain criteria were met, to make Nevada competitive with the surrounding states relating to aircraft repair. Member White inquired about the content of the remaining BDRs since they were not public, and Mr. Tackes noted that he would “attempt to find out “.

There were no public comments.

J. TREASURER’S REPORT

(6:35:47) – Member Posic explained that as of December 31, 2014, the checking and savings total was \$502,777. He also noted that some Airport Improvement Program bills would still need to be paid, adding that the Authority remained approximately \$10,000 under budget to date. In response to a question by Chairperson Williams, Mr. Rowe stated that the Authority was on track to meet the budget numbers. He also noted that they had a large number of volunteers for the open house. Vice Chairperson Hutter indicated that ordinary expenses such as utilities were running at 37 percent of the of budget half-way through the year, and that legal expenses were below budget as well.

There were no public comments.

K. REPORT FROM AUTHORITY MEMBERS (6:41:55) – None.

L. PUBLIC COMMENT (6:42:03) – None.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:42:28) – It was agreed to agendize the Airport Open House budget, the revised ACIP, and the Approval of design and bidding processes in anticipation of a grant to better comply with FAA deadlines.

N. ACTION ON ADJOURNMENT (6:44:16) – Vice Chairperson Hutter moved to adjourn. The motion was seconded by Member Shirk. The meeting was adjourned at 6:44 p.m.

The Minutes of the January 21, 2015 Carson City Airport Authority meeting are so approved this 18th day of February, 2015.

GUY WILLIAMS, Chair