

MINUTES
Special Meeting
Carson City Airport Authority
Thursday, May 15, 2014 ● 6:00 PM
Carson City Airport Terminal Building
2600 College Parkway, 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

Cheryl Eggert – Recording Secretary

Transcribed by: 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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM (5:59:34) – Chairperson Williams called the meeting to order. A quorum was present.

Attendee Name	Status	Arrived
Guy Williams	Present	
Karl Hutter	Absent	
Lee Griffin	Absent	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

B. PLEDGE OF ALLEGIANCE (6:00:11) – Led by Chairperson Williams.

C. ACTION ON APPROVAL OF PAST MINUTES

(6:00:46) – **MOTION:** The Carson City Airport Authority approves the minutes of the April 16, 2014 meeting.

RESULT:	APPROVED (5-0-0)
MOVER:	White
SECONDER:	Stotts
AYES:	Williams, Poscic, Shirk, Stotts, White.
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter, Griffin

D. **MODIFICATION OF AGENDA** (6:01:10) – None.

E. **PUBLIC COMMENT** (6:01:19) – None.

F. **CONSENT AGENDA** (6:01:40) – None.

G. **PUBLIC HEARING ITEMS:**

1. **DISCUSSION AND ACTION TO APPROVE THE CARSON CITY AIRPORT AUTHORITY TENTATIVE BUDGET AS THE FINAL BUDGET FOR FISCAL YEAR 2014 TO 2015; AUTHORIZATION TO CERTIFY AND TRANSMIT SAME TO THE DEPARTMENT OF TAXATION AND THE NEVADA TAX COMMISSION; AUTHORIZATION FOR STAFF TO MAKE THE REQUIRED FILINGS.**

(6:02:15) – Beth Kohn-Cole presented the final budget, incorporated into the record, and noted that they reflected the changes made during the May 7, 2014 special budget workshop.

(6:03:28) – **PUBLIC COMMENTS:** - None.

(6:03:51) – **MOTION:** I move to make the changes to the tentative budget reflected in the proposed final budget and adopt it as our final budget.

RESULT:	APPROVED (5-0-0)
MOVER:	Poscic
SECONDER:	Shirk
AYES:	Williams, Hutter, Poscic, Shirk, Stotts, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter, Griffin

(6:05:18) – Mr. Tackes clarified that the approved budget must be signed by a majority of the Authority members.

2. **DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF RESOLUTION TO ACCEPT BIDS ON LEASE PARCEL 202, OR PART THEREOF, PER NRS 244.283 FOR AIRPORT LAND LEASE, AS FOLLOWS: (1) EXAMINATION OF APPRAISAL OF \$0.36 PER SQUARE FOOT PER YEAR; (2) DETERMINATION OF WHETHER TO ISSUE AN INVITATION TO BID AND DESCRIPTION OF PROPERTY BEING MADE AVAILABLE; (3) DETERMINATION OF APPROPRIATE MINIMUM LEASE RATE AND TERMS OF THE LEASE AND PERMITTED USES; (4) SET DEADLINE FOR BIDS AND THE DATE FOR THE BID OPENING AND CONSIDERATION; (5) DISCUSSION ON REIMBURSEMENT OF APPRAISAL: AND AUTHORIZATION FOR AIRPORT STAFF TO PUBLISH AS REQUIRED BY NRS 244.283.**

(6:07:23) – Mr. Tackes gave background and presented the process by which a lease is awarded. He also noted that the appraiser was present to answer questions. In response to a question, he noted that businesses planning to lease the property would not be limited to aviation.

(6:13:54) – Mike Billow, representing Cactus Air Force, indicated that Rick Clemens, Cactus Air Force President and Co-Founder, reimbursed the Authority’s appraisal fees, and suggested this item be postponed until the next meeting.

(6:15:40) – Chairperson Williams suggested providing Mr. Billow questions from Authority members to prepare Mr. Clemens for the following month’s meeting.

(6:16:29) – Member White wished to see how pedestrians would access the leased property without going through the airport, and asked about parking requirements.

(6:18:50) – Member Stotts inquired about the number of aircraft displayed in the museum.

(6:21:45) – The museum’s 501c status was discussed.

(6:26:58) – Discussion ensued regarding the hangar height requirements.

(6:34:15) – Member White received clarification from the appraiser regarding the “light industrial” zoning of the property. He also inquired about the appraisal not utilizing other airport comparables and the inclusion of older room tax information in the appraisal.

H. AIRPORT ENGINEER’S REPORT

(6:40:10) – Incorporated into the record. Discussion ensued regarding the availability of temporary taxiways during the reconstruction projects, and better communication with tenants.

(6:53:32) – Member White inquired about change orders and financial summaries not reflected in the Airport Engineer’s Report. Mr. Clague explained that cost information is monitored by him and he tries to keep all expenses under budget. Mr. Clague added that the financial summaries will be included in the Airport Engineer’s reports when construction resumes.

I. AIRPORT MANAGER’S REPORT

(6:56:19) –Mr. Rowe reported that the Boy Scouts and Members of the Experimental Aircraft Association (EAA) had collected debris from the runways. Chairperson Williams suggested that Mr. Rowe include a budget status update each month. Mr. Rowe noted that he had been working with the accounting firm and he would do so at the start of the upcoming fiscal year.

J. LEGAL COUNSEL’S REPORT

(6:59:03) – Incorporated into the record.

K. TREASURER’S REPORT

(6:59:07) – Member Posic noted that as of April 30, 2014 the Authority’s current assets and liabilities were totaled at \$543,905.01.

L. REPORT FROM AUTHORITY MEMBERS

(6:59:53) – None.

M. PUBLIC COMMENT

(6:59:59) – None.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:00:15) – Re-agendize item G2. Discussion also ensued regarding the Center Triangle item and Mr. Tackes advised that any subcommittee that goes beyond “purely collecting data” would require proper agendizing and noticing, per the Open Meeting Law.

(7:02:35) – Mr. Tackes updated the Authority on a conference he had attended in Florida regarding unmanned aircraft, and noted that he had explored opportunities for Carson City, adding that most of the opportunities were for rural areas.

O. ACTION ON ADJOURNMENT (7:22:13) – Member White moved to adjourn. The motion was seconded by Member Poscic. The meeting was adjourned at 7:22 p.m.

The Minutes of the May 15, 2014 Carson City Airport Authority special meeting are so approved this 18th day of June, 2014.

GUY WILLIAMS, Chair