

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, June 17, 2015 ● 6:00 PM**  
**Carson City Airport Terminal Building**  
**2600 College Parkway, Carson City, Nevada**

**Committee Members**

**Chair – Guy Williams**  
**Member – Steve Poscic**  
**Member – Phil Stotts**

**Vice Chair – Karl Hutter**  
**Member – Jim Shirk**  
**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.

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 (6:00:22) – Vice Chairperson Hutter called the meeting to order. A quorum was present.**

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Guy Williams	Absent	
Karl Hutter	Present	
Steve Poscic	Present	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	

**B. PLEDGE OF ALLEGIANCE (6:00:57) – Led by Vice Chairperson Hutter.**

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

**(6:02:30) – MOTION: I move to approve the Minutes of the April 15, 2015 and May 21, 2015 Carson City Airport Authority meetings.**

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

**D. MODIFICATION OF AGENDA**

(6:02:42) – None.

**E. PUBLIC COMMENT**

(6:02:55) – None.

**F. PUBLIC HEARING ITEMS:**

**1. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE LEASE ASSIGNMENT OF THE AIRPORT LEASES HELD BY EL AERO SERVICES, INC. ON THE CARSON CITY AIRPORT TO MOUNTAIN WEST CXP, LLC.; ORIGINAL LEASES RECORDED AS BOOK 313 PP 173-186 (AND DOCUMENT NO. 8597) [MOBILL], DOCUMENTS 6457 [AEROHEAD] AND 420793 [PORTAHANGAR], TOGETHER WITH ALL AMENDMENTS THERETO.**

(6:03:32) – Vice Chairperson Hutter introduced the item.

(6:04:16) – Mr. Tackes provided background and presented the agenda materials outlined in the Airport Council Briefing and incorporated into the record. He recommended approval of the lease assignments and noted that both Michael Golden of Mountain West Aviation and Susan McGinnis of El Aero Services, Inc. were present to answer Authority members’ questions.

(6:09:06) – Vice Chairperson Hutter invited Michael Golden to comment on the agenda item. Mr. Golden introduced himself and thanked the Authority members for the opportunity. He reiterated Mr. Tackes’ comments and background information, adding that they had extended an employment offer to the existing El Aero Services employees. Mr. Golden explained that their business model was based on volume and good customer service.

(6:16:30) – Member Poscic was informed that there would be two separate FBOs under different names at the Airport.

(6:17:38) – Member Stotts commented on the low price of fuel in Carson City and was informed that the full-service fuel rate would be just as competitive as the self-service rate, but serving different markets. The self-service rate is priced to be competitive within the region. Vice Chairperson Hutter also noted the competitiveness of the fuel pricing was “the right kind of approach” to bringing more business to Carson City. He was also informed that the repair station license was in the process of being “carried forward”.

There were no public comments.

**(6:25:30) – MOTION: I move to approve the assignment of the El Aero leases to Mountain West CXP, LLC.**

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

**2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2016-2018 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM FOR THE CARSON CITY AIRPORT.**

(6:27:30) – Vice Chairperson Hutter introduced the item.

(6:27:47) – Mr. Clague presented the DBE Program, included in the agenda materials and incorporated into the record. Vice Chairperson Hutter received confirmation that the August 1, 2015 filing with the FAA would be done in a timely manner. Mr. Tackes confirmed that any small, minority-owned, or woman-owned business was considered a DBE. He also explained to Member Stotts that a Hispanic-owned business was considered minority-owned. In response to an inquiry by Member White, Mr. Clague noted that he had modified the document based on a template, adding that some of the wording was “directly from the Department of Transportation” and could not be changed. Mr. Tackes explained to Member White that the document would be considered a draft, even if not marked as such, because it is not yet signed. Discussion ensued regarding misrepresentation by DBEs and enforcement options. Member White was informed that the “reconsideration official” mentioned in the document is Mr. Rowe. Mr. Clague also explained the process of encouraging DBE participation in the Request for Proposals (RFPs).

There were public comments.

**(7:00:48) – MOTION: I move to approve submitting the 2016-2018 DBE Program to the FAA Civil Rights Department with a goal of expending 5.45 percent in federal funds during that time period, and authorize the Staff to make the necessary filings.**

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

**G. AIRPORT ENGINEER’S REPORT**

(7:01:54) – Mr. Clague reviewed the Engineer’s Report, incorporated into the record. Discussion ensued regarding North Apron Design grant awards and Mr. Clague noted that he had not yet heard from the FAA. Vice Chairperson Hutter inquired about the status of the Obstruction Lights, and was informed by Mr. Rowe that the FAA had not yet scheduled a flight check of the approaches.

**H. AIRPORT MANAGER’S REPORT**

(7:06:05) – Mr. Rowe referred to the Airport Manager’s Report incorporated into the record, adding that the Airport Open House would take place on Saturday, June 20, 2015, 8 a.m. until 4 p.m., with a 7 a.m. pancake breakfast.

**I. LEGAL COUNSEL’S REPORT**

(7:10:05) – Mr. Tackes referred to the Legal Counsel’s Report and reviewed the recently-passed aviation bills by the Nevada Legislature, incorporated into the record.

**J. TREASURER’S REPORT**

(7:17:46) – Member Poscic reported that as of May 31, 2015, the total account balance was \$486,622.95 and when adding the accounts receivable, the total would be \$758,374.00. He also noted that the Authority was still under budget.

**K. REPORT FROM AUTHORITY MEMBERS**

(7:19:00) – None

**L. PUBLIC COMMENT**

(6:19:10) – None.

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

(7:19:19) – Mr. Tackes advised that the July meeting would include the election of officers. Vice Chairperson Hutter suggested a status update on the construction and lease of the Heritage Hangars. Mr. Tackes also noted that two motions made by former Authority member Lee Griffin would be voted on again, as they did not satisfy Mr. Griffin’s Authority membership status at the time of the vote. Member White wished to “get to the bottom of” the security firm contract. He also suggested having a “running list” of future agenda items, and publishing the support materials online in conjunction with the agenda. Member White resubmitted for the record a previous email (attached) to discuss future funding opportunities for the Airport and requested that the Authority agendaize the item for action in order to make it a permanent agenda item.

**N. ACTION ON ADJOURNMENT (7:28:44) – Member Poscic moved to adjourn. The motion was seconded by Member Shirk.** The meeting was adjourned at 7:29 p.m.

The Minutes of the June 17, 2015 Carson City Airport Authority meeting are so approved this 15<sup>th</sup> day of July, 2015.

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KARL HUTTER, Vice Chair



Maurice White <fishingrampa@gmail.com>

(no subject)

1/17/2015

Maurice White <fishingrampa@gmail.com>  
To: Guy Williams <guybwilliams@sbcglobal.net>

Thu, Apr 9, 2015 at 9:23 PM

Guy,

During our last meeting on March 18, 2015 I suggested as a function of this budget process that Tim give us a plan to secure future funding for the Carson City Airport. I don't know if the message was clear or if we gave Tim direction regarding my suggestion.

Following is a list of items I mentioned would be appropriate to include as proactive goals in the plan. I would not consider this list to be all inclusive. Of course increasing revenue and decreasing expenses would be the obvious root goals.

1. Increase the Airports presence in the various regional marketing efforts.
2. Increase fuel sales.
3. How will we have the match money for the listed ACIP projects.
4. Execute the obstruction light project (I see it is now budgeted).
5. Get outside planes to relocate to C.C. Airport.
6. Reduce HR costs. Get better deals or farm them out.
7. Grow the year end balance.

In addition to the above I would suggest the following.

Now that the Serpa properties are sold we need to get started working out how to market our neighboring properties to go along with development that is going to happen outside the fence.

Now that we will have the water line completed to the Inner Triangle we need to start marketing that property as well.

It would be good to hear from the other members what their ideas might be for seeing that this Airport can continue to support our community. Please advise as to what might be the next step regarding the production of a written set of goals for Airport funding.

Maurice White  
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fishingrampa@gmail.com

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