

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, September 16, 2015 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

<b>Chair – Karl Hutter</b>	<b>Vice Chair – Don Peterson</b>
<b>Member – Steve Poscic</b>	<b>Member – Jim Shirk</b>
<b>Member – Phil Stotts</b>	<b>Member – Maurice White</b>
<b>Member – Guy Williams</b>	

**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 (6:00:28)** – Vice Chairperson Peterson called the meeting to order. Roll was called. A quorum was present.

Attendee Name	Status	Arrived
Karl Hutter	Present	6:02 p.m.
Don Peterson	Present	
Steve Poscic	Absent	
Jim Shirk	Present	
Phil Stotts	Present	
Maurice White	Present	
Guy Williams	Present	

**B. PLEDGE OF ALLEGIANCE (6:00:44)** – Led by Vice Chairperson Peterson.

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

**(6:02:52) – MOTION: I move to approve the minutes of the August 19, 2015 Carson City Airport Authority meeting as presented.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Peterson
<b>SECONDER:</b>	Stotts
<b>AYES:</b>	Hutter, Peterson, Shirk, Stotts, White, Williams
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Poscic

**D. MODIFICATION OF AGENDA**

(6:02:59) – Chairperson Hutter noted a typographical error on the agenda and indicated that the items will be taken in the order agendized.

**E. PUBLIC COMMENT**

(6:04:11) – Cecil Koupal introduced himself as the potential lessee of the area across from the Heritage Hangars. Mr. Koupal requested agendizing for the next meeting the reimbursement of the appraisal fee if someone outbids them during the project’s public auction. Mr. Tackes confirmed that the item could not be discussed further at this time, and suggested placing it on the October meeting agenda. Member Williams confirmed that the lot line adjustment had been made.

(6:08:20) – Tom Gonzales introduced himself as the owner of Jet Ranch and noted that he would not be present at the next meeting. Mr. Gonzales expressed his concern over the building of Quonset huts by Mr. Koupal. He also introduced into the record a letter by John Mayes, another Airport lessee, opposed to the Quonset huts.

**F. PUBLIC HEARING ITEMS:**

**1. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE USE OF THE AIRPORT TERMINAL FOR THE EAA’S B-17 (ALUMINUM OVERCAST) EVENT ON SEPTEMBER 22, 2015.**

(6:10:28) – Chairperson Hutter introduced the item.

(6:11:23) – Gary Follette presented his request (flyer incorporated into the record) and requested permission to land aircraft and use the Airport facilities on Tuesday, September 22, 2015. Mr. Rowe indicated that previous EAA events had gone “without a hitch”, and confirmed that the EAA’s insurance policy rider would be obtained shortly. Discussion ensued regarding restroom use and Mr. Follette ensured the ones in the terminal would be cleaned and returned to their “previous condition”.

**PUBLIC COMMENTS**

(6:16:17) – Steve Lewis introduced himself as the owner and president of Sterling Air and the manager of Jet Ranch. Mr. Lewis offered the EAA hangar space, should they need it. Chairperson Hutter noted his appreciation of the Airport community “pulling together”.

**(6:17:07) – MOTION: I move to approve the use of the Airport Terminal for the EAA B-17 event on September 22, 2015.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Stotts
<b>SECONDER:</b>	Peterson
<b>AYES:</b>	Hutter, Peterson, Shirk, Stotts, White, Williams
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Poscic

**2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE USE OF THE TERMINAL BY THE RENO 99'S ON OCTOBER 3RD FROM 9:00 AM TO 12:00 PM FOR THE GO BY AIR MEETING.**

(6:18:00) – Chairperson Hutter introduced the item.

(6:18:24) – Mr. Rowe presented the agenda materials incorporated into the Airport Manager’s Report. Discussion ensued regarding the event reaching the entire public versus limiting it to girl scouts.

There were no public comments.

**(6:23:00) – MOTION: I move to approve the use of the Airport Terminal for the 99’s event on October 3, 2015.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Shirk
<b>SECONDER:</b>	Stotts
<b>AYES:</b>	Hutter, Peterson, Shirk, Stotts, White, Williams
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Poscic

**3. DISCUSSION AND POSSIBLE ACTION TO APPROVE MODEL AIRCRAFT OPERATIONS AT THE MODEL AIRCRAFT FIELD THAT IS WITHIN FIVE (5) MILES OF THE CARSON CITY AIRPORT.**

(6:23:51) – Chairperson Hutter introduced the item.

(6:24:36) – Dan Etcheto presented his group’s request, incorporated into the record, and noted that his organization would fly model aircraft only and not drones. He also noted that all members keep their model airplanes within eye contact in order not to lose them. Chairperson Hutter received clarification from Mr. Tackes that the Nevada Revised Statute (NRS) going into effect on October 1, 2015. Mr. Tackes explained the regulations and suggested avoiding certain aircraft approaches. He also explained that the agreement in question would outline the procedures the Authority believes are appropriate to avoid issues. Mr. Tackes suggested ongoing communications and training the users of the Remote Controlled (RC) field to be “on notice that they are in the approach area of the Carson City Airport”. Discussion ensued regarding the types of notices. Chairperson Hutter received confirmation that the letter of agreement met the needs of the Authority. Mr. Etcheto clarified that the club members must have insurance, and will be turned away otherwise. Member Williams suggested renewing the agreement every 12 months. Discussion ensued regarding the issuing of a NOTAM and Mr. Tackes believed it would be a “good idea”. Member White was informed that the agreement would not give authority to the Carson City Airport to control the RC field. Mr. Tackes suggested that Mr. Etcheto contact the privately-owned Parker Carson Airport as he was not certain it was still in operation. Member Stotts suggested adding the model aircraft fields to airport directories. Discussion ensued regarding model aircraft wing spans and the length of the agreement in question.

There were no public comments.

(7:02:22) – MOTION: I move to approve the Model Aircraft operations at the RC field located next to the Carson City landfill, and that Staff work with them to put in place a written agreement, and that written agreement, presented to the board [Authority], shall be modified to include a requirement for a sign posted at the field notifying of the local airport operations and distance, and that the operations be restricted to 400 feet AGL and 1500 feet from the center of the Airport. The motion was also amended “to include language giving the Airport unilateral ability to withdraw from the agreement” and to include language from the AC [Advisory Circular].

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Peterson
<b>SECONDER:</b>	Williams
<b>AYES:</b>	Hutter, Peterson, Shirk, Stotts, White, Williams
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Poscic

(7:02:57) – Vice Chairperson Peterson also noted that a NOTAM will be posted even though it is not part of the agreement.

**4. DISCUSSION AND POSSIBLE ACTION TO CONSIDER THE REQUESTS FOR PROPOSAL FROM SECURITY PATROL COMPANIES; CONSIDER THE RECOMMENDATIONS OF THE AIRPORT MANAGER; AND AWARD THE AIRPORT SECURITY CONTRACT FOR A FIVE (5) YEAR PERIOD.**

(7:04:54) – Chairperson Hutter introduced the item.

(7:05:03) – Mr. Rowe presented the agenda materials incorporated into the Airport Manager’s Report and reviewed the three received bids and recommended retaining Capital City Patrol for a five-year contract as they had provided the “best numbers”. Vice Chair Peterson was informed that the \$300 per month was for the duration of the contract with no anticipated increases. He also inquired about signage regarding tampering with aircraft being a federal offence. Mr. Tackes clarified that the Capital City Patrol agreement specified the \$300 per month for the first and second years paid bi-weekly and at a 7.5 percent added rate for late payment. Vice Chairperson Peterson wished to have a contract that specified the fees for five years, to be paid monthly and without late payment fees. Other parts of the bid were also discussed and compared with the other two bids. Member White was informed that the CEO of Capital City Patrol, Virgil Hammond, was the only bidder present. He also expressed his disappointment in the incomplete bids. Mr. Hammond gave a brief explanation of their operations and noted that the bi-weekly payment is the reason for the low monthly fees. Vice Chairperson Peterson believed that unmarked cars were not effective.

There were no public comments.

(7:37:14) – MOTION: I move to accept the proposal from Capital City Patrol in general, and direct him [Capital City Patrol CEO] to work with Steve Tackes [Airport Counsel] to prepare a refined contract that addresses our modifications for subsequent approval by the [Airport] Authority. The motion was amended to note that once the modifications were made, Mr. Rowe could execute the agreement without bringing the item back to the authority.

<b>RESULT:</b>	<b>APPROVED (5-1-0)</b>
<b>MOVER:</b>	Peterson
<b>SECONDER:</b>	Williams
<b>AYES:</b>	Hutter, Peterson, Shirk, Stotts, Williams
<b>NAYS:</b>	White
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Poscic

**5. DISCUSSION AND POSSIBLE ACTION TO DISPOSE OF ABANDONED AND DERELICT ALBATROSS GRUMMAN HU-16B, SERIAL NUMBER 51-067, SINCE OWNER, YVETTE WEAVER, HAS FAILED AND REFUSED TO REMOVE SAID AIRCRAFT DESPITE DEMAND; AUTHORIZATION TO AIRPORT MANAGER TO ARRANGE FOR SCRAP SALE OR OTHER DISPOSAL**

(7:40:20) – Chairperson Hutter introduced the item.

(7:40:47) – Mr. Tackes presented the agenda materials incorporated into the record, and noted that the aircraft would be disposed as scrap. Mr. Rowe gave an estimate on the costs associated with the removal of the aircraft and Mr. Tackes clarified that any funds generated beyond the disposal of the aircraft would be forwarded to the owner. Member Williams wished to be rid of the aircraft either by the authority or by the owner and Member Stotts was informed that the owner was one month behind in her rent payments. Vice Chairperson Peterson offered to meet with the aircraft owner prior to taking action. Mr. Tackes confirmed that the aircraft was considered “personal property” and suggested consulting the Carson City Assessor. Mr. Rowe offered to inquire about the taxes by contacting the Assessor’s Office. Vice Chair Peterson suggested suspending action until he meets with the aircraft owner and receives the response of Mr. Rowe’s inquires with the Assessor’s Office about residual taxes.

(7:59:08) – Member Stotts suggested donating the aircraft to the fire department or the National Guard as an alternative, and offered to inquire with both parties. Chairperson Hutter suggested “running through all those options” within the next few weeks. Member White reminded the Authority of the health hazard created by the pigeons.

There were no public comments.

**(8:06:54) – MOTION: I move to authorize the Airport Manager to dispose of the Yvette Weaver Albatross and bill any net cost to the Airport for its disposal or remediation of the site to the owner, Yvette Weaver, on the condition that the Airport Manager will not act on that authorization until we have taken the steps outlined by Member Peterson and Member Stotts, to look at some of the alternatives available for the disposal of the aircraft.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Hutter
<b>SECONDER:</b>	Williams
<b>AYES:</b>	Hutter, Peterson, Shirk, Stotts, White, Williams
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Poscic

(8:08:19) – Mr. Tackes advised Vice Chairperson Peterson to see Ms. Weaver accompanied by another Authority member or the Airport Counsel.

**6. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2016 AIRPORT OPEN HOUSE EVENT AND THE DATE TO BE HELD; THE APPOINTMENT OF AN AUTHORITY MEMBER TO OVERSEE THE OPEN HOUSE AND PROVIDE REPORTS TO THE AUTHORITY.**

(8:08:53) – Chairperson Hutter introduced the item.

(8:09:14) – Mr. Rowe presented the agenda items which are incorporated into the record. He also suggested having the 2016 open house in June and appointing an Authority member to oversee the event. Discussion ensued regarding the responsibilities of said Authority member on the Open House Committee. Mr. Rowe noted that Member Poscic is already a member of the Committee and an active participant as an FBO.

**PUBLIC COMMENTS**

(8:17:50) – Bill Hartman introduced himself as a member of the Open House Committee and noted that appointing an Authority member who is already on the Committee would not relieve Mr. Rowe’s “time burden” , and suggested hiring someone to help Mr. Rowe. He also recommended agendizing “properly funding” the Open House. Chairperson Hutter explained the Airport’s funding and spending prioritizations. He also noted that promoting the Airport was one of the Airport Manager’s functions. Discussion ensued regarding the Airport budget and the lack of funds, in addition to selecting a date. It was agreed not to appoint an Authority member to the Open House Committee.

**(8:31:28) – MOTION: I move to approve June 18, 2016 as the date for the next Airport Open House.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Williams
<b>SECONDER:</b>	Peterson
<b>AYES:</b>	Hutter, Peterson, Shirk, Stotts, White, Williams
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Poscic

**7. DISCUSSION AND POSSIBLE ACTION TO FORM A STRATEGY GROUP TO BE ORGANIZED BY MAURICE WHITE AND DON PETERSON, TO CONSIDER ALTERNATIVE METHODS TO SPEED COMMERCIAL DEVELOPMENT OF THE CARSON CITY AIRPORT; FINDINGS TO BE PRESENTED TO THE AUTHORITY FOR CONSIDERATION.**

(8:34:18) – Chairperson Hutter introduced the item.

(8:34:39) – Member White updated the Authority on his discussions with Vice Chairperson Peterson which consisted of working with Airport Counsel on a pro bono basis to approach several members of the community and Airport tenants to informally discuss marketing ideas to jump start development on the airport. Vice Chairperson Peterson added that specific goals and actions must be developed prior to approaching others. Chairperson Hutter thanked both members and Member Williams for championing the idea. Member White assured the Authority that they would be careful not to violate the Open Meeting Law.

There were no public comments.

**(8:41:41) – MOTION: I move to form a strategy committee led by Member White and Vice Chairperson Peterson and supported by Airport Counsel, Mr. Tackes, on a pro bono basis, to look at alternative methods to investigate opportunities for economic development on the Airport, and to present those findings to the Authority.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Hutter
<b>SECONDER:</b>	Williams
<b>AYES:</b>	Hutter, Peterson, Shirk, Stotts, White, Williams
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Poscic

**G. AIRPORT ENGINEER’S REPORT**

(8:42:57) – Mr. Clague referred to the Airport Engineer’s Report, incorporated into the record, regarding the North Apron Design. There were no member or public comments.

**H. AIRPORT MANAGER’S REPORT**

(8:43:28) – Mr. Rowe presented the Airport Manager’s Report which is incorporated into the record. He also noted that he had halted a project by a tenant who had begun construction without the Authority’s approval, and believed the item would be agendaized for a future meeting. Member Stotts suggested adding the pigeons inhabiting the Albatross on the wildlife hazard list.

**I. LEGAL COUNSEL’S REPORT**

(8:48:42) – Mr. Tackes referred to the Airport Counsel’s Report and added that this was Member Williams’ last meeting on the Authority as his term had expired, and called him a great leader as former Authority Chair. Chairperson Hutter also thanked Member Williams for being a great mentor and leader. Member Williams thanked the Authority and noted his appreciation for the opportunity to serve, calling his experience rewarding. He also suggested finding ways to make “transient aircraft live here”.

**J. TREASURER’S REPORT**

(8:54:50) – Member White presented the Treasurer’s Report which is incorporated into the record, and noted that the total value of the checking and savings accounts was \$614,890.77.

**K. REPORT FROM AUTHORITY MEMBERS**

(8:56:06) – Chairperson Hutter informed the Authority that the RNAV GPS 27 Original Approach B and RNAV GPS A Amendment 1A had been moved from “pending” status to “terminated”. He suggested a follow up to understand the implications. Mr. Rowe offered to find out. Member White commented on the volume of email traffic and suggested responding only to the originator of the message, especially when it related to agenda edits. Vice Chairperson Peterson preferred receiving the “raw data”. Member Williams suggested replying to the sender

and not to “all” and Mr. Tackes agreed. Member Shirk suggested using the “BCC” address instead of the “TO” for recipients. Vice Chairperson Peterson inquired about the official notice of termination by Cricket and Mr. Rowe noted that he had not received a response to his inquiry.

**L. PUBLIC COMMENT**

There were no public comments.

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

(9:07:40) – Mr. Koupal’s agenda item, per the earlier public comment.

**N. ACTION ON ADJOURNMENT (9:10:03) – Member Williams moved to adjourn. The motion was seconded by Member White.** The meeting was adjourned at 9:10 p.m.

The Minutes of the September 16, 2015 Carson City Airport Authority meeting are so approved this 21<sup>st</sup> day of October, 2015.

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KARL HUTTER, Chair