



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** April 6, 2017

**Staff Contact:** Nick Marano, City Manager

**Agenda Title:** For Possible Action: To appoint one member to the Airport Authority, filling the "Fixed Based Operator" position for an unexpired term ending October 2020.

**Staff Summary:** The Airport Authority Act for Carson City. Chapter 844, Statutes of Nevada 1989, creates a seven member authority as appointed by the Board of Supervisors. As stated in Section 4, the member categories are as follows: 1. Three members who represent the general public – at least one of these members must be a city official selected by the BOS and one must be a pilot who, at time of appointment, owns and operates an aircraft based at the airport; 2. Two members who are manufacturers in the CC industrial airport\*; 3. Two members who are fixed base operators at the airport. There is one vacancy on the Airport Authority for the "Fixed Based Operator" position to be filled due to a members resignation. New applications were submitted by Brian Vowell, Stephen Theberge and Dayton Murdock.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 45 mins

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## **Proposed Motion**

I move to appoint \_\_\_\_\_ to the "Fixed Based Operator" position to fill an unexpired term ending October 2020.

## **Board's Strategic Goal**

Quality of Life

## **Previous Action**

N/A

## **Background/Issues & Analysis**

N/A

## **Applicable Statute, Code, Policy, Rule or Regulation**

NRS Chapter 844, Section 4.

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: N/A

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

## **Alternatives**

Open position for additional applicants.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


(Vote Recorded By)




Carson City, NV

# AIRPORT AUTHORITY


## BOARD DETAILS




OVERVIEW



**SIZE** 7 Seats



**TERM LENGTH** 4 Years



**TERM LIMIT** 1 Term

Agrees to manage, control, operate, improve and maintain Carson City Airport.



### DETAILS

#### MEETINGS

- 6:00 p.m.
- Every third Wednesday of each month
- Community Center, Sierra Room
- 851 East William Street, Carson City, Nevada

#### POWERS & DUTIES

- Maintain and guide the growth of the Carson City Airport
- Make all operational decisions for the Airport

#### ADDITIONAL INFORMATION

[NRS\\_Ch\\_844.pdf](#)

#### ADDITIONAL INFORMATION

N/A



Carson City, NV

# AIRPORT AUTHORITY

## BOARD ROSTER



**JOHN BARRETTE**

1st Term Jan 06, 2017 - Jan 07, 2021

**Position** Board of Supervisors



**AARON COLLINS**

1st Term Oct 20, 2016 - Oct 02, 2020

**Position** Fixed Based Operator  
**Appointed by** Board of Supervisors



**LARRY HARVEY**

1st Term Oct 20, 2016 - Oct 02, 2020

**Position** Manufacturer  
**Appointed by** Board of Supervisors



**LINDA LAW**

1st Term Nov 19, 2015 - Oct 01, 2019

**Office** Chair  
**Position** Pilot  
**Appointed by** Board of Supervisors



**PHIL STOTTS**

1st Term Sep 05, 2013 - Oct 01, 2017

**Office** Vice Chair  
**Position** Fixed Based Operator  
**Appointed by** Board of Supervisors



**LARRY TORES**

1st Term Jul 21, 2016 - Oct 31, 2017

**Position** Manufacturer  
**Appointed by** Board of Supervisors



**MAURICE WHITE**

1st Term Sep 05, 2013 - Oct 01, 2017

**Position** Citizen at Large  
**Appointed by** Board of Supervisors

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## Profile

BRIAN

First Name

VOWELL

Last Name

Middle Initial

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

CARSON CITY

City

NV

State

89706

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

## Which Boards would you like to apply for?

### Airport Authority

Question applies to Airport Authority.

### Fixed Based Operator

Airport Authority Position I am applying for:

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## Conflict of Interest

Question applies to multiple boards.

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

Yes  No

Question applies to multiple boards.

**Do you currently have a contract with Carson City for services/good?**

Yes  No

Question applies to multiple boards.

**If yes, please provide contract details:**

---

Question applies to multiple boards.

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

---

Yes  No

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## **Education**

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

---

**Major Subject:**

---

**Degree Conferred:**

---

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

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Private Pilot and owner of Carson Aviation Adventures, the only fixed wing FAA Part 141 flight school in Northern Nevada, based here at Carson Airport.

**List the community organizations in which you have participated and describe participation:**

---

**List your affiliation with professional or technical societies: \*if required for the position.**

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Upload a Resume

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**Personal/Professional References****Name, Telephone Number:**

---

Jason Beaver, 775-813-7021

**Name, Telephone Number:**

---

Gary Gamber, 415-571-3330

**Name, Telephone Number:**

---

Spencer Karam, 775-232-1767

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

---

I Agree \*

---

## Profile

Stephen

First Name

R

Middle Initial

Theberge

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Stateline

City

NV

State

89449

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

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---

Yes  No

---

## **Education**

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**College, Professional, Vocational or Other Schools attended:**

---

Plymouth State University Plymouth, New Hampshire

**Major Subject:**

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Social Science Courses: The Physical Environment, Environmental Planning, State and Local Government, Technical Communication, Travel Literature

**Degree Conferred:**

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Bachelors of Science

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

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Being new to the Carson City Airport, I feel that I would be unbiased and fair. I have six years experience working at an FBO. With that being said, I realize how important the relationship needs to be between the Airport Board and the local public. I worked along side the City of South Lake Tahoe for the past 5 years. I am glad to be a part of the Carson City Airport community and look forward to the future.

**List the community organizations in which you have participated and describe participation:**

---

American Century Celebrity Golf Championship Tournament. I worked with NBC and many celebrities over the past 5 years to make their stay in Lake Tahoe the best experience possible. Lake in the Sky Air Show. I helped organize the air show at the South Lake Tahoe Airport. I helped with the aviation side, as well as the vendor side during the airshow. Angel Flights. Once a year, we had children flown from all over the west coast to come to a camp in Lake Tahoe. I help make everyone stop in to KTVL as quick and easy as possible.

**List your affiliation with professional or technical societies: \*if required for the position.**

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National Air Transportation Association - Professional Line Service Training

[Stephen Theberge Resume.rtf](#)

Upload a Resume

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**Personal/Professional References**

**Name, Telephone Number:**

---

Timothy Shankland, 231-878-1593

**Name, Telephone Number:**

---

Colton Liggett, 530-541-2110

**Name, Telephone Number:**

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Justin Eastman, 508-212-5953

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---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

---

I Agree \*

# STEPHEN R. THEBERGE

P.O. Box 2485  
Stateline, NV 89449

(603) 714-4224

[StephenTheberge@gmail.com](mailto:StephenTheberge@gmail.com)

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## SUMMARY OF QUALIFICATIONS

- Extensive knowledge of aviation and aircraft refueling/servicing
  - Experienced in the fields of communications and customer service
  - Highly motivated individual and cooperative team member
- 

## PROFESSIONAL EXPERIENCE

**Mountain West Aviation, Carson City, NV** **October 2016 - Present**  
**FBO MANAGER**

**Mountain West Aviation, South Lake Tahoe, CA** **April 2011 – October 2016**  
**LINE TECHNICIAN**

- Responsible for marshalling, fueling, and towing aircraft
- Completion of PLST training as well as supervision training
- In charge of receiving fuel loads and daily quality control
- Customer service duties such as hotels and rental car reservations
- Operating ground support for aircraft
- NATA – Safety 1<sup>st</sup> Professional Line Service Training (PLST)

**Heavenly Mountain Resort, South Lake Tahoe, CA** **December 2009 - April 2011**  
**MOUNTAIN HOST**

- Provided high levels of personal and customer services for customers both on and off the mountain.
- Demonstrated knowledge of day-to-day administrative processes, assisting guests with navigating the mountain and the resort amenities, travel needs, and general customer service related functions.

**Diamond Resorts International, South Lake Tahoe, CA** **April 2010 - November 2010**  
**OFF PROPERTY CONSULTANT**

- Responsible for generating qualified tours to the Lake Tahoe Vacation Resort sales department
- Concierge for Embassy Suites: (reservations, phone communication, high pressure, etc.)
- Memorization of a script
- Kept a strong VPG - Value per Guest

**Capital Investigating & Adjusting, Manchester, NH** **August 2008 - November 2009**  
**VIDEO EDITOR**

- Proficient use of Microsoft Word, Excel, Access, and Outlook
  - Learned the use of a variety of video editing software as well as platforms such as Windows and Linux
  - In charge of mailing reports and video, with deadlines
- 

## EDUCATION

Plymouth State University, Plymouth, NH  
Bachelor of Science, Social Science (2007)  
Studied Geography, Anthropology, and Environmental Planning

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## Profile

Dayton

First Name

J

Middle Initial

Murdock

Last Name

  
Email Address

  
Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

  
Primary Phone

  
Alternate Phone

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Fixed Based Operator

Airport Authority Position I am applying for:

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Yes  No

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## **Education**

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**Major Subject:**

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**Degree Conferred:**

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---

**List the community organizations in which you have participated and describe participation:**

---

**List your affiliation with professional or technical societies: \*if required for the position.**

---

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Upload a Resume

---

**Personal/Professional References****Name, Telephone Number:**

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Ronda Pezzi , Silver Flight Hangars 775-742-4189

**Name, Telephone Number:**

---

Ben Scott 775-772-3298

**Name, Telephone Number:**

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Dave Asp 775-443-5852

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**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

---

I Agree \*

**Sec. 4. Board: Number, appointment, qualifications and terms of members.**

1. The Authority is governed by the Board, which is composed of seven members appointed by the Board of Supervisors.

2. The Board of Supervisors shall appoint:

(a) Three members who represent the general public, but, except as otherwise provided in paragraph (b), not including any person described in paragraph (b) or (c). At least one of these members must be a city official selected by the Board of Supervisors and one must be a pilot who, at the time of appointment, owns and operates an aircraft based at the airport.

(b) Two members who are manufacturers and are within a 3-mile radius of the Carson City airport, but not including any person described in paragraph (c). If, after providing notice of a vacancy for the position of a member of the Board described in this paragraph, the Board of Supervisors is unable to find a qualified manufacturer to fill a position, the Board of Supervisors may appoint a member pursuant to this paragraph who represents the general public.

(c) Two members who are fixed base operators at the airport.

3. After the initial terms, the term of office of each member of the Board is 4 years. The city official who is appointed as a member of the Board is eligible for reappointment to the Board upon the expiration of his or her term. Each other member of the Board is eligible for reappointment to the Board 4 years after the expiration of his or her prior term.

(Ch. 844, [Stats. 1989 p. 2025](#); A — Ch. 439, [Stats. 1995 p. 1144](#); Ch. 16, [Stats. 2011 p. 30](#))

**Sec. 5. Board: Oath and compensation of members.**

1. Each member of the Board shall file with the Clerk of Carson City his or her oath of office.

2. The members of the Board serve without compensation, but any member may be reimbursed for expenses actually incurred by the member for travel authorized by the Board.

(Ch. 844, [Stats. 1989 p. 2025](#))

**Sec. 6. Board: Election of officers; duties of Secretary and Treasurer.**

1. The Board shall elect a Chair, Vice Chair, Secretary and Treasurer from its members. The Secretary and the Treasurer may be one person. The terms of the officers expire on July 1 of each odd-numbered year.

2. The Secretary shall keep audio recordings or transcripts of all meetings of the Board and a record of all of the proceedings of the Board, minutes of all meetings, certificates, contracts, bonds given by employees, and all other acts of the Board. Except as otherwise provided in [NRS 241.035](#), the records must be open to the inspection of all interested persons, at a reasonable time and place. A copy of the minutes or audio recordings must be made available to a member of the public upon request at no charge pursuant to [NRS 241.035](#).

3. The Treasurer shall keep an accurate account of all money received by and disbursed on behalf of the Board and the Authority. The Treasurer shall file with the Clerk of Carson City, at the expense of the Authority, a fidelity bond in an amount not less than \$10,000, conditioned for the faithful performance of his or her duties.

(Ch. 844, [Stats. 1989 p. 2026](#); A — Ch. 373, [Stats. 2005 p. 1417](#); Ch. 98, [Stats. 2013 p. 334](#))

**Sec. 7. Board: Meetings; quorum; seal.**

1. The Board shall meet regularly at a time and in a place designated by the Board. Special meetings in an emergency may be held after notice to each member.

2. A majority of the members constitute a quorum at any meeting.

3. The Board shall adopt a seal.

(Ch. 844, [Stats. 1989 p. 2026](#))

**Sec. 8. Board: Compliance with certain laws.** The Board shall comply with the provisions of the Nevada Ethics in Government Law, [NRS 241.020](#), the Local Government Purchasing Act and the Local Government Budget and Finance Act.

(Ch. 844, [Stats. 1989 p. 2026](#); A — Ch. 374, [Stats. 2001 p. 1829](#))

**Sec. 9. Board: General powers.** The Board may:

1. Acquire real and personal property by gift or devise for the purposes provided in this act.

2. With the approval of the Board of Supervisors:

(a) Acquire real and personal property by purchase or lease for the purposes provided in this act.

(b) Except as otherwise provided in this paragraph, lease, sell or otherwise dispose of any property. If the Board sells or otherwise disposes of real property, the sale or other disposal must be made by public auction.



3. Recommend to the Board of Supervisors any changes in the laws governing zoning necessary to comply with the regulations of the Federal Aviation Administration or to limit the uses of the area near the airport to those least affected by noise.

4. Use, in the performance of its functions, the officers, employees, facilities and equipment of Carson City, with the consent of Carson City and subject to such terms and conditions as may be agreed upon by the Board and the Board of Supervisors.

5. Provide emergency services for the Authority.

6. Contract with any person, including any person who transports passengers or cargo by air, to provide goods and services as necessary or desirable to the operation of the airport. Any contract between the Board and a fixed base operator must be submitted for approval by the Board of Supervisors.

7. Employ a manager of the airport, fiscal advisers, engineers, attorneys and other personnel necessary to the discharge of its duties.

8. Apply to any public or private source for loans, grants, guarantees or other financial assistance.

9. Establish fees, rates and other charges for the use of the airport.

10. Regulate vehicular traffic at the airport.

11. Adopt, enforce, amend and repeal any rules and regulations necessary for the administration and use of the airport.

12. Take such other action as is necessary to comply with any statute or regulation of this State or of the Federal Government.

(Ch. 844, [Stats. 1989 p. 2026](#); A — Ch. 381, [Stats. 2005 p. 1417](#); Ch. 496, [Stats. 2005 p. 2680](#))

**From:** [Tim Rowe](#)  
**To:** [Rachael Porcari](#)  
**Cc:** "[Law, Linda](#)"  
**Subject:** FW: Resignation  
**Date:** Friday, February 17, 2017 8:24:31 AM  
**Attachments:** [Tim A Rowe C M .vcf](#)

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Rachael,

Please see the trailing email from Aaron Collins who has resigned from the Airport Authority. Aaron was a FBO representative and had just started his tenure in October, 2016. If you can place an ad for a replacement to fulfill the term it would be appreciated.

Please let me know of your progress.

Thanks,

Tim Rowe



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**From:** Aaron Collins [<mailto:aaron@pricelessrealty.org>]  
**Sent:** Thursday, February 9, 2017 10:29 AM  
**To:** [cyp-mgr@att.net](mailto:cyp-mgr@att.net)  
**Subject:** Resignation

Hey Tim:

This is an email to make official my resignation immediately, on the airport authority board due to my move to Texas.

Let me know if you need anything else. Thanks!

Aaron Collins  
Realtor®  
Cell: 775-629-2292  
[aaron@pricelessrealty.org](mailto:aaron@pricelessrealty.org)  
[www.carson-tahoe-homes.com](http://www.carson-tahoe-homes.com)