

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, June 21, 2017 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Linda Law	Vice Chair – Brian Vowell
Member – John Barrette	Member – Larry Harvey
Member – Phil Stotts	Member – Larry Tores
Member – Maurice White	

Staff

Steve Tackes – Airport Counsel
Brian Fitzgerald – Airport Engineer
Tim Rowe – Airport Manager
Tamar Warren – Deputy Clerk

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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(6:01:28) – Chairperson Law called the meeting to order at 6:01 p.m. Roll was called. A quorum was present. Member Stotts was absent.

Attendee Name	Status	Arrived
Chairperson Linda Law	Present	
Vice Chairperson Brian Vowell	Present	
Member John Barrette	Present	
Member Larry Harvey	Present	
Member Larry Tores	Present	
Member Phil Stotts	Absent	
Member Maurice White	Present	

B. PLEDGE OF ALLEGIANCE

(6:02:01) – Led by Chairperson Law.

C. APPROVAL OF THE MINUTES OF THE PAST MEETING OF THE AIRPORT AUTHORITY.

(6:02:27) – Chairperson Law entertained revisions and, when none were forthcoming, a motion.

(6:02:36) – MOTION: I move to approve the minutes [of the May 17, 2017].

RESULT:	APPROVED (6-0-0)
MOVER:	Vowell
SECONDER:	Tores
AYES:	Law, Vowell, Barrette, Harvey, Tores, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Stotts

D. MODIFICATION OF AGENDA

(6:03:08) – There were no other modifications to the agenda.

E. PUBLIC COMMENT

(6:03:23) – There were no public comments.

F. PUBLIC HEARING ITEMS:

F-1 FOR POSSIBLE ACTION: ELECTION OF OFFICERS (CHAIRMAN, VICE CHAIRMAN AND SECRETARY/TREASURER) PER NRS 844 SECTION 6.

(6:03:48) – Chairperson Law introduced the item.

(6:04:08) – Member Harvey nominated Linda Law to the position of Chair. The nomination was seconded by Member Barrette.

(6:04:29) – There were no other nominations or public comments. Chairperson Law suggested proceeding with the other two nominations and voting on all as a slate.

(6:04:40) – Member Tores nominated Brian Vowell to the position of Vice Chair. The nomination was seconded by Member White.

(6:04:50) – There were no other nominations or public comments.

(6:05:13) – Member White nominated Larry Harvey to the position of Secretary/Treasurer. The nomination was seconded by Member Barrette.

(6:05:26) – There were no other nominations or public comments. Chairperson Law closed the nominations and entertained discussion and public comment. When none were forthcoming, she called for the vote.

(6:05:58) – The motions carried 6-0-0 with Member Stotts absent.

F-2 FOR POSSIBLE ACTION: TO APPROVE THE REQUEST BY NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) TO OPERATE UNMANNED AERIAL VEHICLES (aka Unmanned Aircraft Systems, or “DRONES”; UNDER 55 LBS) WITHIN 5 MILES OF THE CARSON CITY AIRPORT IN FURTHERENCE OF NDOT BUSINESS.

(6:06:08) – Chairperson Law introduced the item. Mr. Rowe presented the agenda materials included in the Airport Manager’s Briefing and incorporated into the record. He also noted that the NDOT representative was unable to attend this meeting.

PUBLIC COMMENT

(6:07:33) – Brad Graber introduced himself and inquired about the flying altitude of the drones. Mr. Rowe explained that the drones were prohibited to fly at the altitude of 400 feet above ground level (AGL) or [higher]. Vice Chair Vowell was informed that the drones will be used for aerial photography and surveillance, in addition to using them for roads and highways, and will notify the Airport Manager should they need to fly within five miles of the Airport. Member Barrette expressed concern that the applicant was not present and Mr. Rowe confirmed that another drone operator had received approval with conditions without being present. Member Barrette noted that he would abstain from voting and believed that it was in “poor form” for a government agency not to attend the hearing. Chairperson Law entertained additional comments, and when none were forthcoming, a motion.

(6:11:00) – MOTION: I move that we move forward and approve their [NDOT’s] request.

(6:11:24) – Mr. Tackes clarified that the motion was to approve that NDOT “will fully comply with FAA Part 107 and that they will notify the Airport Manager at least 24 hours prior to operations”.

RESULT:	APPROVED (5-0-1)
MOVER:	Vowell
SECONDER:	Harvey
AYES:	Law, Vowell, Harvey, Tores, White
NAYS:	None
ABSTENTIONS	Barrette
ABSENT:	Stotts

F-3 FOR POSSIBLE ACTION: APPROVAL OF A PROPOSAL TO LEASE THE WEST WING OF THE TERMINAL BUILDING TO CARSON AVIATION ADVENTURES FOR ITS FLIGHT SCHOOL; AND DETERMINATION OF A MONTHLY RENTAL RATE.

(6:12:05) – Chairperson Law introduced the item. Vice Chair Vowell recused himself and left the dais disclosing his status as applicant.

(6:13:04) – Applicant Brian Vowell introduced himself and noted that he was representing Carson Aviation Adventures (CAA). He also presented the proposed lease agreement which is incorporated into the record. Mr. Vowell stated that in exchange for rent, the Terminal Building will receive high speed internet. He also noted that

a written testing service does not exist in the Reno, Carson City, and Tahoe areas because of the Reno facility closure, adding that a testing room and a classroom will be set up in the Terminal Building. Discussion ensued regarding lease exclusivity and Mr. Tackes clarified that due to FAA regulations, exclusive leases were not allowed; however CAA could get first right of refusal when the time came to renew the lease. Mr. Vowell noted that they intend to rent the remainder of the Terminal Building as well, to provide an on-demand charter service. Chairperson Law received confirmation that CAA would be responsible for tenant improvements since the area was being leased “as is” and was not in use, since the restaurant was no longer in operation. There were no public comments. Mr. Tackes clarified for Member Barrette that as the Owner of applicant Carson Aviation Adventures, it would be a conflict of interest for Mr. Vowell to act upon the item on behalf of the Airport Authority. Chairperson Law entertained a motion.

(6:24:37) – MOTION: Member Tores moved to approve the lease of the West Wing of the Terminal Building to Carson Aviation Adventures on the terms presented. The motion was seconded by Member White.

RESULT:	APPROVED (5-0-0)
MOVER:	Tores
SECONDER:	White
AYES:	Law, Barrette, Harvey, Tores, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Stotts, Vowell

(6:25:16) – Vice Chair Vowell returned to the dais.

F-4 FOR POSSIBLE ACTION: REGARDING THE REQUEST BY DENNIS GIANGRECO TO LEASE PARCEL 219B OF AIRPORT LAND IN 3 PHASES FOR THE CONSTRUCTION OF HANGARS FOR AIRCRAFT STORAGE; THE LEASE OF PROPERTY WOULD BE FOR 31,500 SQ. FT. AS PHASE ONE, AND INCLUDE THE RIGHT TO LEASE AN ADJACENT SIMILAR AREA WITHIN PARCEL 219B AS PHASE TWO AND THE FINAL AREA OF PARCEL 219B AS PHASE THREE; DETERMINE PROPOSED USE, MODIFIED LEASE STAGING AND PROCEED WITH APPRAISAL; AND RECOVERY OF THE COST OF APPRAISAL.

(6:25:20) – Chairperson Law introduced the item. Mr. Tackes gave background and provided a summary, outlined in the Airport Counsel’s Report, adding that the item was reagendaized because of the phased leasing approach. Dennis Giangreco introduced himself and explained the phases involved. Discussion ensued regarding the appraisal fees based on the phased lease approach. Mr. Giangreco expanded on several of the inquiries by the Authority members, adding that he was “up and running and ready to go” for the first phase. He also confirmed that if he only built one phase and decided not to proceed, he will get the property re-surveyed and returned to the Authority. Member Tores received confirmation that out of the 31,500 square feet in the first phase, 17,500 square feet would become 6 hangars.

PUBLIC COMMENTS

(6:37:17) – Erich Laetsch noted that he was “delighted” to see Mr. Giangreco build his hangars; however, he suggested having “the bid go out to the entire parcel” with a clause “that the successful winner of that bid could elect to give up the remaining fraction for a certain penalty”. Chairperson Law believed “that’s basically where we’re headed”. She also entertained a motion as there were no additional public comments.

(6:39:28) – MOTION: I move to approve the request for Parcel 219B in phases and proceed with the appraisal upon Mr. Giangreco’s advance of the cost of appraisal upon the condition that if someone else gets the lease, he will be reimbursed for the cost of the appraisal.

(6:40:01) – Member White noted that he was “somewhat uncomfortable with the way this is taking place”. He believed that Airport Counsel “doesn’t come across as though he’s on very firm footing” and cited a former request by a contractor who wished to develop a portion of the property, and he was turned away. Mr. Tackes clarified that the prior request was to build “one or two hangars, period,” with no intentions of building the rest of the property. Member White believed “we need to be consistent with our decisions”. Chairperson Law called for the vote.

RESULT:	APPROVED (5-1-0)
MOVER:	Harvey
SECONDER:	Barrette
AYES:	Law, Vowell, Harvey, Barrette, Tores
NAYS:	White
ABSTENTIONS	None
ABSENT:	Stotts

F-5 FOR POSSIBLE ACTION: DISCUSSION TO CONSIDER A HANGAR MONITORING PROGRAM TO INSURE COMPLIANCE WITH CCMC TITLE 19 AND THE FAA HANGAR USE POLICY.

(6:43:46) – Chairperson Law introduced the item. Mr. Rowe referenced the Airport Manager’s report and reviewed the information. Chairperson Law stated that her preference was to develop the aeronautical use policy first and to add a “separate policy with the City to go forward...with whatever inspection they deem necessary”.

(6:46:26) – Mr. Tackes reviewed the enclosed “redline version” which incorporated feedback from the Authority and the FAA. Discussion ensued regarding “legitimate aviation use” and FAA guidelines for compliance to receive grants. Mr. Laetsch clarified that the intent was that “all of the rights that the Authority had always had are in this policy. What’s been added is the additional tool that the Authority has the option of doing something less than evicting, which is the ability to raise the rent.” Vice Chair Vowell was informed that the only complaints Mr. Rowe had received were verbal and nothing was substantiated. Mr. Rowe also stated that he had a waiting list of four looking for hangar space but had not complained that hangars were being used for non-aeronautical use. Mr. Tackes indicated that the best way to deal with complaints was to have a policy in place. He also clarified for Member White that the timeframe of acquiring a plane would depend on what kind of aircraft was being sought. Mr. Tackes noted that aircraft residing in Carson City is not always registered in Carson City. He also confirmed that “a good deal of communication” has taken place regarding the item. Member Barrette noted that as grant recipients “we have to do pretty much what the FAA wants us to do, at the same time, if they

want inspections they ought to come down here and inspect it themselves.” Member Tores clarified that the Assessor’s Office sends out annual letters to inquire what is in each hangar. Dr. Graber clarified that the lack of public in this meeting was because most hangar owners are compliant. He also stated that 48 percent of the taxes go to the Authority and wanted to encourage those who wished to build hangars, build them in Carson City. There were no additional public or member comments; therefore, Chairperson Law entertained a motion.

(7:28:31) – MOTION: I move to approve a hangar use policy and direct Staff to proceed with changes to Title 19 with the Board of Supervisors.

RESULT:	APPROVED (6-0-0)
MOVER:	Tores
SECONDER:	Harvey
AYES:	Law, Barrette, Harvey, Tores, Vowell, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Stotts

F-6 FOR POSSIBLE ACTION: TO APPROVE ENGAGEMENT OF WILLIAM KIMMEL, MAI APPRAISER TO UPDATE THE AIRCRAFT STORAGE APPRAISAL DATED JULY 2016 PER THE REQUEST OF GEORGE BYARD FOR A LEASE EXTENSION OF AN AIRCRAFT STORAGE ONLY LEASE.

(7:29:22) – Chairperson Law introduced the item. Mr. Tackes gave background referencing the Airport Counsel’s Report, incorporated into the record, and recommended approval. Chairperson Law entertained public and member comments, and when none were forthcoming, a motion.

(7:33:06) – MOTION: I move to approve item F-6 as presented.

RESULT:	APPROVED (6-0-0)
MOVER:	White
SECONDER:	Vowell
AYES:	Law, Barrette, Harvey, Tores, Vowell, White
NAYS:	None
ABSTENTIONS	None
ABSENT:	Stotts

G. AIRPORT ENGINEER’S REPORT

(7:33:52) – Mr. Fitzgerald presented the Airport Engineer’s Report, incorporated into the record, and responded to clarifying questions.

H. AIRPORT MANAGER’S REPORT

(7:36:10) – Mr. Rowe presented the Airport Manager’s Report, incorporated into the record, and responded to clarifying questions. He also confirmed for Member White that there will be no need for mosquito abatement since the water has been absorbed into the ground. Mr. Fitzgerald referenced the plane crash at the Airport and stated that he had found no runway damage as a result. Member Vowell inquired about a media access policy to the Airport, and Mr. Rowe indicated that they do not have guaranteed access, adding that he does not divulge information without the FAA going public with it.

I. LEGAL COUNSEL’S REPORT

(7:38:12) – Mr. Tackes reviewed the non-action items portion of the Legal Counsel’s Report, incorporated into the record.

J. TREASURER’S REPORT

(7:40:40) – Member Harvey reviewed the financial information, incorporated into the record, and noted that the Shadetree Aviation, Inc. rent will increase on September 1, 2017 which will require a budget augmentation later on. He also reiterated the increase of the through-the-fence fees, also present in the Legal Counsel’s Report, approved by the Board of Supervisors. Member White pointed out several errors on the financial report and Mr. Rowe offered to correct the information and resend the report to the Authority members.

K. REPORT FROM AUTHORITY MEMBERS

There were no reports from Authority members.

L. PUBLIC COMMENT

(7:44:41) – Chairperson Law entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

N. ACTION ON ADJOURNMENT

(7:44:44) – Chairperson Law adjourned the meeting at 7:44 p.m.

The Minutes of the June 21, 2017 Carson City Airport Authority meeting are so approved on this 19st day of July, 2017.

LINDA LAW, Chair