

MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, August 16, 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 – Larry Tores	Member – Maurice White

Staff

Steve Tackes – Airport Counsel
 Brian Fitzgerald – Airport Engineer
 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

(6:01:57) – Chairperson Law called the meeting to order at 6:01 p.m. Roll was called and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(6:02:30) – Led by Chairperson Law.

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

(6:02:50) – Chairperson Law introduced the item.

(6:03:07) – MOTION: I move to approve the minutes [of the July 19, 2017] meeting.

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

D. MODIFICATION OF AGENDA

(6:03:40) – There were no modifications to the agenda.

E. PUBLIC COMMENT

(6:03:55) – There were no public comments.

F. PUBLIC HEARING ITEMS:**1 FOR POSSIBLE ACTION: DISCUSSION AND CONFIRMATION OF HIRING OF INTERIM AIRPORT MANAGER.**

(6:04:25) – Chairperson Law introduced the item and explained that two individuals had applied for the position of interim airport manager, Yvonne Weaver and Dirk Zahtilla. She announced that after much consideration, she had offered the position to Mr. Zahtilla. Vice Chair Vowell stated his objection to the appointment noting “my position on the Board is to represent the interest of the FBOs and I’ve heard from three different FBOs that were not very excited or enthusiastic about Mr. Zahtilla being appointed to this position”, and he wished to go on the record with that information and the fact that “there is some history there” [with Mr. Zahtilla]. In response to a question by Member White, Vice Chair Vowell noted that no FBO had offered any suggestions or direction to fill the interim position; however, he had offered his assistance. Chairperson Law informed Member Barrette that she had received an equal amount of dissenting votes for both candidates, adding that she was concerned with the day-to-day operations of the [airport manager’s] office and Mr. Zahtilla’s familiarity with them had led to her decision. Treasurer Harvey, representing the manufacturing sector, spoke in support of the Chair’s decision and suggested relaying all concerns to the Chair so she can address them with the interim manager. Chairperson Law informed Member Barrette that the assignment would be for 90 to 120 days, adding that Mr. Zahtilla was open to taking direction from the Chair, Vice Chair, and Treasurer. She also entertained public comments.

PUBLIC COMMENTS

(6:11:48) – Erich Laetsch was “very concerned and very troubled by what I’m hearing from Vice Chairman [Vowell]” and believed that the point he had made was “very very important”, and believed that the Airport had undergone a “tumultuous time”, adding that he was concerned with the generalities of the comments. Mr. Laetsch was also informed that Chairperson Law was aware of certain FBOs’ objections to the appointment. He also requested details of the employment. Mr. Tackes noted that the arrangement was for a contract position and that the details requested by Mr. Laetsch would become public information. Chairperson Law noted that Mr. Zahtilla had agreed to work full time, 24x7, and had asked, for personal reasons, to be paid for one month in this calendar year with the balance paid next year. She also read the terms of the contract into the record adding that the term is from August 16, 2017 until 30 days after hiring the next Airport Manager, and the compensation would be \$5,000 per month with a 30-day termination clause that could be initiated by either party.

(6:19:39) – Vice Chair Vowell was informed by Mr. Tackes that the Airport carried liability insurance; however, he did not believe that it had been explicitly built into the contract that Mr. Zahtilla carry an additional errors and omissions insurance. Mr. Tackes also noted that the form of the contract has been used before for short-term

employment. Vice Chair Vowell was also “strongly opposed” to the delayed payment agreement as he believed it would “put some liability on us”, adding that he could not support the requested payment method which was not based on “net 30 [day] billing”. Mr. Tackes noted that the compensation timing had been requested by Mr. Zahtilla and that he was not familiar with the personal details of the request; however, “we are not being complacent in any kind of action that I’m aware of that’s illegal or fraudulent”. Chairperson Law explained that as an independent contractor on many occasions, she had requested various types of payment schedules. Member White suggested paying Mr. Zahtilla when he submits a bill, which he could do after the end of this calendar year. Vice Chair Vowell suggested changing the contract payment schedule to indicate it would be done “net 30 from when you submit an invoice”. Chairperson Law and Mr. Tackes had no objections to the suggestion. Member White suggested hearing from Mr. Zahtilla.

(6:24:54) – Mr. Zahtilla informed Member White that he had not seen the contract yet; however, he believed that everything he had heard so far “seems standard to me”. Mr. Zahtilla explained that as a general contractor he was familiar with receiving a down payment and getting the balance of the payment when the job was done. Member White received confirmation from Mr. Zahtilla that “things are not anywhere near that level now, the way they were then”, referring to many issues he had encountered as the interim manager several years ago. He also stated “if somebody comes to me with an issue and I don’t have the answer for them, I’m going to bring it back here”. Vice Chair Vowell inquired about a statement of work and Mr. Zahtilla indicated that there was no job description currently, other than what was included in Title 19. Chairperson Law explained that a job description had been created which would be presented to him prior to signing a contract. She also read an excerpt from the contract to be signed by the interim manager which detailed the duties of the manager. Member Barrette was informed that Mr. Zahtilla was not looking for permanent employment as airport manager.

(6:32:17) – Mr. Laetsch stated he was “troubled” by the fact that the position offered to Mr. Zahtilla was “far beyond what we need to do and should be doing at this time”, referring to the full-time contract employment. He suggested waiting two weeks and discussing the item in two weeks. Chairperson Law explained that she had spent at least seven hours per day at the Airport since July 16, 2017 and Mr. Laetsch believed that after the “catch up point” a full time manager will not be necessary. Vice Chair Vowell clarified the economic development role of the airport manager. Discussion ensued regarding the accountability of the airport maintenance employee and Chairperson Law noted that the individual would take direction from Mr. Zahtilla. Vice Chair Vowell offered to fill in for the Chair while she was away. He also expressed concern that a contractor would be directing a full-time employee; however, Member Barrette disagreed and gave a personal and anecdotal example. Mr. Laetsch suggested that Mr. Zahtilla work on a project basis for a month. Chairperson Law entertained additional comments and when none were forthcoming, she suggested the following motion **to hire Dirk Zahtilla under an independent contractor agreement with the provision that he bill us as he sees fit [in timing] for his services rendered for the period stated [in the contract] to run 30 days after we find a replacement manager for the Airport and we will report back to the Authority on his progress as he goes.**

(6:45:34) – MOTION: So moved

(6:46:38) – Member White felt uncomfortable that neither the remaining Authority members nor Mr. Zahtilla had reviewed the contract; however, the 30-day contract termination clause was the reason he would support the motion. Member Barrette agreed with Member White and wished to “move forward”.

RESULT:	APPROVED (4-1-0)
MOVER:	Barrette
SECONDER:	Harvey
AYES:	Law, Barrette, Harvey, White
NAYS:	Vowell
ABSTENTIONS	None
ABSENT:	Tores

(6:48:21) – Chairperson Law thanked Mr. Zahtilla and noted that he had a previous engagement and had to leave. Mr. Zahtilla thanked the Authority for their support and promised “to do my very best”.

2 FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF PLAN FOR FILLING THE AIRPORT MANAGER VACANCY; REALIGNMENT OF DUTIES AND POSITIONS; CONSIDERATION OF PART TIME POSITIONS; PUBLISHING OR POSTING OF JOB AVAILABILITY.

(6:49:02) – Chairperson Law introduced the item and deferred to Treasurer Harvey who updated the Authority on the committee comprising the Chair, Vice Chair, and Treasurer, with the assistance of Airport Counsel, to prepare for the filling of the Airport Manager vacancy. He noted that the missing components, an employment agreement and a job description which addressed a full-time or part-time need, will be brought before the Authority for further discussion. Treasurer Harvey also stated that the position could not be posted until the job description was finalized. Chairperson Law indicated that they were also expecting a proposal from the firm operating the Minden Tahoe Airport. Mr. Tackes confirmed that no action would be necessary for this item, and that this was an update to the Authority.

(6:52:20) – Member White inquired whether he could send suggestions to the Chair who would share them with the committee. Mr. Tackes clarified that the committee’s function was to collect information and not make decisions, which would be made by the Authority. He also confirmed that email suggestions and clarifications between a single Authority member and the Chair was acceptable and would not violate the Open Meeting Law.

3 FOR POSSIBLE ACTION: APPROVAL OF PROCEDURE TO BE USED BY AIRPORT ENGINEER TO ASSEMBLE A PLANNING ADVISORY COMMITTEE TO GIVE INPUT ON THE DEVELOPMENT OF THE MASTER PLAN; OTHER INSTRUCTIONS ON IMPLEMENTATION OF MASTER PLAN GRANT, AIP 31.

(6:54:03) – Chairperson Law introduced the item. Mr. Fitzgerald explained that he was developing “the beginning stages of the Airport Master Plan” and wished to assemble a committee of representatives from the FAA, Nevada Department of Transportation (NDOT), State and local agencies, Airport tenants and users, and any interested community representatives who wish to provide advice on the content of the Master Plan. Mr. Fitzgerald believed that the committee should not exceed 15 members with a broad range of views, and asked for “permission to solicit on behalf of the Airport Authority local official and [Airport] users and tenants” to be placed on a list that will be finalized by the Authority. He also noted that interested individuals could contact him at Atkins, or Chairperson Law through the Airport Manager’s office, via email. Mr. Tackes clarified that he had

urged Mr. Fitzgerald to agendaize the item due to the absence of an Airport Manager, who would normally work with the Airport Engineer on administratively implementing what the Authority had already approved. Mr. Tackes also explained that the Authority would have “plenty of opportunities” to review the drafts containing all the elements of the Master Plan and ultimately approve them. Chairperson Law inquired about past Master Plan timelines and Mr. Fitzgerald believed they took 14 to 16 months to develop, which was the anticipated timeframe for the current Master Plan as well. Vice Chair Vowell was informed that the Master Plan would have a life span of around 10 years. Mr. Tackes informed Treasurer Harvey that action was not needed for this agenda item; however, Mr. Fitzgerald’s intent was to inform the Authority on his upcoming actions. Chairperson Law noted that by accepting the grant, the Authority had already committed to the Master Plan. Member Barrette was informed that a search for volunteers would be conducted to staff the committee. Chairperson Law encouraged Authority members to begin talking to those with expertise and advising them to contact her. There were no public comments.

G. AIRPORT ENGINEER’S REPORT

(7:01:19) – Mr. Fitzgerald reported that the timer was repaired for illuminating the North Apron Project, and that the project would be closed out soon, adding that all the numbers would be finalized by the end of September. Vice Chair Vowell was informed that all unused grant funds will be forfeited to the FAA.

H. AIRPORT MANAGER’S REPORT

(7:03:31) – Chairperson Law reported that she would take on what needs to be done upon her return, adding that “the bills are paid and everything is current”.

I. LEGAL COUNSEL’S REPORT

(7:04:05) – Mr. Tackes announced that the Board of Supervisors had voted on July 20, 2017 to approve the change to Title 19 for the Hangar Use Policy. He also noted that many of the certification forms had been signed and returned by the tenants. Discussion ensued regarding the notification process and Mr. Tackes explained that another notice would be sent out as a reminder.

J. TREASURER’S REPORT

(7:08:36) – Treasurer Harvey reviewed the latest report which is incorporated into the record and noted that the final report for the fiscal year will be presented at the next Authority meeting.

K. REPORT FROM AUTHORITY MEMBERS

(7:10:29) – There were no reports from the members.

L. PUBLIC COMMENT

(7:10:42) – Chairperson Law entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:10:48) – Chairperson Law encouraged members to contact her regarding agenda items for the next meeting.

N. ACTION ON ADJOURNMENT

(7:11:02) – Chairperson Law adjourned the meeting at 7:11 p.m.

The Minutes of the August 16, 2017 Carson City Airport Authority meeting are so approved on this 20th day of September, 2017.

LINDA LAW, Chair