



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: November 15, 2018

Staff Contact: Nancy Paulson, Interim 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 in 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 member's ineligibility. A new application was submitted by Paul Hamilton.

Agenda Action: Formal Action/Motion

Time Requested: 15 mins

Proposed Motion

I move to appoint _____ to the "Fixed Based Operator" position to fill an unexpired term ending in 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)





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](#)



BOARD ROSTER



JOHN BARRETTE

1st Term Jan 06, 2017 - Jan 31, 2021

Position Board of Supervisors



MICHAEL GOLDEN

1st Term Oct 19, 2017 - Oct 31, 2021

Position Fixed Based Operator



BRADLEY G HARRIS

1st Term Oct 19, 2017 - Oct 31, 2021

Position Citizen at Large



LARRY HARVEY

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

Appointing Authority Board of Supervisors
Position Manufacturer



LINDA LAW

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

Appointing Authority Board of Supervisors
Position Pilot
Office/Role Chair



JON ROGERS

1st Term Dec 07, 2017 - Oct 31, 2021

Appointing Authority Board of Supervisors
Position Manufacturer



BRIAN VOWELL

1st Term Apr 06, 2017 - Oct 31, 2020

Appointing Authority Board of Supervisors
Position Fixed Based Operator

Profile

Paul _____ Hamilton _____
 First Name Middle Initial Last Name

paul@sportaviationcenter.com _____
 Email Address

2167 Table Rock Drive _____
 Street Address Suite or Apt

Carson City _____ NV 89706 _____
 City State Postal Code

Home: 7757728232 _____ Home: 7757728232 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Airport Authority: Submitted

Question applies to Airport Authority

Airport Authority Position I am applying for: *

Fixed Based Operator

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

To help the airport

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

Education

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

College, Professional, Vocational or Other Schools attended:

University of Nevada

Major Subject:

Mechanical Engineering specializing in Aeronautics

Degree Conferred:

BSME

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

Common sense approach to issues

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.

[Application for Carson City Airport Authority board member.docx](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Ken Moen [REDACTED]

Name, Telephone Number:

Steve Lewis [REDACTED]

Name, Telephone Number:

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 *

Application for Carson City Airport Authority board member

Fixed Base Operator October 12, 2018

Paul Hamilton CFI, LSR-M, DPE

- Successful Flight school FBO at Carson City Airport since 2013 see www.SportAviationCenter.com and www.HangGlidingTahoe.com
- Private Pilot, Certificated Flight Instructor (CFI) and FAA Designated Pilot Examiner since 2004
- FAA Light Sport Aircraft Repairman - Maintenance LSR-M (Maintenance and Inspection for Airplane, Sailplane, Weight Shift Control Aircraft)
- Registered Professional Engineer Mechanical in Nevada (007638) inactive and California (28767) active
- Bio summary <http://sportaviationcenter.com/about-paul-hamilton/> and <http://sportaviationcenter.com/about-paul-hamilton/paul-hamilton-bio/>



Thank you for your consideration for this position

Paul Hamilton
2167 Table Rock Drive
Carson City NV 89706
Paul@SportAviationCenter.com

mobile 775.772.8232
Aviation Training: www.SportAviationCenter.com
<https://www.facebook.com/SportAviationCenter/>
Lake Tahoe Flights: www.HangGlidingTahoe.com
<https://www.facebook.com/HangGlidingTahoe/>
Media Company: www.adventure-productions.com
Online Store: www.Pilot-Stores.com
Simulator Pilot Training: www.SimulatorFlightTraining.com
Trike/accessory sales: www.AviationTrikesForSale.com
Weather To Fly (R): www.WeatherToFly.com
On Line videos: www.youtube.com/PaulDHamilton
On Line Training: www.Aviation-eLearning.com

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: [Ken Moen](#)
To: [Rachael Porcari](#)
Cc: [Adriana Fralick](#); [Linda Law](#); [Tackes, Steve](#)
Subject: Carson City Airport Authority (CCAA) Board Vacancy - Fixed Base Operator (FBO) position
Date: Tuesday, September 04, 2018 5:01:58 PM

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Good morning Rachel,

The CCAA appears to have an opening on the CCAA Board for the remainder of the FBO term of Brian Vowell. Please begin the advertising on the City webpage.

Mr. Vowell, (Carson Aviation Adventures) operated a flight school as an FBO on CXP, but his lease was terminated in July of this year, and his flight school subsequently closed.

Since Mr. Vowell no longer meets the legibility requirement as detailed in NRS 844, the CCAA needs to fill the vacancy created with his departure. The CAA is seeking to have the Board of Supervisors appointment someone who meets the criteria listed below.

The CCAA emailed and sent Mr. Vowell certified letters to both his home and business addresses requesting that he provide evidence of meeting the Title 19 requirements of a fixed based operator. To date, Mr. Vowell has not accepted the delivery of certified letters, responded to email inquiries or made contact with either myself or any other CCAA members.

Relevant sections of the NRS are attached below:

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.

It appears that the new appointee would serve the remainder of Mr. Vowell's term which expires October 1, 2020.

Do not hesitate to contact me with any questions.

Best regards,

Ken

Kenneth G. Moen, A.A.E.
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