

MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, April 15, 2020 ● 5:30 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Authority Members

Chair – Michael Golden	Vice Chair – Bradley Harris
Treasurer – Jon Rogers	Member – John Barrette
Member – Paul Hamilton	Member – Clyde Simmons
Member – Tim Puliz	

Staff

Steve Tackes – Airport Counsel
Ken Moen – Airport Manager
Danielle Howard – Public Meetings 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 and the meeting minutes of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(12:55) – Chairperson Golden called the meeting to order at 5:37 p.m.

(12:59) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member John Barrette	Present	
Member Paul Hamilton	Present	
Member Tim Puliz	Present	

B. PLEDGE OF ALLEGIANCE

(13:39) – Led by Chairperson Golden.

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

(14:33) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion to approve the February 19, 2020 and the March 3, 2020 Budget Workshop meeting minutes.

(15:21) – MOTION: Vice Chairperson Harris moved to approve the February 19, 2020 and the March 3, 2020 Budget Workshop minutes.

RESULT:	APPROVED (6-0-0)
MOVER:	Harris
SECONDER:	Barrette
AYES:	Golden, Harris, Barrette, Rogers, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

D. MODIFICATION OF AGENDA

(15:54) – Chairperson Golden noted that there were no modifications to the Agenda.

E. PUBLIC COMMENT

(15:57) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS FY2020/21 DRAFT TENTATIVE BUDGET, DRAFT AIRPORT RATES AND CHARGES AND DRAFT INTERMEDIATE AND LONG-TERM FACILITY AND EQUIPMENT CAPITAL IMPROVEMENT PLANT (CIP).

(17:21) – Chairperson Golden introduced the item. Mr. Moen presented the Staff Report, the draft Airport Rates and Charges, and the draft Intermediate and Long-Term Facility and Equipment Capital Improvement Plan, all of which are incorporated into the record.

(26:03) – Chairperson Golden entertained Member discussion. Member Puliz proposed preserving what the Authority has, avoiding unnecessary spending for the current fiscal year, and avoiding adding anything to the overall costs. Mr. Tackes added that the government entities and business clients that he is aware of had all been cutting their budgets to avoid spending money that they may later need for more critical expenses.

(28:34) – Member Hamilton, as a fixed-based operator (FBO), believed that the Authority should cut what they could in expenses.

(31:28) – Treasurer Rogers noted that the Airport’s greatest sources of income come from personal property taxes and land leases. He stated that the personal property tax revenue will be fixed at the end of the current fiscal year based on the inventory, and he was concerned that people may choose to default on their leases and force the Airport to have to go into public collection proceedings. Treasurer Rogers mentioned that if they get no fuel flowage fee or rock sales for the entire year next period, the Airport’s budget will go down by \$70,000. He stated that the areas where the Airport’s budget could be reduced include capital projects and employee salaries

(36:06) – Vice Chairperson Harris pointed out that the Airport already had a conservative budget, and he felt uncomfortable with the Authority deciding not to spend any money on capital projects for the entire year when the Authority may be overreacting to what is not yet known. He believed that it may be a “superb” time for capital spending because the Airport has no debt or bonds, and he did not believe that there would be a problem with tax revenue. He wished that the Authority would continue their marketing effort, as this time when things are slowing down could be an opportunity to get the attention of people who are considering how they could save money. Vice Chairperson Harris pointed out the possibility of sensible commuter connections for Carson City and Las Vegas when the Airport could offer a safer option due to the concerns regarding the Coronavirus.

(45:43) – Member Barrette believed that the Authority did not have to be as concerned financially if they were expecting to receive approximately \$140,000 total from the federal government. He suggested keeping the budget itself the same and to “hunker down” in the capital area. He also noted that the Airport will save money on travel due to the Coronavirus causing weariness to travel until a vaccine has been introduced.

(51:45) – Chairperson Golden referenced a call from a member of the public who suggested cutting 20 percent off the top of the Airport’s budget in the way of expenses. Chairperson Golden noted that one of the first expenses that people let go of during economic hardship is their airplane, and he believed that while there will be prosperous opportunities for the Airport as Vice Chairperson Harris pointed out, the Authority needs to be fiscally responsible due to the financial severity of the situation. He suggested rolling back any decision about increasing rates and charges to avoid losing Airport businesses.

(56:54) – Mr. Moen pointed out that steps had been taken to minimize Airport expenses, and he suggested having the budget in place for the flexibility to take advantage of situations as they arise. He noted that the personal property tax had already been collected for the current year. He stated that the Authority did have debt on the tractor, although they have adequate capital to pay it off.

(1:02:42) – Chairperson Golden called for a vote on how many Members wished for something to be done with the budget at this time, and the Members unanimously chose to take action with the budget. Members proposed what the Authority should consider doing with the budget. Treasurer Rogers’s proposal included the following: no FBO fees for three to six months; modifying the budget to postpone any new increased fees for [fiscal year 2021/22]; modifying the budget to reflect the likelihood that fuel flow fees, fuel taxes, and miscellaneous fees relating to Airport usage will all be reduced by half next year from their current level; modifying the budget to reflect the

likelihood that rock sales will be reduced by 20 percent next year; budgeting for a 10 percent reduction in lease revenue; budgeting for no change in personal property tax; budgeting for the possibility that there will be some defaults on leases to a minor degree; modifying the budget to reflect the increase in revenues from the \$69,000 federal grant from the Federal Aviation Administration (FAA); modifying the budget to reflect the increased benefit from not having to pay a match on the capital fund; and leaving the capital projects in the budget at their current levels. Chairperson Golden was in favor of Treasurer Rogers’s proposal and requested that he bring a revised budget to the next CCAA meeting with the addition of postponing the FBO fees until July 1, 2021.

(1:23:21) – Chairperson Golden summarized Ray Pasch’s public comment which stated the following: the \$15,000 Airport equipment maintenance did not seem realistic since the Airport already has a new tractor and snowplow used approximately twice a year, the air fuel maintenance increasing to \$15,000 seemed too high, “who is wearing a uniform” in regards to the \$2,400 for uniforms, JetNet, LLC seemed unnecessary, landscape design for \$2,000 and landscape phase one for \$60,000 were both “ridiculous,” three vehicle ADSB for \$7,500 seemed unnecessary, and \$50,000 new flatbed work truck would be unnecessary when a used one could be purchased instead.

CONSENT AGENDA

All matters listed under the consent agenda are considered routine or have been discussed at previous public meetings and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Airport Authority may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Authority Chair, or the Authority Vice-Chair, retains discretion in deciding whether an item will be pulled off the consent agenda.

(1:27:06) – Chairperson Golden entertained requests to pull items from the Consent Agenda. Member Hamilton requested pulling Item #3. There were no other requests.

(1:37:17) – MOTION: Member Barrette moved to accept the Consent Agenda with the exception of Item #3.

RESULT:	APPROVED (6-0-0)
MOVER:	Barrette
SECONDER:	Hamilton
AYES:	Golden, Harris, Barrette, Rogers, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE LEASE AMENDMENT TO TRIMOTOR, LLC AND SIERRA MOUNTAIN AIRPARK NORTH LEASE EXPANDING TRIMOTOR, LLC LEASEHOLD AND REDUCING SIERRA MOUNTAIN AIRPARK NORTH LEASEHOLD TO ACCOMMODATE TRIMOTOR, LLC AIRCRAFT APRON.

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE DRAFT AIRPORT EMERGENCY PLAN (AEP).

(1:30:59) – Chairperson Golden introduced the item. Member Hamilton wished to make changes to the AEP, including a suggestion to the section titled “Alert Notification and Warning” on page #10 of the AEP. Vice Chairperson Harris noted the suggestion and assured that the suggested change would be made. Member Hamilton stated that he would include in writing a list of suggested changes for the AEP to be supplied to the Authority. The Members agreed with Chairperson Golden’s suggestion to table the item for another date.

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AIRPORT THROUGH-THE-FENCE ACCESS POINT MEMORANDUM OF UNDERSTANDING BETWEEN CC NOTE INVESTMENT GROUP, LLC AND CARSON CITY AIRPORT AUTHORITY.

5. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE HIGH SIERRA PILOTS AS A CLASS 2 FBO PROVIDING AIRCRAFT RENTAL AND FLIGHT INSTRUCTION.

6. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE EXTENSION OF THE 1990 COOPERATIVE AGREEMENT BETWEEN THE AUTHORITY AND CARSON CITY.

G. AIRPORT ENGINEER’S REPORT.

(1:38:23) – None.

H. AIRPORT MANAGER’S REPORT.

(1:38:25) – Chairperson Golden introduced the item. Mr. Moen referenced his report and the Airport Flight Activity Report, both of which are incorporated into the record.

I. LEGAL COUNSEL’S REPORT.

(1:44:47) – Mr. Tackes mentioned the liability consideration of the June 27, 2020 Carson City Airport Open House due to the Coronavirus.

J. TREASURER’S REPORT.

(1:46:26) – Treasurer Rogers commended Mr. Moen and stated that the budget has been three to five percent over on revenues for both the last fiscal year and the present fiscal year.

K. REPORT FROM AUTHORITY MEMBERS.

(1:47:22) – Chairperson Golden introduced the item and announced that the next CCAA meeting would likely also be virtual.

L. PUBLIC COMMENT.

(1:47:56) – Chairperson Golden introduced the item and entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(1:48:07) – Chairperson Golden referenced the draft AEP as an item for the next CCAA meeting. Mr. Tackes stated that the final budget would be included on the Agenda for the next CCAA meeting.

N. ACTION ON ADJOURNMENT.

(1:48:29) – Chairperson Golden adjourned the meeting at 7:14 p.m.

The Minutes of the April 15, 2020 Carson City Airport Authority regular meeting are so approved on this 20th day of May, 2020.