

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, August 21, 2019 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Michael Golden</b>	<b>Vice Chair – Bradley Harris</b>
<b>Treasurer – Jon Rogers</b>	<b>Member – John Barrette</b>
<b>Member – Paul Hamilton</b>	<b>Member – Linda law</b>
<b>Member – Clyde Simmons</b>	

**Staff**

Ken Moen – 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](http://www.carson.org/minutes).

**A. CALL TO ORDER AND DETERMINATION OF QUORUM**

(6:00:26) – Chairperson Golden called the meeting to order at 6:00 p.m. Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member John Barrette	Present	
Member Paul Hamilton	Present	
Member Linda Law	Present	
Member Clyde Simmons	Present	

**B. PLEDGE OF ALLEGIANCE**

(6:00:54) – Led by Vice Chair Harris.

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

(6:01:15) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion.

**(6:01:33) – MOTION: I move to approve the July 17, 2019 meeting minutes.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Rogers
<b>SECONDER:</b>	Harris
<b>AYES:</b>	Golden, Harris, Rogers, Barrette, Hamilton, Law, Simmons
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**D. MODIFICATION OF AGENDA**

(6:01:52) – Mr. Moen recommended addressing agenda item G-3 immediately after item G-1.

**E. PUBLIC COMMENT**

(6:02:28) – Chairperson Golden entertained public comments. Dennis Giangreco of Sierra Skyway, Inc. wished to agendize renegotiation of his lease at a later meeting. Chairperson Golden recommended having the discussion with the Airport Manager and Airport Counsel, and possibly with individual Authority members, prior a public discussion in order to have a plan by the next meeting.

**F. PRESENTATION TO DONNA CLARKE EXECUTIVE DIRECTOR OF THE EAGLE VALLEY CHILDREN’S HOME.**

(6:06:19) – Chairperson Golden introduced the item. Mr. Moen introduced Carol Park, Carson City Elks Lodge Events Coordinator and Donna Clarke, Eagle Valley Children’s Home (EVCH) Executive Director. He noted that The Elks Lodge would donate the funds they had received from the Airport Open House the liquor sales to EVCH, The Open House Charity designee that had received the wing cook off proceeds, in addition to two additional donations. Ms. Clarke thanked Mr. Moen who presented her with a \$3,963.61 for being included in the Open House. She also gave background on EVCH. Ms. Park Thanked the Authority for being invited to take part in the Open House and offered to do it again.

**G. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: RE-SCHEDULE AIRPORT AUTHORITY MEETING DATES/TIME 4:00PM INSTEAD OF 6:00PM ON THE THIRD WEDNESDAY OF THE MONTH.**

(6:17:05) – Chairperson Golden introduced the item. Mr. Moen gave background and noted that should the meeting start time change to 4 p.m., the Sierra Room would be available. Most members did not have a personal issue with the time change; however, Members Rogers and Law were concerned about the public making it to the meetings at 4. Chairperson Law suggested a 5 p.m. start time and Chairperson Golden wished to hear about the availability of Airport Counsel. Discussion ensued and Member Law recommended agendizing the item for the September meeting. No action was taken at this time.

**2. FOR DISCUSSION AND POSSIBLE ACTION: PRESENTATION OF DRAFT ANNUAL WORK PLAN FOR CARSON CITY AIRPORT AUTHORITY (MOEN).**

(7:18:04) – Chairperson Golden introduced the item and invited Vice Chair Harris to lead the discussion for this item. Mr. Moen reviewed his memorandum and a Strategic Work Plan for FY 2019/2020 Plan implementation plan, both of which are incorporated into the record. Both he and consultant Linda Ritter responded to clarifying questions by the Authority members. A suggestion was made by Member Simmons to identify metrics in the form of targets and how to achieve them. Ms. Ritter was in favor of collecting the baseline data this year to be used with future data. Chairperson Golden was not in favor of waiting a year for the data and recommended having himself, Vice Chair Harris, and Mr. Moen meet to identify what is missing from the plan and bring them back to the Authority. Discussion ensued regarding revenue and Member Law inquired about the aviation funds that should be returned to the Airport and Member Barrette believed that it may not be possible at this time. Member Rogers believed that the business development was key to the Airport Manager’s evaluation. Member Hamilton believed some data existed and wished to begin with a graphical dashboard. Vice Chair Harris offered to work with the Airport Manager regarding targets. No public was present for comments.

**(7:54:02) – Vice Chair Harris entertained a motion to approve the Strategic Plan and the five-year implantation schedule.**

**(7:55:22) – MOTION: I move to approve the Strategic Plan proposed work plan (priorities) and 5-year implementation schedule beginning in fiscal year FY2019/2020.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Law
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Golden, Harris, Rogers, Barrette, Hamilton, Law, Simmons
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

(7:56:28) – Member Rogers proposed having the targets as part of the Airport Manager’s report on a monthly basis.

**3. FOR DISCUSSION AND POSSIBLE ACTION: AJ GALLAGHER TO PRESENT A RISK MANAGEMENT REVIEW OF THE CARSON CITY AIRPORT AND POSSIBLE CHANGES IN INSURANCE COVERAGE. REQUEST APPROVAL TO RETAIN AJ GALLAGHER AS AIRPORT AUTHORITY INSURANCE BROKER/RISK MANAGEMENT FIRM.**

(6:25:20) – Chairperson Golden introduced the item. Mr. Moen reviewed his memo, incorporated into the record, and gave background on AJ Gallagher, a risk management firm that would provide a review of airport insurance

coverages, agreements/permits and suggested changes in coverages to minimize Airport Authority’s exposure to risk. He also responded to clarifying questions by the Authority members.

(6:30:22) – Katrina Pagan from the Las Vegas Office, and Ryan Jacques of the Irvine, California office along with a senior member of the company presented the firm’s capabilities and services, and responded to clarifying questions. Chairperson Golden thanked the presenters and noted that Mr. Moen would be in touch with them on a later date. Discussion ensued regarding the presentation and Chairperson Golden believed that “the numbers are absurdly unreasonable”. Member Barrette recommended involving the City’s Risk Manager, Cecilia Meyer in addition to assessing all the Airport’s policies.

(7:10:34) – Chairperson Golden recessed the meeting.

(7:17:58) – Chairperson Golden reconvened the meeting. A quorum was still present.

**4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AUTHORIZATION OF SERVICES FOR COFFMAN ASSOCIATES TO OBTAINED ENVIRONMENTAL CATEGORICAL EXCLUSION DOCUMENTATION (CATEX) FOR RELOCATING AWOS, PROPOSED SNOW REMOVAL EQUIPMENT BUILDING AND RUNWAY 9-27 PAVEMENT REHABILITATION.**

(7:58:22) – Chairperson Golden introduced the item. Mr. Moen reviewed his memorandum and requested approval to complete the environmental review of listed projects, incorporated into the record, with the objective of receiving categorical exclusion documentation as the initial step in the process of applying for a Federal Aviation Administration (FAA) Airport Capital Improvement Program (ACIP) grant. No public was present to comment.

**(8:03:18) – MOTION: I move to approve the authorization of services #19-02 for Coffman Associates to complete categorical exclusion documentation for proposed snow removal equipment building, automated weather observation system relocation and Runway 9-27 pavement rehabilitation projects.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Harris
<b>SECONDER:</b>	Law
<b>AYES:</b>	Golden, Harris, Rogers, Barrette, Hamilton, Law, Simmons
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**5. FOR DISCUSSION AND POSSIBLE ACTION: OBTAIN SUBSCRIPTION WITH JETNETS TO UTILIZE TO DIRECT MARKETING OF NEW AIRCRAFT OWNERS TO RELOCATE TO CARSON CITY AIRPORT AND DEVELOP NEW FACILITIES.**

(8:04:12) – Chairperson Golden introduced the item. Mr. Moen gave background and presented the supporting materials which are incorporated into the record. He also requested the Authority’s approval to purchase a subscription for software to analyze aircraft owners and track airport usage for possible lost revenue, not to exceed \$425 per month or \$4,947 annually. Discussion ensued and Member Law suggested subscribing for a year and believed the information would help with the previously discussed metrics, calling it a worthwhile expenditure to be used for direct marketing purposes. Member Simons noted that he was “all in”; however, he wished to see how to increase revenue as a result of the captured data. Mr. Moen believed the Nevada Department of Transportation (NDOT) agreement would be a viable candidate.

(8:22:29) – Chairperson Golden believed the investment was low-risk and high-yield, and believed a quick return on investment (ROI) was possible. Mr. Moen informed Vice Chair Harris that the database would also provide the aircraft owners’ information. No public was present for comments.

**(8:29:50) – MOTION: I recommend approval for staff to complete Aerodex Elite subscription to JETNET LLC Flight Activity Information Service and Aircraft Data Base.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Rogers
<b>SECONDER:</b>	Law
<b>AYES:</b>	Golden, Harris, Rogers, Barrette, Hamilton, Law, Simmons
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

(8:30:27) – Chairperson Golden noted that he had been offered for a receiver and recommended having one at the Airport as well.

**H. AIRPORT ENGINEER’S REPORT**

(8:32:44) – Mr. Moen noted that the Airport Engineer’s Report was included in the Authority’s board packets. He also responded to clarifying questions.

**I. AIRPORT MANAGER’S REPORT**

(8:35:12) – Mr. Moen presented the Airport Manager’s Report which is incorporated into the record. He also responded to clarifying questions.

**J. LEGAL COUNSEL’S REPORT**

Mr. Tackes was not available to present.

**K. TREASURER’S REPORT**

(8:47:27) – Member Rogers presented the Treasurer’s Report, incorporated into the record, and highlighted a seven percent increase in revenue and a one percent decrease in operating expenses.

**L. REPORT FROM AUTHORITY MEMBERS**

(8:49:39) – Chairperson Golden received confirmation from Vice Chair Harris that he would work on the targets discussed in agenda item G-2 with Mr. Moen. Member Barrette invited Authority members to an NNDA barbeque on August 22, 2019.

**M. PUBLIC COMMENT**

(8:51:36) – There were no public comments.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(8:46:59) – In addition to the target discussion, Member Law noted that she may be able to report on the interlocal agreement with Carson City. Member Barrette suggested that Mr. Moen have a discussion with the City Manager and the Risk Manager regarding insurance options.

**O. ACTION ON ADJOURNMENT**

**(8:52:29) – Chairperson Golden adjourned the meeting at 8:52 p.m.**

The Minutes of the August 21, 2019 Carson City Airport Authority regular meeting are so approved on this 18<sup>th</sup> day of September, 2019.

---

MICHAEL GOLDEN, Chair