

Airport Master Plan Work Group

Minden-Tahoe Airport

Meeting Minutes for January 17, 2007

The January 17, 2007 meeting of the Airport Master Plan Work Group was held at the Douglas County Commission Chambers, 1616 Eighth Street, Minden, Nevada, at 1:30 p.m... Present were: Members Dennis Davis, John Marsalis, Al Gangwish, Terry LaLonde, Fred LaSor, Michael Neilon, Nick Pchelkin, Tom Wandel and Alternate Paul Fry. Members Garvin and Schroeder were not in attendance. Staff members/Consultant : Peter van Pelt and Bob Barnard, Barnard Dunkelberg Consultants; Jim Braswell, Airport Manager, Keith Kallman, Airport Operations Supervisor, and Sonja Strom, Office Assistant – Sr; County Deputy District Attorney, Bob Morris. Public present: Jim Herd, Jennifer Ware, Linda Mae Draper, Gary Dykes, Marion Barritt, Mark Jackson, County Planner, .

Item I. Self-Introductions by Work Group Members.

Members briefly introduced themselves.

Item II. Election of Work Group Chair and Vice Chair.

Airport Manager Braswell indicated it was appropriate for the group to elect a Chair and Vice Chair for the purpose of conducting the Work Group meetings. For the position of Chair of the Work Group, Terry LaLonde nominated Fred LaSor, Paul Fry nominated Nick Pchelkin, and Nick Pchelkin nominated Mike Neilon. Show-of-hands vote was LaSor 4, Pchelkin 3, and Neilon 2. Fred LaSor was elected Chair.

For the position of Vice Chair of the Work Group, Nick Pchelkin nominated Mike Neilon and Mike Neilon nominated John Marsalis. Show-of-hands vote was Neilon 7, Marsalis 2. Mike Neilon was elected Vice Chair.

Item III. Discussion of How Alternates Will Be Used.

Airport Manager Braswell handed out copies of the Alternate List and advised that if a regular member was unable to attend any of the meetings, they should call the Airport office as soon as possible. Airport staff would then contact an alternate, going in a rotational basis, to sit in for that member. This process was satisfactory to Work Group members. Mr. Braswell indicated that notice of meeting dates would be provided as early as possible for planning purposes.

Item IV. Approval of Minutes of October 18, 2006 Meeting.

Chair LaSor assumed chairmanship of the meeting and requested a motion to approve the minutes. Member Pchelkin moved approval of the October 18, 2006 minutes; motion seconded by Member Wandel.

Chair LaSor asked the consultant to review the definition of “reliever airport” as mentioned at the October 18 meeting, i.e., is Minden-Tahoe Airport (MEV) a designated reliever airport? Mr. Van Pelt indicated that technically MEV is not within the definition of a reliever airport.

Member Neilon requested the minutes be revised to show him as a graduate of Purdue University rather than USC.

Vote on the minutes, with requested revision, was all ayes.

Item V. Public Comments.

Bob Morris was in attendance to present a brief overview of the open meetings laws regulated by the Nevada Revised Statutes. He indicated that the idea behind the law is to ensure that government decisions are visible to the general public. The Master Plan Work Group has been designated a subcommittee by the Board of County Commissioners and are considered a public body, thereby required to have all meetings in open forum. Main requirements are:

- The Work Group must have noticed meetings which must be posted three (3) working days prior to the meeting date; this would be the responsibility of Airport staff.
- The agenda must be clear and complete (i.e., understandable by the general public). It must be clear on the agenda itself if it is an action item (i.e., the public must be able to know that action is going to be taken). If this is not stated on the agenda, no action may be taken at the noticed meeting.
- It is important to stick to the agenda which is the Chairman's obligation. Comments and questions on agenda items need to address the item specifically which, again, is the job of the Chairman to keep to the issues at hand.
- Public comments on items other than agendized items should be heard by the Work Group; however, no action on any new ideas may be taken at the current meeting. If of interest, they must be placed on the next meeting agenda for consideration.
- If violations should occur, the general remedy is to re-agendize items for the next meeting of the Group for reconsideration/action. Action taken on items not noticed as action items are void. There is a 60-day Statute of Limitations for complaints about inappropriate action.
- The Open Meeting Law is monitored by the Attorney General

Member Pchelkin inquired regarding what constitutes a quorum. Mr. Morris indicated that the Work Group is made up of 11 members, so any congregation of 6 or more would constitute a meeting and require notice. He indicated that quorum limitation includes serial meetings, subcommittees, emailing, and phone conversations, none of which should exceed five.

Jim Herd inquired regarding the Work Group's ability to take action. Chair LaSor advised that the Work Group could make internal decisions to move forward with the process, but would not be making any policy-making decisions. Mr. Van Pelt reminded the Work Group of the Chartering Session discussion that the Work Group could vote to come to a consensus as appropriate, but any policy decisions would be made by the County Commissioners.

Linda Mae Draper, as a representative of Airport Owners and Pilots Association (AOPA), indicated AOPA recommended the Airport Master Plan should be completed before the whole Community Master Plan.

Item VI. Presentation and Discussion of Working Paper One, Minden-Tahoe Airport Master Plan.

Mr. Van Pelt apologized to the Work Group that the maps and charts had not been included in the working paper due to technical difficulties; however, he would mail them directly to the Work Group members and staff within the next week.

Mr. Van Pelt then presented a Power Point presentation overviewing the contents of Working Paper No. 1 which the Group had received – Planning Process; Project Schedule; Inventory of Existing Conditions; Existing Airport Layout; Airport Environs Generalized Existing Zoning; Airport Environs Generalized Future Land Use; Environmental Inventory; Financial Inventory; Historical Aviation Activity 1995-2005; Summary of Based Aircraft 1995-2005; General Aviation Operations Forecast Scenarios 2005-2026; Summary of Aircraft Operations Forecast by Aircraft Type 2006-2026; Based Aircraft Forecast Scenarios 2005-2026; Summary of Aviation Activity Forecasts 2006-2026; Forecasts Conclusions & Considerations and Next Steps. (Mr. Van Pelt advised there had been a delay in preparation of the graphics for the Working Paper, and they would be mailed to members as soon as possible.) Specific comments included the following:

Project Schedule.

Following the March meeting of the Work Group, the first public meeting would be held. In response to Chair LaSor, Mr. Van Pelt indicated that existing Master Plan had been reviewed from the standpoint of validating its information as a part of the consultant's due diligence.

Environmental Inventory

The Consultant stated that wind data is required in order to obtain FAA funding for a new runway. Mr. Van Pelt further stated if there is a lack of valid wind data, 12 months of collected wind data can be used to make an analysis. A method has been determined to use the non-reporting AWOS to harvest end-of-month information to determine the wind analysis. The Airport is hoping to get a Super AWOS which would provide better wind data. Wind data analysis will be required by the FAA for the analysis of possible reactivation of Runway 21. Manager Braswell was requested to obtain copies of the Nevada General Aviation Airport Economic Impact Study for the Work Group.

General Aviation Operations Forecast

Terry LaLonde advised that Nextor has developed a strategic simulation based upon their forecasts which indicate that by 2025, air travel will increase by 300%, with an increase in Very Light Jets (VLJ's). He suggested that the consultant run the Nextor model for Minden-Tahoe Airport to see what results are produced. There was considerable discussion on this issue and Mr. Van Pelt indicated he would check into the possibility of running the Minden-Tahoe data and see what fees might be associated, if any. Chair LaSor requested that, if possible, the information be obtained and emailed to the group prior to the next meeting.

Working Paper Corrections

Chair LaSor requested the following changes be noted on the master document:

- A.4 Third Paragraph, last sentence.
“...to have ~~as many as~~ **more than** 100 glider...”
- A.18 Heading “Minden Glider Area Operations” should be “**Minden High Altitude Glider Areas**”
- A.20 Same as above for A.18 heading
- A.18 “Highway 36” in bullet points 2 and 3 should read “**Highway 395**”

Mr. Van Pelt requested that any changes, additions, corrections to any of the material provided should be emailed to Jim Braswell (acting as the information contact) within thirty days, who would forward them to the consultant. Appropriate changes would be made in the master document by the consultant to be included in the final report. Member Pchelkin requested that the Work Group members be sent at least a record of the changes submitted.

Following completion of discussion, Mr. Van Pelt suggested March 28, 2007 as the next meeting date, another Wednesday, at 1:30 p.m., in the Commission Chambers if available. Mr. Van Pelt indicated Work Paper Two would be presented and that following the regular meeting, the first Public Comment meeting would be held. At the public meeting, members of the Work Group would be a part of the audience and the consultant would accept questions and comments.

VI. Comments and Questions

Jim Herd addressed the committee on VLJ's (Very Light Jets) and LSA's (Light Sport Aircraft) and the anticipated role they will play in the future of Minden-Tahoe Airport.

VII. Adjournment.

At 3:10 p.m. Member Gangwish moved the meeting be adjourned; motion seconded by Member Pchelkin.