



# Clark County Shooting Range Advisory Committee PUBLIC MEETING

6:30pm Tuesday August 16, 2011

Government Center, 500 S Grand Central Pkwy, Las Vegas, NV. 89155

## MEETING MINUTES

**MEMBERS PRESENT:** Glenn Trowbridge Chairman, Ron Lurie Vice-Chair, Roy Clark, Kevin Close, Art Dixon, Kevin Kelley, Linda Lane, Chuck Musser, John Lee, Brandy Ornelas, and Anthony York

**MEMBERS ABSENT (EXCUSED):** Martin Olson and Commissioner Tom Collins, District B

**ATTENDANCE:** 11

**STAFF PRESENT:** Ed Finger Clark County Assistant Manager, Janice Ridondo, Liaison, District B, Jane Pike Director of Parks and Recreation, Steve Carmichael Range Administrator and Iris Kikuchi Secretary

**NOTICE POSTED:** Clark County Government Center Lobby, Clark County Web site: <http://www.clarkcountynv.gov>, Regional Justice Center, Paradise Community Center, Desert Breeze Community Center, Winchester Community Center, Clark County Shooting Range (Range Office, Shotgun Center, Rifle-Pistol Center)

### **I CALL TO ORDER:**

- A. This meeting was called to order at 6:32pm by Glenn Trowbridge, Chair
- B. Silence all cellular phones and pagers.
- C. Conformance with Nevada Open Meeting Law-**CONFIRMED**

### **II PLEDGE OF ALLEGIANCE**

- A. The Pledge of Allegiance was recited.

### **III ROLL CALL OF BOARD MEMBERS**

- A. Roll call was taken. Eleven (11) board members are present.

### **IV ORGANIZATIONAL ITEMS:**

- A. The August 16, 2011 meeting agenda was unanimously approved with the exception of a request by Chairman Glenn Trowbridge to realign agenda item sequence. Motion by Ron Lurie, second by Chuck Musser.
- B. The minutes of the July 19, 2011 meeting was unanimously approved as written. Motion by Art Dixon, second by Tony York.

### **V PUBLIC COMMENTS**

- A. Bill Schwarz of Safety First Training is a registered Shooting Range User Group, comments on Action item (VII)-for possible action to changes to the fees. With the possibility of action and vote to lowering rates for Shotgun Center lockers and camp fees, the range would be losing money. He states that clay target prices are too low, as it costs money to operate and the cost factor would be a lost to profitability. Also, he brought to the committee's attention about a rumor of the range closing on Monday-Tuesday, which will prevent his training schedule of using the Education Center seven days a week. It would force him to relocate his business to another location and there are three other locations giving the shooting range competition as it is. We shouldn't give away the range!

### **VI COMMITTEE MEMBERS DISCUSSION ITEMS:**

- A. Glenn Trowbridge, Chairman moves to Agenda Item VIII-STAFF REPORTS and gave the floor to Steve Carmichael who introduced a power point presentation on the Sporting Clays by Sean from Carpenter Sellers Del Gatto Architects. After presentation, Steve went back to each slide to take comments and questions from the



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committee. He showed the different areas of the course, including the added parking lot, ADA restroom facility area, ice machine and freezer location. Steve noted that the sporting clays are being built counter-clock wise for an easier flow of the course by number sequence. At specific locations, the customer will have a view of the Stratosphere and the skyline of the strip. It would give a scenic feel throughout the course. Each station will be personalized with a few stations that would allow for capital naming rights, sponsorship and advertising. Each station will have three shooting positions with 90 shooting positions altogether on this course. The target management machines will run the stations, with patrol checking by staff for help or questions. The target key or smart card will be purchased at the Shotgun Center and fit into each machine slot from station to station. A variety of target machines, about 35-45% will throw specialty targets. Trap fees are added to the card throughout the course and the customer will finalize their bill at the Shotgun Center when course is completed. We have twelve 4-seater clay carts with built-in shotgun racks and twenty-four pushcarts for walkers and for customers to rent. Customers will start at the same locations for each clay course. The start area will have shade covers, similar to the ones at the Host camp area and light stands for the evenings. Steve thanked Sean for the power point presentation.

- B. Construction and Cost Review – Randy Tarr, Assistant County Manager oversees Real Property Management (RPM), was available for questions and comments from the committee regarding construction costs. Randy distributed handouts of Capital Projects for the Shooting Range to give committee information on how budget is laid out. Randy answered questions on the floor with estimates on the high side. Committee asked about the bidding process for construction companies and why engineer bids were made public. County is a public entity and all documents are available to the public. Committee asked and discussed county codes and how it affects construction today. Committee commented about the Archery classroom and how it was to be a cookie cutter plan for all classrooms at the range. Randy responded that this is a new foundation; new plan with new codes built according to changes, not able to use old designs, and has to have a new stamp from inspectors, although it is basically the same concept. Committee asked about using prevailing wage earners and or non-profits to do construction.
  - C. Gravel & Grading Report - The gravel grading was brought forward and Randy announced there was a Request for Information (RFI) sent out to contractors in early July 2011. There were four interested companies: Impact, Aparatic, Las Vegas Paving and Aggregate Inc. These are preliminary requests although it is encouraging. Early September 2011, the bid will go to the Board of County Commissioners (BCC) meeting for approval. It will then be received as annual income, deferred development and cost for future ranges. The committee asked how much is the estimate earned on the gravel? Randy answered that is may be an income of \$450-\$500,000 with royalties. Ron Lurie suggests committee members attend the upcoming BCC meeting for support of the range.
- Chairman Glenn Trowbridge reverts back to Agenda Item VI-COMMITTEE MEMBERS DISCUSSION ITEMS
    - A. Advisory Committee Briefings – Glenn Trowbridge Chair – comments to continue following the agenda items
    - B. Truck Recall – Steve notes that two trucks were pulled back based on money loaned from the County. The range hasn't been meeting the mileage guidelines and rules set by the county for our trucks. The trucks were a one-time purchase for the range with start-up money from the department. Ed Finger commented that the money was not Shooting Range money; therefore, money is not going to be returned to the range. The county purchased the trucks and the county has criteria over motor pools. Operational restraints that Steve and I have had conversations about, regardless how they were purchased. The 437 General Fund charged off the liability of not getting any money, any asset or ownership to the Shooting Range. Glenn comments that money was

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appropriated from county funds to the shooting range. He comments that the shooting range will have vehicles available when needed.

- C. Status of Forklift – Steve announced that on August 12, he received a call that the forklift is in Kentucky waiting on a ship date to the range. Company will extend warranty date due to extension of wait time.
- D. Progress Report on Senator Lee’s Recommendation to the BCC – Steve noted that most requests have been met. The Ladies program will commence on Thursday Sep 29, 2011 under the name of Women of High Caliber, meeting the last Thursday of each month until June 2012. It is a joint effort with the range hosting the program. The group will meet at the Rifle-Pistol range classroom with guest speakers as a ladies only function. Our staff will provide range safety officers and staff at the front counters to host a private event after 7pm while they shoot on the range. They will purchase targets, rent firearms and pay the public fee. Eventually, they are planning to tandem their group with the 4-H Club Junior Shooters, with the junior and mothers shooting on the same nights. We also have an Annie Oakley shootout for Thursday nights and a First Step program in the works.
  - Question by Chuck Musser – with cutbacks of staff, do we need to reinstate full-time staff or do you have enough staff to cover with all these range activities? Steve responded that we may have to host these programs and he has been working with Roy Michael at Parks Police to hire 3-4 part-time police officers for security who will also be range officers using their training and skills. We will have a dedicated part-time police officer for Wednesday night shotgun leagues and rifle-pistol ranges. This will give us high visibility with qualified officers on property. Ed added that we would adequately staff up with operations as needed. He will provide resources to Steve to do his job.

Steve continues that the last paragraph on procurement policies, he has met with John Hill Purchasing analyst and procured \$40,000 in shotgun ammunition and acquired the best prices in the country and \$220,000 in ammunition for retail sales at the rifle-pistol center. We utilized local vendors and the markup will be comparable. On the second page we have approved the corporate brochure of clay target packages that we are distributing to the retail business network with a dedicated part-time employee. We are also continuing to review fees and other processes of the range with the advisory committee before presenting to the BCC for approval. To stimulate the corporate program, we have revived the Legacy Program brochure and working on making corrections to the brochures before implementing. As for the tourism market, we are using part of the National Shooting Sports Foundation (NSSF) grant and inviting 18 concierge guests from casinos and hotels, putting together a luncheon and give them information they need to help with marketing the range. The luncheon will be hosted at the Shotgun Center in October 2011. Committee commented that we should use a caterer, instead of the State of Nevada BEN current contractor at the cafeteria and questioned fixing the prices. Steve responded that we have some roadblocks now. We are still working with county management and still not independent of the Parks Department.

- E. Portable Target Systems – Chuck suggests to acquire a portable target system to use on a temporary long range. Steve spoke to Carlton Chan of Colt Industries. They have two divisions; industrial and target systems. Steve was hoping for a trade-out agreement with the target system for a custom show at the range and their name represented. He will continue work on a proposal to suit the range. Comments suggested from the committee that if we purchase these machines, it would pay for itself. Customers will want to rent them. Committee comments that high-powered machines will cause impacts on our berm. It will have to be at least 1,000-yd ranges. More discussion followed on the backstop and long ranges.

## VII ACTION ITEMS:

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- A. Fee Changes (possible action) - Steve presented the changes of fees for Shooter's packages for Shotgun Center RV campers. In other cities, campers have shorter hours for shooting during the summer. We are looking for campers to stay and last for eighteen months. Questions were asked about reduced rates and whether they are significant now. Discussion from the committee and agreement that the RV sites are empty now and not making money. Committee members were in favor of the new Shooter Package fees to bring in income to the range. With the current fee schedule it gives the range manager a chance to turn away campers if need, and he can adjust the fees where need. More discussion on fees that User Groups pay for clay birds. Steve comments that the User Groups will probably not continue to pay high prices of clay birds and will be hard to keep shotgun events coming to the range at the current rate. Tony York motioned to accept the change in fees. Second by Kevin Kelley. Committee voted for approval, one nay by Art Dixon.

## VIII STAFF REPORTS:

- A. Marketing and Promotion – Ron Lurie Vice Chair comments that he is glad to hear that Caesars and Harrah's Casino and Hotels will be joining the concierge luncheon in October to get these people together to show them the range.
- B. Shooting Range Briefing – Steve updated the committee:
- I. Business Report -
    - Everything went well with the telephone conversation with Harry Reid's office. Spoke to Casey Gillette.
    - Business and Marketing Report – We are continuing to distribute flyers and brochures to casino's and retail business network.
    - We are continuing to develop shooting leagues.
    - We are developing special event and corporate packages using Monday and Tuesday for shooting. With holdovers from conventions on weekends, Carlos Fiocchi wants to sponsor a Sporting Clays event during the second week of 2012.
    - The Host program will use a satellite program as overflow when the site area is full during the winter months. We will us 5-6 RV sites at the Shotgun Center and have volunteers work as Line Safety Officers. We are expecting the Host area to be filled during the winter months.
    - Wednesday the Shotgun Center is open until 10pm due to league night and we will stay open at Rifle-Pistol center on Wednesday as well, starting August 24, 2011.
    - We are moving forward with the Capital Development Program as well as the Corporate Legacy Brochure. Once we get a key name or two to start off the program, others will follow.
    - With the NSSF grant money, we are mailing out an advertising postcard with coupons for our guests to redeem, to include discounts on range fees and rentals.
    - We are in the process of developing the women's and junior programs as I mentioned earlier in the meeting.
    - User Group numbers are up to 105 registered groups with 76 being active.
    - We plan to hold State and zone shotgun shooting competition at the Shotgun center.
    - Planning international development with international bunkers using outside help with 25-30 shooters.
    - Nevada Department of Wildlife (NDOW) received grant money and purchased bleachers and more table and chairs at the Education Center ranges.
    - We have a "Learn to Shoot" program that started in March and will continue through the fall. Customers get free lessons at the Shotgun, Archery, and Rifle-Pistol Centers. Customers can rent the firearms and bow and arrows purchase ammo and pay the line fee. So far it has been successful!

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- Our volunteer program is on the growth with more applying every day to be Line Safety Officers, Trade Show Hosts as well as volunteer Hosts living on the property.
  - We are expanding and updating our retail items in our Pro Shop. We have recovered up to 66% in 2010 in revenue. In July 2011, our revenue is up to 96% cost recovery.
- II. User Group Reservation Policy (for review) -
- Steve distributed the list of range fees and proposed changes specifically for the User Group Policy. Encourage committee to review the fees due to the fact that the range has a range of dates (Oct 31-Nov 7) blocked for a User Group reservation for a big event, the American Heroes Challenge. Current policy asks UG to cancel within 48 hours of event and the range will be out of everything if they cancel. Steve asks the committee, do we need to make changes to our policy? He continues to protect the range, on the second page of the handout, in 2010, 153 groups cancelled before the 48-hour deadline. In 2011, a total of 206 groups have cancelled classes within a 72-96 hours or more timeframe. Do we need to change our policy? Tony York motions to add the fee changes to the next meeting on the agenda for the committee to take action and vote. Steve continues to clarify that on the first page, first cancellation fee is \$25 with less than a 30-day notice to cancel. If a group cancels within 30 days of event, they will receive 100% back. Chuck asks Steve to make a recommendation to the committee. Questions were asked and discussion took place. Committee sees there is a real need to make changes to the policy. Bill Schwarz comments that asking for a deposit for every reservation is a bit much for business owners like him. It will be a burden on his organization; he doesn't have the money up front. Chuck noted to have Steve research government refunds and cancellation policies. It may be a difficult task to do. Jane Pike Director of Parks and Recreation noted that the park policy is that customers receive full refund for 4-weeks notice, 3-weeks notice is partial refund, and 2-weeks notice there is no refund. More discussion held.
- III. Food Concession (for discussion) -
- Steve announced a new vendor would be running the Shotgun Center cafeteria, Kevin's Kitchen. He will open for breakfast, lunch and late in the evening for events and league nights. In order to make the concession work, the vendor would like to acquire a liquor license and sell beer and wine. Committee unanimously responded with a no. The common consent of the discussion was the committee did not like the idea and would not support it. Comment from committee about the vending machines at Rifle-Pistol and when they would be removed. Suggestion from committee to add vending machines to the cafeteria for staff to support and eat lunch as well as customers coming to the range. Bill Schwarz commented that the quality of the food was terrible, and we should call on roach coaches until we get more volume.
- IV. Promotional Passes -
- Steve let committee know that he has more shooting passes if members need more to hand out.

## IX CORRESPONDENCE

A. None

## X PUBLIC COMMENT / COMMUNITY CONCERNS:

A. Senator John Lee met with Harry Reid's office in August with Glenn for more federal money to build a tactical Range and a 3-man gun range. John comments that he is excited to see new people on the committee with new ideas that will help make the range more profitable. He is excited to see Ed Finger Assistant County Manager, Jane Pike Director, and Randy Tarr Assistant County Manager and glad to see they are supporting Glenn and the committee.

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- B.** Question from Chuck Musser to Jane Pike regarding the Parks and Recreation application for the Shooting Range for SNPLMA money. Jane responded that round 13 has been announced. Applications are due November 10, 2011. They allow two projects per entity and cannot exceed \$400,000 for the type of project being recommended. Round 12 project for the Gypsum Ridge was not considered. Good Springs was under \$500,000. None submitted for the range. A suggestion to submit for the portable targets. Jane is not aware of the \$2million from SNPLMA money and Ed commented that Reid did not mention anything about it at the meeting. More discussion held on the SNPLMA application for round 13. Tony York suggests bringing project proposal ideas to the next committee meeting. Ed added that it is a short deadline. Glenn suggests emailing criteria to the committee and writing proposal and sending to Steve. We may be able to put it on the agenda for next meeting and prioritize multiple project ideas.
- C.** Ed Finger comments that the RFP for the gravel will be going to the BCC meeting on September 6, 2100. We are looking for long-term agreements \$10-20 million fee opportunities with \$100,000 in royalties. A multiple year financial plan will help prevent rumors regarding privatizing the range. Royalty money becomes capital money for the range. Money from Senator Reid and SNPLMA is good although gravel opportunity is the bigger plan.
- D.** Kevin from Kevin's Kitchen, new vendor at the Shotgun Center noted that he ran the concession at the previous gun club for Steve. He is asking for support and will provide research if needed. His food tastes a lot better than roach coaches. He knows that he has to follow two bad acts, and would like one shot at making it right for the range. He has home cooking style with good quality food. He feeds the groups that shoot and takes them in like family. He is just asking for support and would like to invite the Advisory Committee to his kitchen and to give him a fair evaluation. He is in it for the long haul, willing to advertise and make it work. Would just like a fair shot at the food. Steve added that Kevin has good food and is high quality and provides home edition of service. Question from committee on exploring ideas to make cafeteria successful. Glenn asked what paperwork would he need to get approval on the beer and wine license. Ed Finger responded that if the Advisory Committee doesn't support the idea, then he suggests not going to the BCC for approval.

## **XI NEXT MEETING DATE**

- A.** The next meeting will be held on Tuesday September 20, 2011 at 6:30pm at the Government Center ODC Training Room 3.

## **XII ADJOURNMENT**

- A.** Meeting was adjourned at 9:18pm.

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