

# CARSON CITY AIRPORT AUTHORITY

## Minutes of the June 17, 2009 Meeting

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, June 17, 2009 in the Carson City Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Vice Chairman Walter Sullivan  
Member Alex Carter  
Member John Kelly  
Member Don Peterson

**STAFF:** Casey Pullman, Airport Manager  
Jim Clague, Airport Engineer  
Steve Tackes, Airport Counsel  
Jano Barnhurst, Recording Secretary

**NOTE:** A recording of these proceedings, 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.

**A. CALL TO ORDER, ROLL CALL AND DETERMINATION OF QUORUM.** (6:00:00) - Vice Chairman Sullivan called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Chairman Lewis, Members McClelland and Saylo were absent.

**B. PLEDGE OF ALLEGIANCE.** (6:00:30) - Mr. Tackes led the pledge of allegiance.

**C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.** (6:01:02) - Member Peterson moved to accept the minutes of the May 21, 2009 meeting as presented. Member Kelly seconded the motion. Motion carried 4-0.

**D. MODIFICATION OF THE AGENDA.** (6:01:21) - None.

**E. PUBLIC COMMENT.** (6:01:29) - Vice Chairman Sullivan introduced the Item and invited the public to approach. Joe Murphy commented that the agenda was not on Carson City's website, nor is any agenda posted on its website. He was advised that the CCAA agenda is on the Airport's website.

**F. CONSENT AGENDA.** All matters listed under the consent agenda are considered routine, and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the authority or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Chairman or the Vice-Chairman retains discretion in deciding whether or not an item will be pulled off the consent agenda. (6:02:35) - None.

**G. PUBLIC HEARINGS.**

**G-1. DISCUSSION AND POSSIBLE ACTION REPORT FROM KCXP INVESTMENTS LLC ON THE STATUS OF THE JET RANCH PROJECT, AND REQUEST FOR EXTENSION OF TIME ON CONSTRUCTION SCHEDULE.** (6:02:41) - Ralph Smith with Valley Construction advised

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that he has the request for time extension which is incorporated into the record and anticipates completion of the project on September 30. He advised that the project was restarted on May 19<sup>th</sup> and they have been finishing Building 3. Vice Chairman Sullivan called for questions from the Board and for public comment. Seeing none, he closed public comment and called for questions from staff. He then entertained a motion. **Member Kelly moved to approve the request to extend the construction schedule for KCXP Investments LLC to September 30 as presented by Mr. Smith. Member Peterson seconded the motion. Motion carried 4-0.**

**G-2. PRESENTATION AND DISCUSSION REGARDING EXPERIMENTAL AIRCRAFT ASSOCIATION (EAA) BUILDING EXPANSION CONCEPTUAL PLANS AND POSSIBLE EXPANSION OF EL AERO LAND LEASE.** (6:05:56) - Member Kelly advised that he represents FBO El Aero Services and has some interest in this Item. Vice Chairman Sullivan reiterated Member Kelly's comments and that he will be allowed to take part in the discussion. Audra Miller with Lumos & Associates advised that they represent Experimental Aircraft Association (EAA). EAA and El Aero have discussed removing the current EAA building and replacing it with a bigger one. EAA subleases a portion of El Aero's lease and to get a larger building, they have to go outside El Aero's current lease area. A conceptual plan has been presented regarding its impact on the airport. Expanding the lease area would reopen the lease terms for El Aero so Mr. Tackes suggested adjusting the lease area. Discussion would take place with El Aero about where a portion of their lease area could be reduced to compensate for the additional area. Primary feedback received from the Board concerned the impact on parking. A solution was not proposed because they did not want to prepare the engineering plans only to find out it's a non-starter. Any impact can be mitigated to give back the same number of spaces by proposing angle or compact parking. They are looking for guidance on whether the CCAA will consider a lot line adjustment. The next step is to prepare the engineering drawings and submit them for a Special Use Permit. She asked the Board whether they would like to see the lot line/lease line adjustment again so she can proceed in an acceptable manner. She then passed a rendering for everyone's review.

Robert Dickinson advised that the EAA was formed to provide education facilities and programs for the benefit of chapter members and the general public, encourage and provide facilities for youth programs and further their interest in aviation, support the EAA Young Eagles Program and provide aviation support and advice to local government agencies. He said that some members are retired pilots, some have an interest in aviation and others have built or are building experimental aircraft. Some restore experimental aircraft, own sophisticated aircraft and others are interested in the Young Eagles Program. The members are concerned about the airport and have been supportive of airport management, involved with the correction of pilots flying low approaches, helped curb neighbors' complaints, saved the airport thousands of dollars donating time to install runway signs and have been an integral part of the Airport Open House. They want a building which will allow them to expand their programs. It will be used for aviation education, will be large enough for safety seminars and have seating for 100 with a full kitchen and hangar. In order to expand their chapter, El Aero gave them additional property and waived the rent on it for the term of the lease. They have also been supportive by creating a Young Eagle Fuel Fund to subsidize fuel costs for the Young Eagle Program and give members a fuel discount. EAA Sierra Chapter 403 will bear all expenses of the project. As a non-profit organization, they accept donations and gifts for time and/or material toward completion of the project. They want the CCAA to continue supporting their chapter by allowing El Aero to expand their lease or change the lease lines but not change El Aero's lease. They want the CCAA to waive any expense or charges possible and he thanked the CCAA for their past and future support. He then showed conceptual drawings of buildings they want to put on the triangle. In response to a question, Mr.

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Dickinson replied, "to keep the building the same size, it wouldn't be adequate to not move the lease line into the parking area." In response to another question, Mr. Dickinson replied that he and El Aero discussed building farther in towards the apron but they did not want to give up their lease area to the west of the building. They had to start with the west property line of the building which was a concern going into the parking area and losing parking spaces. They could re-stripe and redo the parking area to get the same number or more parking spaces. Member Peterson commented that less area is less area, and over time the Carson City airport may become more active, and giving up any square foot of public parking is a great concern. In response to a question, Mr. Dickinson replied that the Board members felt that the original lease was for the entire triangle, not just the center triangle. In response to another question, Mr. Dickinson replied that the center triangle wouldn't work because there is no public access but parking can be resolved. Member Peterson commented that he supports the EAA as everything they do for aviation is positive, however the CCAA has to attend to the commercial health of the airport and area is area. It's all there is and picking up land somewhere else doesn't solve the problem of needing parking space. He has a great reservation of giving up parking area and expressed his desire to help as long as they don't take any parking area. Mr. Dickinson advised of a 20 foot wide unused area behind El Aero. Member Peterson reiterated that parking is a precious asset and it would be short sighted to give up any of the parking area. "I don't have a solution for you but I would be delighted to contribute everything I've got including my vote if we can solve it without taking a parking area."

Gerry Holsclaw, Sr., commented on the outgoing and incoming lanes and median which there is no need for - just a center line dividing the road and taking the median out would create more space. Mr. Dickinson continued that if eight parking spaces were lost, it's not that much compared to what it will bring to the community and airport. He suggested the CCAA consider the future growth of the airport and address the parking when it becomes an issue. He said eight spaces would be lost if they built the building and everything was left the way it is now. In response to a question, Mr. Dickinson replied that he wouldn't have a problem getting the building erected in a two year period. Numerous people have offered to donate and are waiting for something in writing. They have a grant writer who will have no problem obtaining the funds once something is established on paper. A lease line adjustment vs. changing property leases would have less of an effect on the project. In response to a comment, Ms. Miller suggested that the lot line/lease line adjustment does not have to be done immediately and can be a verbal approval. It can be tied to the fact that they're not allowed to officially record, prepare and sign off on it until they have proof of a building permit. Member Peterson opined that if there was a revision to the lease and the CCAA gave approval to build the building, he would expect El Aero to complete it as they are the leaseholder. As a non-profit organization depending on donations in this economy, they shouldn't expect to get the money in a short amount of time. A contingency of the CCAA granting a lease is proof of ability to perform. Mr. Dickinson expressed the understanding that they are just going to adjust the existing lease lines, trade one piece of property for another changing just the configuration, not the entire lease.

Mr. Tackes suggested there may be property on the south end of the leasehold adjacent to the parking area which could compensate for parking. He opined that El Aero may not want to renegotiate the lease as it was recently done and would trigger appraisal requirements. It could conceivably end up with two leases with EAA wanting to build and the Building Department won't issue a permit straddling a lease line as half a building is on one piece of property and the other half on another. An addition to the lease won't work but a net area swap so the lease does not change in size would conceptually and legally work. The CCAA would expect El Aero to finish the building as it's their lease and they are the guarantor on the construction. Member Peterson expressed his approval of an area swap which solves his concern of a finite amount of

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parking. If a lease line move was granted, parking would be given up in exchange for EAA's building and expanded presence. When this moves to the next stage, it has to include guarantees that EAA can perform in two years. In response to a question, Mr. Tackes replied that the standard leases state completion within two years of the lease and that the CCAA will entertain extensions of time when good faith progress is seen. Mr. Dickinson commented that they are expecting to build with donated material and labor but it's hard to ask for gifts when they don't have anything in writing. A lease line adjustment in writing would make it easier to start getting money. Member Peterson commented that it would not be difficult if El Aero asked for a land trade which would not affect parking. He reiterated that as long as the parking area isn't reduced, he's fine with it. Mr. Dickinson commented that El Aero is basically in agreement with EAA's proposal. In response to a question, most of the audience raised their hands in support of EAA's proposal and their feeling of extra parking that could be given up. Mr. Dickinson thanked the CCAA for their time and input. Vice Chairman Sullivan asked about the possibility of a meeting with staff and a few CCAA members prior to the July or August meeting to explore different concepts regarding the parking area. In response to a question, Member Peterson replied that the issue is parking area, not number of spaces. The CCAA has to decide what will impact the airport in the next 20-30 years. Area is a finite asset and they need to find a way to not reduce the parking area or possibly do a lot line revision. Vice Chairman Sullivan commented that it has to be taken a step at a time and cautioned about the various approval processes. Audra Miller advised that she will attempt a no net loss of area and work with El Aero to determine what area they can give up. She will create a couple of concept plans which maintain the same functional area and same number of parking spaces. Vice Chairman Sullivan called for public comment and when there was none, he closed public comment.

**G-3. PRESENTATION REGARDING AIRPORT OWNED AND OPERATED HANGARS VS. LAND LEASED PRIVATE HANGARS.**(6:48:39) - Dirk Zahtilla read a statement which is incorporated into the record. He recommended that the practice of leasing parcels of land be discontinued and future development be made by the airport. He suggested that the area adjacent to the east end of Taxiway A could become a taxi lane connecting to the new Taxiway A and the area to the south could house 20 or more hangars. He calculated the difference between land leases and developing hangars as rental units based on land leases at 50 cents per square foot per year and rentable hangar space at 20 cents per square foot per month. The center triangle has 541,000 square feet of gross leaseable area. At 50 cents per foot per year, possible revenue would be \$270,500. Revenue from hangars renting at 20 cents per foot per month would be \$1,298,400. There is another 617,000 square feet of gross leaseable area on the airport, and at 50 cents per year possible revenue would be \$308,500 and at 20 cents per month it would be \$1,480,000. Total potential revenue of the currently unused 1,158,000 square feet of leaseable area is \$579,000 vs. \$2,779,200. Upgrading one quarter with basic utilities renting at 30 cents per square foot would create a potential revenue of \$3,126,600. He suggested catering to the mainstream aviation segment who wants to protect their investment at affordable rates and treat this as a long term project.

In response to a question, Mr. Zahtilla replied that he took the PBS&J plan which has a complete hangar layout in the center triangle and calculated the square footage. He then took off the balance of the available parcels, added up the acreage, divided by two, and came up with an approximate amount of buildable area. Vice Chairman Sullivan requested Mr. Zahtilla meet with Mr. Clague to superimpose potential development areas and hangar sites because of setback from runways, taxi lanes and taxiways. Mr. Zahtilla commented that the other 50 percent is all taxi lanes. In response to a question, he replied that simple basic hangars are in the \$20 to \$25 per square foot range and an 8 ½ to 9 year payback time. In response to another question, he replied that according to the leases, the developer is required to develop

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the taxiways and pay on the footprint of the building. Mr. Tackes advised that the leases are paid on the entire area leased which is less than 50 cents. In response to another question, Mr. Zahtilla replied that his figures were all rough projections to give the CCAA an idea of what potential income could be at a 5-1 ratio. In response to another question, he replied that based on a T hangar renting at \$225 a month, five times the amount can be made vs. a land lease. Member Peterson agreed with the philosophy of having full hangars as good for the airport and noted the cost difference in building and maintaining a hangar vs. leasing dirt. He agreed with the goal and suggested Mr. Zahtilla apply for a position on the CCAA when others rotate off in October. Vice Chairman Sullivan called for public comments.

Robert Dickinson opined that it's a great idea for the CCAA to get involved in building hangars and make it better than any other government run airport or hangars as it's something that is needed and funds could be obtained from municipal bonds or the FAA. Bill Hartman supports the project and opined that it would be a nice addition to the airport but suggested that Mr. Zahtilla consider costs as well as income as the argument needs to be realistic and balanced. Will Fletcher commented that he's done development on the airport and the discussion is mixing apples and oranges. Previous Boards promised investors that they would help them out if they came to the airport, so million of dollars were invested. He had to meet certain construction conditions and was required to invest a huge amount of capital because the Board wanted large quality aircraft and beautiful hangars. The center triangle can be filled with Cessnas bringing in \$30,000 a year, but two Citation 10's would bring in \$300,000-\$400,000 a year. The numbers are very attractive and it's a great concept, but it's mixing mixed use property with people who've invested millions of dollars. His concern is what will happen to the value they've brought to the airport. He also said that hangars are available at the airport - he has two, Ron Kitchen and Bob Thomas each have one. The economy is not the greatest to be over saturating the market with hangars. Bill Abbott commented that he previously paid \$265 a month for an atrociously maintained closed door hangar in which his plane got wet if it rained or snowed. He didn't believe the airport designed Mr. Fletcher's multi-million dollar complex and consideration of the small guy is important because the airport is about the small guy. The airport needs to capitalize on what it can bring in and small hangars would satisfy a lot of people. He also mentioned that the conditions of the ramps between the hangars and taxi lanes are horrendous with large cracks. A big concern of the airport neighbors is noise which is commonly associated with bigger planes and suggested targeting a more neighbor friendly airport and possibly a larger income by sheer volume. Ralph Smith advised that he completed a total design and design build of an 87,000 square foot jet ranch project and the parameters for the design were based in the lease agreement. Because of the parameters, the airport would have to follow specific guidelines. Realistically, the cost of a hangar is closer to \$35-\$40 per square foot without any maintenance so more research needs to be done. Mr. Pullman commented that since becoming the airport manager, he's had approximately fifteen inquiries about renting airport operated hangars and was told that if the airport had them, people would relocate their aircraft to Carson City. He stated that the Camarillo and Oxnard, California airports were approximately 80 percent airport owned hangars and both have a five year waiting list of hundreds of people, each of whom pay a \$100 deposit. People want to protect their investment and this is an area where people would be interested in renting hangars. Vice Chairman Sullivan closed public comment. He again asked Mr. Zahtilla to meet with Mr. Clague to transpose the areas of development to determine how much area is available for development. In response to a comment, Mr. Zahtilla replied that his goal was to get the CCAA thinking about it. He expressed his understanding of the multi-million dollar hangars, but noted he also got several calls a week from people looking for hangar space. There are a huge number of people with small planes that want small economical hangars in Carson City and that end of the market should be addressed. As a contractor, he understands that

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builders generally want to build the highest end possible. The airport needs to think about the other end of the market.

**G-4. DISCUSSION AND POSSIBLE ACTION REGARDING OPENING BIDS AND AWARDED LEASE PER RESOLUTION ADOPTED IN MAY PURSUANT TO NRS 244.281 FOR ANTENNA COLLOCATION AND LAND LEASE.** (7:21:52) - Mr. Tackes advised that one bid was received from Verizon which matches the bid resolution and notice of invitation criteria to bid the lease at \$1,500 a month. He explained that the terms were originally negotiated with Verizon and approved, however, the District Attorney's office advised that because it contains a land component, compliance with NRS 244 provisions would be required. It was then appraised at \$1,300 a month and put out to bid for \$1,500 with Monday as the bid deadline. He recommended that CCAA accept the lease from Verizon which puts their antenna equipment at the 39 foot level of the beacon tower and a 30x40 foot area at the base. Vice Chairman Sullivan called for questions and public comment and seeing none, he entertained a motion. **Member Peterson moved to award the antenna lease to Verizon under the terms bid as presented by Airport counsel, and re-submit the lease to the Board of Supervisors for City approval. Member Kelly seconded the motion. Motion carried 4-0.**

**G-5. DISCUSSION AND POSSIBLE ACTION TO APPROVE AN EMPLOYEE BENEFITS PACKAGE FOR NEW AIRPORT MANAGER** (7:24:44) - Member Peterson advised that a two month deadline was set to finalize a benefits policy package for Mr. Pullman. He circulated a package to the CCAA, received feedback, made a few revisions, and met with Mr. Pullman to ensure his understanding. Applied Staffing is a PEO and would take the airport out of the administrative work, thus any airport employees would have a W-2 and contract with them for their services. The airport would be the employee of record, making all policy decisions but not the various tax filings and record keeping. Normally they only consider five or more employees but because the airport is a quasi public body, they agreed to accept it. In response to a question, Mr. Tackes replied that any employees of the CCAA are public employees under NRS 286. Administrative filings need to be done to get into the PERS program, an application was prepared, signed and submitted to PERS last week. It was submitted to the Deputy Attorney General to ensure statutory authority and if recommended, will go before the PERS Board. Their next meeting is July 14-15 and the expectation is they will approve it and Mr. Pullman will be activated into the system. They didn't see a problem with a separate entity processing the administration and serving the function of a professional employee organization (PEO). He explained that he found IRS tax opinions stating there can be co-employee situations and because the CCAA directs the activities, it fits better into the code as the employer than the PEO. He recommended approving the benefits package as long as Mr. Pullman is aware that if any issues arise, they will be resolved. Vice Chairman Sullivan called for public comment and questions from the Board and when there were none, he entertained a motion. **Member Peterson moved to adopt the Airport Manager benefit plan as circulated via e-mail earlier this week. Member Carter seconded the motion. Motion carried 4-0.**

**H. AIRPORT ENGINEER'S REPORT.** (7:32:10) - Mr. Clague advised that the AWOS is scheduled to be funded by the FAA with \$150,000 in entitlement funds. The plans should soon be finished and submitted to the FAA for approval to advertise, put out to bid with a bid opening in late July. The runway taxiway project is still waiting on the FAA grant. They've informed him there is no jeopardy of losing the grant even though there was a deadline associated with the stimulus funds. The \$9,600,322 is 100 percent funded by the FAA. As soon as it's received, the mayor will sign it and the contract can be awarded to Granite Construction. He stated that he doesn't want to move forward with it now because of a possibility

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of incurring liability if they obtain bonds and insurance for the project. Once awarded, Granite will take upwards of two weeks to sign their portion of the contract, obtain bonds and insurance. Once the FAA approves the contract and a pre-construction meeting is held, the FAA will give approval to proceed. Construction should start in three weeks. In response to a question, Mr. Clague replied that the AWOS construction would start in the latter part of August. The procurement period required to obtain the AWOS takes about 30 days and will be completed by the end of the year at the latest. It has to be up and operational before the old one comes out. In response to a question, Mr. Clague replied that he would coordinate with the leaseholders regarding which porta hangars will be moved.

**I. AIRPORT MANAGER'S REPORT. (7:37:21)** - Mr. Pullman advised that the terminal building semi-remodeling is finished and that Dirk and John worked off hours to finish it before the Open House. A lot of work has gone into it and it should be a good one. He continues to seek minor cost effective improvements and is trying to replace some furniture by first pursuing donations. He wants to continue improvements on the terminal and create a pilot's lounge to attract more meetings. He may pursue installing an airport information sign on the building using an existing sign. He advised that the NDOT and FAA periodic safety inspection will be on July 7<sup>th</sup> to record the current status of the airport facilities and plans to contact the inspector to discuss issues needing to be resolved. He also plans to personally inspect the airport before the inspection to ensure it is within standards. Permanent informational gate signs will be installed at four gates within the next couple of weeks to post airport information and will be updated as needed. He recently mailed outstanding balance or past due rent letters to five tenants but has received only one payment. If no payments are received soon, he plans to send another letter advising the tenant they may be in violation of the lease provision of failure to pay rent when due. If the tenant still fails to pay, it could lead to a notice to "perform the provisions of the lease or pay rent...or quit the premises." If still no payment, he will notify the CCAA. Vice Chairman Sullivan advised that he wants to deal with it pursuant to regulations in the lease agreement. Mr. Tackes advised sending whatever letter is needed, and if payment isn't received by July 15, to put it on the agenda. Mr. Pullman advised that tenants are given 10 days to pay past due balances pursuant to the lease. He commented that some tenants have been given two years and still haven't paid. One tenant owes \$3,500 and another \$1,500. He just received \$183 for the CPI percent increase in 2008. Another tenant hasn't paid the CPI increase since January 1, 2008. He considers this a serious matter and will inform the CCAA if it needs to go on the next agenda. He advised that he gained a no cost, non-binding contract with Carson City Public Works to sweep the airfield once a month. They have already swept the runway, taxiways and southern ramp and will coordinate to sweep the northern ramp. Three sweepers were there at 4:00 a.m. and he plans to keep the airfield free of debris. He relayed that he was extremely grateful for their service and Vice Chairman Sullivan suggested sending a note to Andy Burnham thanking him.

**J. LEGAL COUNSEL'S REPORT. (7:45:35)** - Mr. Tackes advised that the FAA's final Runway Safety Plan Report was just received from a June 2008 inspection in which they advised that a plan would be provided within 30-60 days. After a status request, a draft plan was sent in December 2008 to which he provided a compliance filing indicating everything had been fixed with the exception of fences which were promised by 2012. The final plan was given to Mr. Pullman for response but it should be in good shape. He advised that the FAA grant has not yet been received and that the Economic Stimulus Bill requires 50 percent of the funds to be committed by today. Assurances have been made by the FAA that 50 percent of the funds allocated to aviation have been committed and that the grant can be expected in a couple of days. The mayor will sign it as soon as it is received.

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**K. TREASURER'S REPORT.** (7:47:44) - Member Carter advised that the Department of Taxation accepted the final budget. He and Mr. Pullman are working on the augmented budget and will submit it before the end of the month. Final numbers will be reported in the newspaper as required before the end of the month. The checking account has a balance of \$168,558.92; \$673.48 is in the maintenance account; and \$229,585.41 is in the money market account, for a total of \$398,817.81.

**L. REPORT FROM AUTHORITY MEMBERS.** (7:49:01) - None.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING.** (7:49:07) - Vice Chairman Sullivan advised that delinquent payments will be on the next agenda. Mr. Tackes advised that an invitation to bid on lease parcels for hangar construction may be coming up next month and if so, will be put on the agenda.

**N. ACTION ON ADJOURNMENT.** (7:50:01) - Member Peterson moved to adjourn the meeting at 7:50 p.m. Member Kelly seconded the motion. Motion carried 4-0.

The Minutes of the June 17, 2009 Carson City Airport Authority meeting are so approved this 15th day of July, 2009.

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Steve Lewis, Chairman