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**Minutes of the April 21, 2010 Meeting**  
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, April 21, 2010 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Harlow Norvell  
Vice Chairperson John Kelly  
Member Alex Carter  
Member Teresa DiLoreto-Long  
Member Dave McClelland (via speaker phone)  
Member Ray Saylo

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

**NOTE:** A recording of these proceedings, the Airport Authority's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

**A - B. CALL TO ORDER, DETERMINATION OF QUORUM, AND PLEDGE OF ALLEGIANCE**

(6:00:00) - Chairperson Norvell called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Member McClelland was present telephonically for a portion of the meeting. Chairperson Norvell led the pledge of allegiance.

**C. APPROVAL OF MINUTES - March 17, 2010** (6:00:17) - Vice Chairperson Kelly moved to approve the minutes. Member Carter seconded the motion. Motion carried 6-0.

**D. MODIFICATION OF AGENDA** (6:01:41) - None.

**E. PUBLIC COMMENT** (6:02:00) - None.

**F. CONSENT AGENDA** (6:02:28) - None.

**G. PUBLIC HEARING ITEMS:**

**G-1. DISCUSSION AND POSSIBLE ACTION TO APPROVE SALE OF AMERICAN WARBIRDS, INC. STOCK TO NICHOLSON ENTERPRISES, INC.** (6:02:35) - Chairperson Norvell introduced this item, and inquired as to the status of American Warbirds. (6:04:41) Dennis Buehn displayed the August 13, 1992 Airport Authority agenda, and read the title of item 10 into the record, as follows: "Discussion and possible action regarding a class 2 FBO status for Dennis Buehn, owner of American Warbirds." Mr. Buehn advised that the item was passed at that meeting. At Chairperson Norvell's request, Mr. Buehn provided the agenda to Mr. Tackes for review.

Mr. Buehn advised of having been "at Carson Airport since about ... 23 years ...," and provided historic information with regard to the same. He provided background information on the subject item "to get On Course Avionics, Ron Nicholson, the principal, approved to conduct business ... for a radio and electrical shop operation under the Mentors master lease ..." Mr. Buehn acknowledged having entered into a lease with Neil Weaver in August 1988; Neil Weaver being a sublessee of Mentors Unlimited.

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In response to a question, Mr. Tackes re-read the title of the August 13, 1992 Airport Authority agenda item into the record. He recalled that Mr. Buehn was not required to pay class 2 FBO fees because, unlike other class 2 FBOs, his sublease was approved by the City. In response to a question, Mr. Buehn explained that no lease reassignment was being requested as part of the subject item. In response to a further question, he read a portion of page 3 of his lease into the record, as follows: "Weaver shall have no proprietary or other interest in the improvements and buildings made or erected by Buehn." In response to a question, Mr. Tackes advised that the Mentors Carson City lease terms apply to each of the subleases; from Mentors to Weaver and from Weaver to Dennis Buehn. Mr. Buehn acknowledged having done business as American Warbirds in 1992 and incorporated in 1995. Mr. Tackes responded to questions of clarification, and discussion took place, regarding the lease arrangement and the purpose of the agenda item.

In response to a question, Chairperson Norvell explained the purpose of the agenda item to approve the sale of American Warbirds, Inc. stock to Nicholson and to approve Nicholson as an FBO to operate from the Buehn hangar. Chairperson Norvell noted that Nicholson had been previously approved as a class 2 FBO. Mr. Buehn acknowledged he is the named lessee, not American Warbirds.

Chairperson Norvell entertained public comment. (6:18:53) Nicholson Enterprises, On Course Avionics, and The Toiyabe Group Corporate Secretary Marie Downing advised that she serves as Ron Nicholson's attorney-in-fact. She explained the intent to "purchase the hangar, which is the personal property of Dennis Buehn, ... not owned by [American] Warbirds ..., and the assets of American Warbirds and not all of the stock." She further explained a previous application and approval for class 2 FBO status "for a different location. ... one of the steps in this purchase is that ... you would extend that approval to this new location ..." She advised that Nicholson Enterprises and On Course Avionics are "both involved in that same thing. Usually Nicholson Enterprises purchases whatever it's going to purchase and then does its business under On Course." She assured the Airport Authority that no one will proceed without taking the necessary legal steps "and that's why we're in the midst of all the paperwork right now."

Chairperson Norvell expressed concern with regard to avoiding any future difficulty over Mr. Weaver's lease arrangements. In response to a question regarding acquisition of the hangar, Mr. Tackes explained "we are preserving to Mr. Weaver his ability to ... protect his interests in terms of the sublease ..." He further explained, "Under the terms of the leases, the hangar was built as a requirement of the lease and, like all the other leases on the airport, at the end of the term of the lease, the hangar becomes the property of Carson City Airport." Ms. Downing acknowledged her understanding.

Chairperson Norvell entertained additional public comment and, when none was forthcoming, a motion. **Vice Chairperson Kelly moved to approve the sale of stock to Nicholson and to approve Nicholson as an FBO operating out of the Buehn hangar. Member Saylo seconded the motion.** Chairperson Norvell entertained discussion and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 6-0.**

**G-2. DISCUSSION AND ACTION ON REVIEW OF ANNUAL PERFORMANCE EVALUATION OF AIRPORT MANAGER AND CONSIDERATION OF INCREASE IN COMPENSATION AND/OR BENEFITS COMMENSURATE WITH PERFORMANCE (6:25:18)**- Chairperson Norvell introduced this item and advised of having completed a performance appraisal, including a survey of area airports which he listed. He provided background information on the performance appraisal, the form for which he obtained from Member Saylo. He advised of having completed the performance appraisal and of having distributed a copy to each of the Airport Authority members, who acknowledged having reviewed the same. Chairperson Norvell reviewed the performance

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appraisal, commending Mr. Pullman on his financial acumen and cost control. At Chairperson Norvell's request, Mr. Pullman explained the method by which insurance and airport maintenance costs were reduced by 50 percent and the year-to-date revenue exceeds the budget by 16 percent. Mr. Pullman commended the airport's part-time maintenance employee on his assistance in reducing costs. In response to a question, Mr. Pullman advised of having used excess material from the construction projects for landscape improvements and of having personally participated in the landscape improvement project. In response to a further question, he explained the statement, in the self-appraisal portion of the performance evaluation, that "operational profit and loss exceeded budget expectations by 260 percent."

In response to a question, Member Carter explained, "the trend that we're showing this year is well over 200 percent over what we had budgeted." Chairperson Norvell commended Mr. Pullman's budget management "particularly in [his] first year on the job," given the challenges associated with the new runway. Chairperson Norvell opened this item to Airport Authority member discussion. Member Carter advised of having worked closely with Mr. Pullman "on financial issues over the past year." He commended Mr. Pullman's intelligence and commented, "We're leaps and bounds over where we were before he came on board." Member DiLoreto-Long advised of also having worked with Mr. Pullman over the past six months. She expressed appreciation for Mr. Pullman's organizational skills and knowledge of the airport. Vice Chairperson Kelly commended Mr. Pullman's budget management. Chairperson Norvell provided background information on the \$9 million runway project and the American Recovery and Reinvestment Act funding allocated to the same. He commended Mr. Pullman on managing the construction process and the associated costs.

Chairperson Norvell commended Mr. Pullman's exceptional initiative and accountability, and reviewed the corresponding criteria as outlined in the performance appraisal. He commended Mr. Pullman's excellent motivation and attitude, and expressed the opinion that "his personal and professional ethics are beyond reproach." He expressed "complete trust and faith" in Mr. Pullman's character. In reflecting on his many years' experience as a division manager, Member Saylo stated, "The best employee to have is one that you trust and that you know is going to do the job whether you tell them to do it or not; the employee that's out there looking for something that needs to be done, finds it, and does it. Those are the kind of employees that you want to have and you want to foster and you want to keep." Member Carter advised that "there were a lot of things [Mr. Pullman] had to figure out for himself" upon being hired, such as the airport's accounting system. Member Carter commended Mr. Pullman's organizational skills in consideration of the accounting system being "in quite a state of disarray" at the time he was hired.

Chairperson Norvell advised of having rated Mr. Pullman's performance with a total of "3.6 out of 4.0 ... in the above-expectations category." He reviewed Section 2 of the performance evaluation, including comments relative to the airport master plan. Chairperson Norvell discussed recent necessary runway closures, and the number one priority of safety and adhering to Federal Aviation Administration regulations. He commended Mr. Pullman's management of necessary runway closures in conjunction with the construction project, improving and maintaining relationships with airport tenants and the public, budget management, and improvements to the airport landscape and website. Chairperson Norvell reviewed the cumulative performance evaluation score totaling 3.6, "the highest rating within the 'above expectations' category." He entertained discussion relative to the performance objectives for the next annual review period; however, none was forthcoming.

In reference to Section 5, Demonstrated Strengths and Areas for Improvement, the Airport Authority members acknowledged having reviewed Chairperson Norvell's comments. Member Saylo advised of having been appointed at the same time Mr. Pullman was hired, and commended his motivation.

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Chairperson Norvell thanked the Airport Authority members for their assistance in preparing the performance evaluation. He advised that the performance evaluation was signed on April 12<sup>th</sup> by himself and Mr. Pullman.

Chairperson Norvell advised of having attempted to codify Mr. Pullman's work schedule, management time, sick leave, and salary / benefits. With regard to the work schedule, Chairperson Norvell advised that Mr. Pullman is expected to "work until the work is done. ... However, under normal circumstances, we conduct normal business hours consistent with Carson City, i.e. 8:00 a.m. to 5:00 p.m., Monday through Friday, with weekends and holidays off; and holidays reflective of those designated for all employees of Carson City." At Chairperson Norvell's request, Member Saylo explained the City's policies relative to exempt employees' management and sick leave benefits. Chairperson Norvell proposed allocating 120 sick leave hours per year to Mr. Pullman. He proposed allocating 80 hours of management leave "at the beginning of the rating period, accruable up to 240 hours ..., paid upon separation unless the separation is for cause." He further proposed consideration of a "one-time payment of ... accrued leave upon proper justification and approval." He suggesting using the fiscal year for accumulation of management leave and the date of hire for accumulation of sick leave.

With regard to salary and benefits, Chairperson Norvell advised of having reviewed the salaries of airport managers in two northern California airports, airports in northern Nevada, and one in southern Nevada. He advised of having purposely excluded Reno-Tahoe and Las Vegas McCarran International Airports as these are inconsistent with the Carson City Airport. He further advised that the average salary is \$86,000 per year, and provided background information on Mr. Pullman's initial \$50,000 salary. He stated, "without reservation, that Casey has exceeded all of our expectations and done an outstanding job with respect to his stewardship on the airport." He noted the impossibility of pleasing "everybody all of the time" as an effective airport manager. Based on his research of other, similar area airports, on the "outstanding job that Casey has done for us," on the importance of retaining him, and not on the performance evaluation, Chairperson Norvell proposed raising Mr. Pullman's salary to \$62,000 per year, and "... consistent with what we represented to [Mr. Pullman] when he came to work, that we also pay the family portion of the insurance benefits which is \$163.00 a month." Chairperson Norvell noted the adjustment of \$12,000 "which is ... \$24,000 under the average for those airports ... described."

Chairperson Norvell advised of a "mix-up with respect to health insurance when Casey came to work for us," and provided background information with regard to the same. Chairperson Norvell reiterated the four categories of the performance evaluation, and Mr. Pullman's 3.6 rating. He recommended that if Mr. Pullman's future evaluations "fall within a 3.7 to 4.0, his annual increase be determined by the Airport Authority but not less than 3.5 percent. If he is between 2.8 and 3.6, in the above-expectations category, that would be 3.5 percent or as determined by the Airport Authority. ... Meets expectations, 1.9 to 2.7, that would be 2 percent or per CCAA, and below expectations, 1.0 to 1.8, that would trigger an employee review." Chairperson Norvell further recommended that any salary increase should be retroactive to April 1, 2010.

Chairperson Norvell solicited comments of the Airport Authority members. Member Carter suggested aligning the percentages of increase relative to performance evaluation with the City's standards. Relative to the insurance "mix-up," Member Carter advised that Mr. Pullman incurred out-of-pocket costs, and suggested covering said costs pursuant to the agreement between Mr. Pullman and the Airport Authority at the time he was hired. Chairperson Norvell suggested discussing the issues at such time as Mr. Pullman has additional information from the California Department of Insurance. Vice Chairperson Kelly commended Mr. Pullman's performance but, in consideration of the City's financial status, discussed

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concerns over “a raise of \$12,000 a year ...” He suggested a \$5,000 to \$6,000 increase instead, and discussed the proposed management and sick leave benefits. He further suggested that a \$12,000 increase equates to “\$80,000 out-of-pocket for this board.” Chairperson Norvell reiterated the distinction between the proposed salary increase and the performance evaluation. “... Casey was hired below the standard that we should’ve ...” Chairperson Norvell discussed the intent to bring Mr. Pullman’s salary “more in line with the average salary of the airports in our area as far as the airport manager is concerned.” He advised of no intention for annual salary increases, “in the future” to be “anywhere near this.” He reiterated the intent to adjust the salary “to achieve fairness, and that it actually is on the low end rather than the high end” of average airport manager salaries. He advised of having surveyed other, similar airports with “a full staff of maintenance personnel, secretarial personnel, human resources personnel to do all the jobs that Casey must do together.” (7:10:05) Member McClelland “left” the meeting due to loss of the cell phone signal.

Member Saylo expressed agreement with Vice Chairperson Kelly in consideration of “explain[ing] to people we’re responsible to how we managed to give the only employee we really have such a substantial raise and increase benefits substantially.” He expressed agreement with increasing Mr. Pullman’s salary, but noted the importance of “being very prudent in how we do that.” He noted the value associated with management and sick leave benefits. He suggested reviewing the original agreement relative to Mr. Pullman’s employment. At Member DiLoreto-Long’s request, Chairperson Norvell restated the lowest and highest airport manager salaries he researched, as follows: \$64,920 at the Auburn Airport and \$125,000 at the Truckee-Tahoe Airport. Member DiLoreto-Long inquired as to increases in the responsibilities associated with the airport manager’s job description from the original date of hire. Chairperson Norvell expressed the belief “there were myriad ramifications to the job that were unforeseen at the time that [Mr. Pullman] was hired. Since he is here every day and on duty every day, ... his responsibilities have expanded because of what he is able to do. ... One of the huge things that we had not undergone before is the level of infrastructure improvement that has occurred over the last year.” Chairperson Norvell provided historic information on the airport, and acknowledged a “huge expansion” of airport manager responsibilities “from what we had seen in the past. Just the time that it takes to deal with engineers, contractors, subcontractors, and the things that has caused to happen to our tenants and our visiting public ... has been a substantial increase not only in what had been required in the past but what is also required at other airports that are not undergoing this type of redevelopment.”

Chairperson Norvell entertained additional Airport Authority member comments. From a business viewpoint and in his capacity as vice president of a local manufacturing company, Member Carter advised of “quite a few managers working for [him.]” He described their qualifications and experience, and expressed the opinion that it would be difficult to hire a manager for “anywhere near \$50,000 a year. Typically, those kind of people are earning up near six figures.” Member Carter suggested that, as an adjustment of a base salary as comparable to other airports, increasing Mr. Pullman’s salary “is something we need to do.” He provided background information on the airport manager hiring process, noting that one very qualified candidate “found a job somewhere else ... a six figure job.” Chairperson Norvell noted “that’s at an airport relatively close by that has nearly not as much going on as our airport does right now.” Member Carter agreed that budget is an important consideration, and that responsibilities have “increased exponentially versus our original expectations.” He agreed with earlier comments that “Casey ... stepped up and took charge of it all ...” He acknowledged the percentage increase, “but what you’re doing is paying somebody for the job ... whatever job that may be.” He expressed the opinion that Mr. Pullman “has earned that base salary and has demonstrated that over this year’s probationary period.”

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Chairperson Norvell estimated \$12 million of real property development at the airport, over the past year, “that is now contributing to the task base of Carson City and to the Airport Authority ... of about 30 percent per year.” He advised that this was an “influencing factor” in his recommended salary increase; “that the revenue posture of the airport was greatly improved and that the amount of money that the airport can be expected to need to provide in the near term for AIP fundable projects is considerably less now that the runway has been constructed at a cost of about \$9 million for the runway.” He reviewed the salaries of airport managers at the airports he researched.

Chairperson Norvell opened this item to public comment. (7:23:01) Frank Hublow expressed disagreement with earlier comments relative to Mr. Pullman’s performance, advising of “four negative experiences with him and no positive ones.” He discussed concerns relative to a dirt road adjacent to his hangar which is used by vehicles as a short cut. He advised of having spoken with Mr. Pullman on numerous occasions “about putting up a barricade to prevent the traffic.” He further advised that Mr. Pullman “is well aware of the situation and has seen the tracks. Nonetheless, the standard answer is that he will only think about it. So far, he has done nothing that I’m aware of.”

Chairperson Norvell provided Mr. Pullman an opportunity to respond. Mr. Pullman advised of having informed Mr. Hublow of the requirement to follow proper procedure relative to any modifications to airport property. Chairperson Norvell expressed a willingness to agendaize an appropriate item to discuss Mr. Hublow’s concerns. In response to a question, Mr. Hublow described the issue “as a very simple matter,” and reiterated that the trespass is taking place on airport property.

Mr. Hublow discussed issues of concern relative to “snow on the connector between our association property and the taxi lane ...” Chairperson Norvell provided Mr. Pullman an opportunity to respond. Mr. Pullman advised of having learned from the experience, and expressed the opinion that he was very effective in consideration of the magnitude of the snow event. He advised of problems with the airport snow plow breaking down on four or five occasions during the last winter. “Sometimes we didn’t have a snow plow for a couple weeks.” Mr. Hublow advised of having approached Mr. Pullman on several occasions; “nothing happened.” Chairperson Norvell inquired as to issues to be addressed in the airport snow removal policies and procedures. Mr. Pullman advised that he would be revising the snow removal policies and procedures to address the issues raised by Mr. Hublow. Chairperson Norvell expressed concern over the Airport Authority’s commitment to remove snow from private leaseholds.

Mr. Hublow discussed issues of concern relative to jet planes refueling at the new fuel island, with tail pipes frequently pointing west “directly at our association hangars.” He advised of having requested Mr. Pullman, on several occasions, “to put up signage or paint guidelines on the asphalt so tail pipes will point elsewhere.” Chairperson Norvell provided Mr. Pullman an opportunity to respond. Mr. Pullman advised of never having heard this complaint, and that no one has ever requested him to install signage or paint guidelines. A brief discussion ensued, and Chairperson Norvell requested Mr. Pullman to look into the possibility of working with the fuel island lessee to help mitigate the situation. Mr. Pullman agreed to do so. Mr. Hublow advised that the issue affects “the association ... and multiple hangars.”

Mr. Hublow advised of having invited Mr. Pullman to speak at “our annual association meeting. He agreed and said he put it on his calendar. He didn’t show up; didn’t even make a courtesy call.” Mr. Hublow expressed dismay in consideration of “monthly fees ... go[ing] to a salary increase for Mr. Pullman,” and the opinion “we should have a better airport manager.” Chairperson Norvell advised of having discussed association meetings in the past. Mr. Pullman expressed an interest in becoming more interactive with the various airport associations, and discussed an intent to schedule meetings throughout the year. Chairperson

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Norvell described “very effective tenant meetings ... which all the tenants and any member of the public ... can attend.” He requested the association members to attend those meetings, and expressed uneasiness “about sending Casey into a format where he is set up to get pummeled on all sides.” Chairperson Norvell expressed a willingness to have the airport manager participate “in a fair and balanced and respectful debate,” and concern over Mr. Pullman becoming involved “in a situation that is designed to be punitive with respect to the airport manager.” Mr. Hublow expressed understanding, and reiterated concern over Mr. Pullman “giving his word ... and doesn’t do it.” Chairperson Norvell suggested that Mr. Pullman did not attend the association meeting following consultation with him. Chairperson Norvell reiterated an invitation to the association members to attend an upcoming tenant meeting scheduled for May 4<sup>th</sup> at 6:00 p.m. in the terminal building. He suggested the possibility of developing a meeting format, at said tenant meeting, to share mutual items of concern.

Mr. Hublow advised that he is at the airport almost every day and talks to “a lot of association members ...” He surmised that Mr. Pullman “does not enjoy a good reputation at this point.” Chairperson Norvell suggested this is a matter of opinion, and Mr. Hublow agreed.

Chairperson Norvell entertained additional public comment. (7:37:22) Sterling Air owner Steve Lewis advised of having participated in the airport manager hiring process, and expressed the belief that “we were very fortunate in selecting Casey Pullman ...” He advised that the initial job description and “what the job is today has changed dramatically.” He described the condition of the airport, at the time Mr. Pullman was hired, as “kind of out of control. Certainly, with the bookkeeping, the accounting side, the overall maintenance of the airport. There were many areas that ... needed some attention and, over the last year, ... he’s caught up with most of them.” Mr. Lewis noted that the other airports researched “in almost all cases have other staff ... secretarial staff, full-time maintenance staff ...” He advised of having negotiated salary with Mr. Pullman “in the very beginning,” and provided background information on the \$50,000 salary. “We knew it was a very low salary. It was a starting point. There was never a promise of an increase ... as far as a specific number, only at the end of the year we would review it. Based upon the budget and based upon ... the job performance, ... we all felt that the adjustment would be made at the end of one year.” Mr. Lewis expressed agreement with the appropriateness of Chairperson Norvell’s recommendation of \$62,000. He expressed understanding regarding concerns over perception, and acknowledged that government entities as well as private enterprise have been cutting back. In reference to Member Carter’s comments, Mr. Lewis advised, “In private business, it’s pretty difficult to hire a manager of this caliber for \$50,000, \$60,000. As [Member Carter] indicated, in his own business, it’s approaching six figures.” Mr. Lewis expressed support for the proposed salary increase. He advised of having worked with Mr. Pullman for the last six months of his Airport Authority service, and “found him to be very attentive, very eager to do the job.” He expressed the opinion that Mr. Pullman is deserving of both a merit increase as well as an adjustment to his salary; “a salary that started out ... far below the lowest ... comparative number.” Mr. Lewis described his dealings with Mr. Pullman in the six months following his resignation from the Airport Authority as “a delight. Everything that I’ve asked Casey for, he has produced.” Mr. Lewis expressed the opinion that the airport is “far better today than it was a year ago.” He reiterated support for adjusting Mr. Pullman’s base salary.

(7:42:30) Robert Dickens expressed agreement with Chairperson Norvell’s comments and recommendations. He commended Mr. Pullman’s attention to his responsibilities as airport manager. In consideration of concerns regarding perception, Mr. Dickens pointed out that governmental and private entities cutbacks are “usually due to the fact that they don’t have the income, don’t have the money.” He expressed the opinion this is not the case with the airport. “I think there’s more money being generated and I think [Mr. Pullman] has shown where he has increased the generation of money with some ideas that ...

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are coming up in the near future.” Because of that, Mr. Dickens suggested there should be no problem with the recommended increase to Mr. Pullman’s base salary.

(7:44:02) Phil Stotz, representing the Carson Air Group, advised of having heard “a little bit of grumbling ... when the word went out that Casey was going to get a raise.” Mr. Stotz expressed the opinion that the “grumbling” was likely due to misinformation “about what he was already getting.” He expressed the further opinion that the “concerns are irrelevant.”

Chairperson Norvell entertained additional public comment and, when none was forthcoming, inquired as to whether Member McClelland was still available by cell phone. Mr. Pullman advised that the cell signal had been lost. Chairperson Norvell suggested a motion to include the salary increase, with management and sick leave, and requested the maker of the motion to be as specific as possible. He entertained a motion. **Member Saylo moved to increase Airport Manager Casey Pullman’s base salary from \$50,000 to \$62,000 annually; that we also pay for his family’s and his health insurance; that we allow him 80 hours of management leave annually; and that we also allow him 120 hours of sick leave annually. Member DiLoreto-Long seconded the motion.** Chairperson Norvell entertained additional member comments and, when none were forthcoming, called for a vote on the pending motion. **Motion carried 4-1.**

(8:17:30) Mr. Tackes requested Chairperson Norvell to re-open this item. In reference to the discussion of this item and the eventual motion, he inquired as to the Airport Authority’s intention with regard to making Mr. Pullman’s salary increase retroactive to April 1<sup>st</sup> and the possibility of reimbursing Mr. Pullman for additional out-of-pocket medical expenses incurred over the past year. Member Saylo advised these items had not been included in the motion. A brief discussion ensued, and Chairperson Norvell requested Member Saylo to consider amending his motion to include making the salary increase and benefits retroactive to April 1<sup>st</sup>. **Member Saylo so amended his motion. Member DiLoreto-Long continued her second. Motion carried 4-1.** Member DiLoreto-Long expressed the understanding that the Airport Authority will revisit the out-of-pocket medical expenses once Mr. Pullman has more clarification on the issues associated with his family’s previous health insurance coverage. Chairperson Norvell acknowledged the accuracy of her statement.

**G-3. DISCUSSION AND POSSIBLE ACTION TO APPROVE TASK NO. 5 TO PROVIDE DESIGN AND BIDDING SERVICES FOR THE CONSTRUCTION OF TAXIWAY D EAST OF TAXIWAY B** (7:47:09) - Chairperson Norvell introduced this item, and Mr. Clague reviewed the April 14, 2010 memo which was distributed to the Airport Authority members prior to the start of the meeting. Chairperson Norvell discussed safety concerns associated with aircraft crossing back and forth over the center of the runway, and the benefits of this project. He noted the importance of a shovel-ready project in consideration of grant funding allocations. In response to a question, Mr. Clague explained the procedure for receiving FAA reimbursement. He acknowledged the total project cost is estimated at \$1.39 million.

Chairperson Norvell entertained public comment and, when none was forthcoming, a motion. **Vice Chairperson Kelly moved to approve Task No. 5. Member Saylo seconded the motion.** Chairperson Norvell entertained additional discussion and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 5-0.**



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**G-4. DISCUSSION AND POSSIBLE ACTION TO APPROVE TASK NO. 6 TO PROVIDE DESIGN AND BIDDING SERVICES FOR THE CONSTRUCTION OF THE RUNWAY 9 CONNECTOR TO THE NORTH APRON AND TAXIWAY C (7:57:50)** - Chairperson Norvell introduced this item, and Mr. Clague reviewed the pertinent portion of the April 14<sup>th</sup> memo. Chairperson Norvell discussed safety issues associated with Runway 9/27, and the importance of completing this project. He expressed the belief that the subject project and Taxiway D “are the most critical things ... to get done.” In response to a question, Mr. Clague explained the method by which aircraft would exit Runway 9/27 to access the temporary connector. He responded to questions of clarification regarding the construction time table and the environmental assessment.

Chairperson Norvell entertained public comment and, when none was forthcoming, a motion. **Member Saylo moved to approve Task No. 6 to provide design and bidding services for construction of the Runway 9 connector to the north apron and Taxiway C. Member DiLoreto-Long seconded the motion.** Chairperson Norvell entertained additional discussion and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 5-0.**

**G-5. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT AUTOMATED WEATHER OBSERVATION SYSTEM (“AWOS”) PROJECT (FAA AIP No. 3-32-0004-17), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS (8:10:36)** - Chairperson Norvell introduced this item, and advised that no action would be taken. Mr. Clague reviewed the pertinent portion of the April 14<sup>th</sup> memo. Chairperson Norvell reviewed the project time table, and entertained Airport Authority member and public comments.

(8:12:55) Robert Dickens inquired as to the status of power installation. Mr. Clague advised that overhead power lines have been installed; the transformer has yet to be installed. In response to a comment, Chairperson Norvell reiterated issues of delay associated with weather and the NV Energy portion of the project. He assured Mr. Dickens that “the contractor has been there ready to go.”

**G-6. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT RUNWAY PROJECT (FAA AIP No. 3-32-0004-18), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS (8:14:26)** - Chairperson Norvell introduced this item, and Mr. Clague advised that no action would be necessary. He reviewed the pertinent portion of the April 14<sup>th</sup> memo, and advised of having talked with an FAA representative earlier in the day, who plans to conduct a field visit on Monday, May 3<sup>rd</sup>. Mr. Clague further advised of having invited the FAA representative to the weekly construction meeting. An airport tour will be conducted and Mr. Clague will meet with the FAA representative to discuss Taxiway D and the Runway 9 connector, as well. Chairperson Norvell suggested discussing “grooving” with the FAA representative, and Mr. Clague agreed to do so. Chairperson Norvell opened this item to Airport Authority member and public comments; however, none were forthcoming.

**H. AIRPORT ENGINEER’S REPORT (8:20:48)** - Mr. Clague reported that a lease agreement was recently executed with El Aero Services and that the record of survey can be recorded. During the recent meeting with the FAA, representatives advised of the importance of conducting additional cultural resources review of the area of potential impact associated with reconstruction of the north apron as well as areas south of the north apron. FAA representatives therefore recommended including any future projects in this review “so that we just get environmental clearance for everything.” Mr. Clague advised

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that the area of the temporary connector was included, as well as the areas of hill removal west of Goni Road, the emergency generator, and the overlay of the perimeter road. He further advised that the PBS&J environmental specialist was present at the meeting with the FAA representative, and explained the additional cost. The FAA representative suggested submitting a grant application to cover the environmental assessment. Mr. Clague advised that a \$36,000 grant application was subsequently prepared, which includes the \$6,000 previously allocated by the Airport Authority.

Mr. Clague further reported that the contractor had requested to purchase surplus rock and fill material being stored at the east end of the airport. He is awaiting a written proposal from the contractor which will be submitted to the Airport Authority. Mr. Tackes acknowledged that the Airport Authority had taken action to declare the material surplus and authorize the airport manager to enter into an agreement. He suggested that the matter could be handled by the airport manager, counsel, and engineer, and Chairperson Norvell agreed. Chairperson Norvell entertained questions or comments on the airport engineer's report; however, none were forthcoming.

**I. AIRPORT MANAGER'S REPORT (8:25:15)** - Mr. Pullman provided a status report on the airport entrance landscape improvement project and the website improvement project. He acknowledged that the website improvement project is within budget. He advised that planning for the open house is "coming along just fine." He anticipates an outstanding event, and advised of a good deal of volunteer assistance, including from the Experimental Aircraft Association.

**J. LEGAL COUNSEL'S REPORT (8:29:28)** - Mr. Tackes reminded the Airport Authority members that item K, the Treasurer's Report, is not an action item but an opportunity to provide feedback to Member Carter for deliberation and action at the May 20<sup>th</sup> special meeting.

**K. TREASURER'S REPORT (8:30:28)** - Member Carter advised of having filed the Airport Authority's tentative budget by the April 15<sup>th</sup> deadline. He suggested agendaizing the tentative budget for discussion and possible action at the March 2011 meeting of the Airport Authority. He advised of having provided copies of the tentative budget to the Airport Authority members and staff, and provided an overview of the same. Chairperson Norvell noted several budget categories which have been substantially reduced. In response to a question, Member DiLoreto-Long expressed an interest in discussing with Mr. Tackes the amount budgeted for legal services. She discussed the importance of incorporating unforeseen legal costs into the budget. Discussion followed, and Chairperson Norvell expressed appreciation for the "deep discount" at which legal services have been provided over the years. He discussed the importance of fairly compensating the Airport Authority counsel. Member DiLoreto-Long suggested giving additional consideration to the marketing, advertising, and public relations line item. Discussion followed, and Member Carter continued reviewing the tentative budget. He reported the current balances in the airport accounts total \$733,633.84. He reported the money market account balance at \$549,469.42. Member Saylo reminded Member Carter to include the airport manager's salary increase and insurance costs in the tentative budget.

**L. REPORT FROM AUTHORITY MEMBERS (8:43:26)** - None.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING (8:43:32)** - In response to a comment, Mr. Pullman advised he would contact Frank Hublow to discuss the possibility of agendaizing a discussion item.

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**N. ACTION ON ADJOURNMENT** (8:44:10) - Member DiLoreto-Long moved to adjourn the meeting at 8:44 p.m. Vice Chairperson Kelly seconded the motion. Motion carried 5-0.

The Minutes of the April 21, 2010 meeting of the Carson City Airport Authority are so approved this 20<sup>th</sup> day of May, 2010.

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HARLOW NORVELL, Chair