6:00:A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, December 15, 2010, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Harlow Norvell

Member Alex Carter

Member Teresa DiLoreto-Long Member David McClelland

Member Ray Saylo

**STAFF:** Casey Pullman, Airport Manager

Steve Tackes, Airport Counsel

Gary Province, Airport Maintenance Tamar Warren, 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. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM (6:00:15) Member Carter, who chaired the meeting, called the meeting to order at 6 p.m. A quorum was present. Vice Chairperson Kelly was absent. Chairperson Norvell attended via telephone.
- **B. PLEDGE OF ALLEGIANCE** (6:01:02) Member Carter led the pledge of allegiance.
- C. ACTION ON APPROVAL OF MINUTES (6:01:33) Member Carter moved to accept the November 17, 2010 meeting minutes. Member McClelland seconded the motion, which carried unanimously.
- **D. MODIFICATION OF AGENDA** (6:02:34) None.
- **E. PUBLIC COMMENT** (6:03:04) None.
- **F. CONSENT AGENDA** (6:03:35) None.
- G. PUBLIC HEARING ITEMS:
- G-1. DISCUSSION AND POSSIBLE ACTION REGARDING APPLICATION BY JAMES M. LEWIS DBA AIRTRONICS FOR APPROVAL AS A CLASS II FBO TO PERFORM AVIOICS SALES AND SERVICE. (6:04:20) Member Carter introduced the item. Chairperson Norvell referred to the application and supporting materials, incorporated into the record, and requested clarification on the submitted financial statements, specifically the cash on hand versus the cost of operation. Chairperson Norvell also stressed that granting the FBO status, and obtaining a

business license, carried with it the obligation to do only the work authorized under the Federal Aviation Regulations (FARs). James Lewis, owner of Airtronics, clarified that the scope of work he intended to do was only that was allowed as a Part 65 facility, using properly credentialed and certificated repairmen. Chairperson Norvell requested the opinion of legal council prior to moving on, and Mr. Tackes verified that what Mr. Lewis had explained was correct. He also clarified that the Mr. Lewis' previous application was based on an FAA repair station and a manual, which had not sufficed. Discussion ensued regarding future revenues, which concerned Member McClelland. Mr. Lewis reminded the Authority of that information not being requested on the application form. Chairperson Norvell also summarized a previous conversation with Mr. Lewis regarding interior modifications, stating that none should take place without complying with Title 19 requirements. Mr. Lewis confirmed that he was aware of the requirements, and did not foresee modifications in the future. Discussion also ensued regarding the type of certification needed for mechanics, and the type of financial information would be requested for FBOs. Mr. Tackes explained that Mr. Lewis had provided the Authority written, unaudited expenses and orally provided his income expectation, and suggested the members request additional information, should they need it. In response to Member Saylo's question, Mr. Tackes clarified that "if the business license is based on some criteria, it does make sense to condition the business license on him maintaining that criteria". Member Carter thanked Mr. Lewis and solicited public comments. Ginna Reyes, representing El Aero Services, Inc., stated that Airtronics enjoyed an excellent reputation based on her inquiries. She also stated that the FAA was thorough in checking certifications and auditing them on a regular basis. Member Saylo moved to approve the application by James M. Lewis, DBA Airtronics for approval as a class II FBO to perform avionics sales and service. Chairperson Norvell seconded the motion. The motion carried 4-1.

G-2. DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF A TRACTOR, INCLUDING ATTACHMENTS REQUIRED FOR GENERAL AIRPORT MAINTENANCE. (6:45:44) – Member Carter introduced the item. Mr. Pullman reminded the board of a discussion during the last meeting about a sweeper. He clarified that consolidating a sweeper attachment to a tractor was more cost efficient. Mr. Pullman referred to a memo he provided to Authority members, incorporated into the record, explaining why a tractor and attachments were needed for general airport maintenance. He cited severe erosion throughout the airport, due to new construction and new soil. He added that the hydroseed had not taken root yet and had not supported the new soil, during the recent storms. Mr. Pullman stressed that the tractor was not a wish list, but a necessity. He also showed several pictures depicting the erosion. He stated that the sweeper attachment would work well for snow removal as well. According to Mr. Pullman, some of the plants have grown to the point of obstructing light and impairing pilots' visibility. He stated that the tractor could be used for future landscaping projects as well, thus eliminating costly equipment rentals. Mr. Pullman reported that a thorough internet and local search had produced no good results, since construction companies were not selling their equipment, leasing them for snow removal instead. He requested that the Authority approve a "fixed amount" not to exceed \$20,000, for the purchase of a tractor.

(6:56:55) – Member Carter thanked Mr. Pullman and solicited comments from the Authority members. Member Saylo was concerned with the erosion being close to the taxiway. Mr. Clague

explained that so far he did not anticipate problems with the runway, however, the erosion was getting worse beyond the shoulder, and could spread to the pavement. Member McClelland said he was in favor of the tractor, however he felt \$20,000 was not an adequate amount, and estimated the tractor to cost over \$30,000, in order to do it right. He also recommended a dealership in Smith Valley who had the best prices and selection. Member DiLoreto-Long wondered if the hydroseed would be adequate in the future. She was also concerned about damage to the drainage, but Mr. Clague believed that would not be an issue. Member DiLoreto-Long was concerned about the financing and wondered whether lease-to-own would be a better option. Mr. Pullman assured her they would take every measure to ensure they would get the best deal possible. He also believed that selling the excavated rock would supplement this expense. Member Carter solicited public comments. Mr Province suggested equipment within the 140-170 horsepower range and suggested being given a monetary range to work with, and stated they were considering something not brand new but under warranty. Member McClelland also recommended a lease-to-own program. Member Carter suggested finding the equipment and calling an emergency board meeting. Member McClelland moved to approve sending out for a tractor and its attachments, at the discretion of the Airport Manager, as a lease, purchase-to-own. Member DiLoreto-Long suggested working with Member Carter for approval to ensure it fits within the budget. Member McClelland agreed to the suggestion as an amendment to the motion. Member Saylo seconded the motion, which carried 5-0.

- G-3. DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF AWOS NET TO COMPLIMENT THE AIRPORT'S AUTOMATED WEATHER OBSERVATION SYSTEM (AWOS). (7:18:40) Member Carter introduced the item. Mr. Pullman suggested postponing the discussion, and the members unanimously agreed.
- G-4. DISCUSSION AND POSSIBLE ACTION TO APPROVE TASK NO. 7 TO PROVIDE DESIGN AND BIDDING SERVICES FOR THE CONSTRUCTION OF TAXIWAY **D WEST OF TAXIWAY B.** (7:19:30) – Member Carter introduced the item. Mr. Clague issued a correction stating that it was Task No. 9 and not No. 7. He also said that they had met with the FAA on November 18 to discuss future projects, and that the FAA had indicated that they had funding to finish the second parallel taxiway. Mr. Clague explained that the item was to approve a contract with PBS&J, for time and materials not to exceed \$100,000, to provide design and bidding services for Taxiway Delta West. He explained that the Authority would fund the project up front, and once the project was put out to bid, they would submit a Grant applications to the FAA, and the Airport Authority would be reimbursed for the amount. Mr. Clague stated that the FAA Share of the project would be \$95,000, and the Carson City Airport Authority (CCAA) would pay the balance of \$5,000, should they expend the \$100,000. Mr. Tackes clarified that if the FAA did not fund the project, the CCAA would be responsible for the full amount. He also stated that he had reviewed Mr. Clague's additional Task Contract and that it was "consistent with his engagement". Member Saylo, moved to approve the request for Task No. 9, contract for PBS&J for the design work and bidding services needed for the work in building the West Portion of Taxiway Delta, with the amount not to exceed \$100,000. The motion was seconded by Member McClelland and carried 5-0.
- G-5. 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.

(7:25:40) – Member Carter introduced the item. Mr. Clague explained that this update was informational, and that they were waiting for the Precision Approach Path Indicator (PAPI) to be certified by the FAA.

- G-6. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT RUNWAY 9 CONNECTOR AND TAXIWAY D (FAA AIP No 3-32-0004-20), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS. (7:28:07) Member Carter introduced the item. Mr. Clague said that this was also an informational item, and that all site work had been completed. He stated that only the electrical work remained, and that was due to the weather. He added that currently they were under budget, and on time.
- H. AIRPORT ENGINEER'S REPORT (7:29:50) Mr. Clague handed out the report, incorporated into the record, and said that they were doing an environmental assessment for the reconstruction of the north apron, the hill removal west of Goni Road, the overlay of the permanent road, the overlay of the perimeter road and installation of an emergency generator at the vault. He noted that all the field work had been completed and a draft report would be sent to the FAA soon. He also reported that he and Mr. Tackes had met with the FAA on November 18, in Burlingame, California, and had discussed Taxiway D, West of Bravo, and also the 2012-2016 Airport Capital Improvement Program. Therefore, they would need to split the main apron into three pieces. Member McClelland wanted to know whether Granite had a contract guarantee, or what they could do for the erosion control until the hydroseed takes hold. Mr. Clague explained that the storms had been stronger than anticipated. Mr Pullman felt that in the areas that the hydroseed had taken effect, it had done a good job.
- I. AIRPORT MANAGER'S REPORT (7:40:56) None.
- J. LEGAL COUNSEL'S REPORT (7:41:16) Mr. Tackes notified the members that he was informed through the District Attorney's office, of the change in the language on the agenda regarding public comment. Public comments would now be solicited both on agendized and non-agendized items, however, the three-minute rule would apply, and they would not be able to speak again for the second time during the item discussion. Mr. Tackes also reported on his meeting with the Legislative Council Bureau (LCB) and Assemblyman-elect Pete Livermore, where he gave them the legislative change for the session that changes the statute to make it easier to fill the other manufacturer/industrial spot. He did not anticipate any issues. Mr. Tackes was also worried about putting PAPI lights and then turning them off at night. He was concerned with the instrument approach being invalidated if there were no landing lights on Runway 9. Lastly, Mr. Tackes informed the members of the trustee sale, listed in the Nevada Appeal legal listings, of KCXP investments, LLC, scheduled for the following day at 11:30 a.m. He was concerned because the airport tenant had taken loans against the property and had not paid them, and now it could result in a foreclosure. Mr. Tackes intended to attend the sale, and recommended notifying the entity holding the sale that the deeds of trust may not be valid,

or at minimum, in breach of the sale. He would relay his findings to the Authority. In response to Member Carter's question, Mr. Tackes explained that the Authority was not obligated on any loans on the property, because they were unaware of these loans. He added that the way all the leases read, upon their termination, all improvements on the lease hold became the property of the Airport Authority.

- **K.** TREASURER'S REPORT (7:57:03) Member Carter provided a budget report of the year-to-date figures, which is incorporated in the record. Mr. Pullman stated that the balance was lower due to a prepayment for the design of the Taxiway Delta and Runway 9 connector, which would be reimbursed in the next few days.
- L. REPORT FROM AUTHORITY MEMBERS (7:58:26) None.
- M. AGENDA ITEMS FOR NEXT REGULAR MEETING (7:58:35) Member McClelland requested a report on the previously mentioned trustee sale. Mr. Tackes suggested sending the members an e-mail after attending the proceedings.
- N. ACTION ON ADJOURNMENT (7:59:02) Member McClelland moved to adjourn the meeting. The motion was seconded by Member Saylo and the meeting was adjourned at 8 p.m.

The Minutes of the December 15, 2010 Carson City Airport Authority meeting are so approved this 19<sup>th</sup> day of January, 2011.

HARLOW NORVELL, Chair