

CARSON CITY AIRPORT AUTHORITY
Minutes of the December 5, 2012 Meeting

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, December 5, 2012, in the Carson City Airport Terminal Building, 2600 College Parkway, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell
Vice Chairperson Guy Williams
Member Ray English
Member Karl Hutter
Member Stephen Poscic
Member Ray Saylo

STAFF: Steve Tackes, Airport Counsel
Jim Clague, Airport Engineer
Tim Rowe, Airport Manager
Tamar Warren, Deputy Clerk/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 AND DETERMINATION OF QUORUM (6:07:44) – Chairperson Norvell called the meeting to order at 6:07 p.m. Roll was called; a quorum was present.

B. PLEDGE OF ALLEGIANCE: (6:08:35) – Chairperson Norvell led the Pledge of Allegiance.

(6:09:04) – Chairperson Norvell requested that he make a presentation “before we proceed further with the meeting”. He invited former Airport Authority Member and Secretary/Treasurer Alex Carter to join him while he presented Mr. Carter with a plaque on behalf of the Authority “for a job well done”. Mr. Carter thanked the Authority, and noted that he had enjoyed the time he had spent serving on this Board. Chairperson Norvell also presented a plaque to John Kelly, former Airport Authority Vice Chairperson. Ginna Reyes, President of El Aero Services received the plaque on Mr. Kelly's behalf, noting that Mr. Kelly would have wished to be present; however, he was working that night.

C. ACTION ON APPROVAL OF PAST MINUTES (6:12:40) – Chairperson Norvell introduced the item. **Member Saylo moved to approve the minutes of the October 17, 2012 meeting. The motion was seconded by Member Hutter. Motion carried 6-0. Vice Chairperson Williams moved to approve the minutes of the October 24, 2012 meeting. The motion was seconded by Member English. Motion carried 6-0.**

D. MODIFICATION OF AGENDA (6:14:05) – There were no modifications to the agenda.

E. PUBLIC COMMENT (6:14:20) – Chairperson Norvell entertained public comments; however, none were forthcoming.

F. CONSENT AGENDA (6:14:40) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO UPDATE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2014 THROUGH 2018. (6:14:57) – Chairperson Norvell introduced the item. Mr. Clague noted that this item required an action “to get consensus from the Airport Authority to present the (Airport Capital Improvement Plan) ACIP as presented in the e-mail I sent to you”. Mr. Clague referred to the last page of the Airport Engineer's Report, incorporated into the record, noting that the ACIP was updated every year and submitted to the FAA, adding that the ACIP would be discussed with the FAA prior to submittal. He also explained that

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the FAA had already approved the Phase 1 reconstruction of the Main Apron in 2013. Mr. Clague clarified that the FAA would not pay for terminals; however, it would pay for buildings to house snowplows and other equipment. Discussion ensued regarding automatic gate replacement and the inclusion of the fence in the expense. It was suggested to include everything on the Authority's wish list in order to be considered in the future. Mr. Tackes suggested having a line item for the Master Plan update. He also suggested providing an Airport Layout Plan (ALP) to the members. Discussion ensued regarding runway and airport safety groups. Mr. Tackes suggested approving "the plan as presented, subject to minor modifications" made by the meeting attendees, in order not to lose time over the Holidays. Member English received clarification that "local share" meant 6.25 percent of every project paid for by the Airport Authority's funds. Chairperson Norvell entertained public comments, and when none were forthcoming, a motion. Member Hutter moved to approve the ACIP as presented, with the changes made as a result of the comments by the Authority to include: a perimeter fence, an adjacent fence, taxi lanes in the center triangle, and funding for a Master Plan update. And to authorize the Chairperson, the Airport Manager, and the Airport Engineer to make such minor changes as necessary to obtain FAA approval at the upcoming meeting. The motion was seconded by Member English. Motion carried 6-0. Mr. Tackes reiterated Mr. Clague's comments that the first three years' items are the most critical.

H. AIRPORT ENGINEER'S REPORT (6:40:19) – Chairperson Norvell introduced the item. Mr. Clague distributed the Airport Engineer's Report, incorporated into the record, and discussed the following projects in progress: the Environmental Assessment Phase 2; the Main Apron Reconstruction; the Taxiway B and C Slurry Seal Stripping; and the AGIS Survey. Discussion ensued regarding the AGIS Survey, and Chairperson Norvell noted that they were hoping for Category D minima; however, they were "mostly concerned about Category C minima". Mr. Clague also clarified the nature of the Slurry Seal project change order, and what the FAA considered eligible for reimbursement. In response to a question, Mr. Clague stated that the AGIS Survey was expected to be completed in January.

I. AIRPORT MANAGER'S REPORT (6:55:53) – Chairperson Norvell introduced the item. Mr. Rowe stated that on November 28, 2012, Global Resources had vacated the airport, and that it was no longer an El Aero Services tenant. Mr. Rowe suggested consulting with Airport Counsel to determine whether the removal of Global Services' FBO status required the item to be agendaized for the Authority's January meeting. He also announced that the January meeting agenda would require discussing the purchase of a new airport truck as the current one had "finally died". Mr. Rowe also explained that the damaged fence would be repaired, and that the driver that had crashed into it would be "making restitutions through the District Attorney's Office". In response to a question by Mr. Tackes, Mr. Rowe stated that he was working out the invoicing issues with Atkins to draw funds out of the FAA, adding that he expected to have \$100,000 in reimbursements in the near future.

J. LEGAL COUNSEL'S REPORT (6:58:33) – Chairperson Norvell introduced the item. Mr. Tackes wished everyone a "very Merry Christmas".

K. TREASURER'S REPORT (6:59:07) – Chairperson Norvell introduced the item. Mr. Rowe stated that the Money Market account contained \$344,395.89, the checking account contained \$14,644.40, and the maintenance account contained \$56,059.24. In response to a question, Mr. Rowe noted that the rock sales would be stagnant for three or four months, due to the slowing down of construction in the winter.

L. REPORT FROM AUTHORITY MEMBERS (7:00:18) – Chairperson Norvell introduced the item. Member Saylo reported that the aircraft move for Battle Born Days from the airport to Mills Park was fine, and that the only concern was the possible damage to the landing gear while moving the B25 from Mills Park. Mr. Rowe confirmed that the airport fence had been repaired in such a way that it would easily allow additional aircraft moves. He noted that the ditch was not cleared yet, but was hoping to receive "cooperation from Cinderlite".

M. PUBLIC COMMENT (7:01:51) – Chairperson Norvell entertained public comments. Ms. Reyes announced that the City of Elko was in search of an Airport Director, and encouraged qualified individuals to apply before December 14, 2012.

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N. AGENDA ITEMS FOR NEXT REGULAR MEETING (7:02:45) – Chairperson Norvell introduced the item and suggested agendaizing the purchase of a truck and the amendment to the El Aero Services lease.

O. ACTION ON ADJOURNMENT (7:04:55) – Chairperson Norvell entertained a motion. **Vice Chairperson Williams moved to adjourn. The motion was seconded by Member Poscic. The meeting was adjourned at 7:05 p.m.**

The Minutes of the December 5, 2012 Carson City Airport Authority meeting are so approved this 20th day of February, 2013.

HARLOW NORVELL, Chair