A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, July 17, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell

Vice Chairperson Guy Williams Member Teresa DiLoreto-Long

Member Ray English Member Karl Hutter Member Jim Shirk

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 (6:00:04) Chairperson Norvell called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Member English arrived at 6:20 p.m. Member Poscic was absent.
- **B. PLEDGE OF ALLEGIANCE** (6:00:57) Chairperson Norvell led the Pledge of Allegiance.
- C. ACTION ON APPROVAL OF PAST MINUTES (6:01:40) Chairperson Norvell introduced the item. Member Hutter moved to approve the minutes of the May 16, 2013 meeting. The motion was seconded by Vice Chairperson Williams. Motion carried 5-0.
- **D.** MODIFICATION OF AGENDA (6:02:23) Chairperson Norvell introduced the item and explained the terms of the Nevada Revised Statute (NRS) 844, Section 6, Paragraph 1, which states that the terms of the Authority's officers expires in June of odd-numbered years; however, since the June meeting had not taken place, the officer elections would take place in this meeting. He also suggested discussing agenda item G5 prior to item G2 and item G4 prior to item G3.
- **E. PUBLIC COMMENT** (6:04:16) Chairperson Norvell entertained public comments; however, none were forthcoming.
- **F. CONSENT AGENDA** (6:04:48) There were no items on the consent agenda.
- **G. PUBLIC HEARING ITEMS:**
- 1. DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS IN ACCORDANCE WITH NRS 844, SECTION 6, PARAGRAPH 1. (6:05:00) Chairperson Norvell introduced the item. Mr. Tackes outlined the NRS terms and explained the process by which the Authority's new officers would be elected. Chairperson Norvell entertained nominations. Member Hutter moved to nominate Vice Chairperson Williams for the position of Chair. The motion was seconded by Member Shirk. Chairperson Norvell entertained public comments; however, none were forthcoming. Motion carried 5-0. Chairperson Williams thanked Member Norvell for doing "an incredible job" as Chairperson. Member Norvell moved to nominate Member Hutter for the position of Vice Chair. The motion was seconded by Member DiLoreto-Long. Chairperson Williams entertained public comments; however, none were forthcoming. Motion carried 5-0. Chairperson Williams moved to nominate

Member Poscic for the position of Secretary/Treasurer. The motion was seconded by Member Norvell. Chairperson Williams entertained public comments; however, none were forthcoming. Mr. Rowe noted that Mr. Poscic would not object to the nomination. Motion carried 5-0. Chairperson Williams thanked Member DiLoreto-Long for her service as Secretary/Treasurer of the Carson City Airport Authority.

- 2. DISSCUSSION AND POSSIBLE ACTION TO APPROVE CLASS II FBO STATUS TO MOBILE AERO IN ORDER TO OPERATE A FLIGHT SCHOOL AT THE CARSON CITY AIRPORT. (7:31:06) Chairperson Williams introduced the item. Mike Reynolds introduced himself as the applicant and presented the information on the application form, which is incorporated into the record. Mr. Tackes thanked Mr. Reynolds for a thorough application and noted that he had met all the Title 19 requirements. Member English received confirmation that Mr. Reynolds would work with El Aero Services and the Department of Health should he pursue the addition of a deli on the premises. Chairperson Williams entertained public comments. Phil Stotts encouraged the Authority to accept Mr. Reynolds' application. Member English inquired about special considerations that could be given to local schools and was informed that Mr. Reynolds was pursuing the opportunity for high school students to receive college credits through this flight school. Vice Chairperson Hutter moved to approve the Class II FBO application status by Michael Reynolds, doing business as Mobile Aero, in order to operate a flight school in the Carson City Airport. The motion was seconded by Member English. Motion carried 6-0. Mr. Tackes explained the next steps to the application process to Mr. Reynolds.
- DISCUSSION AND POSSIBLE ACTION TO DIRECT THE AIRPORT MANAGER TO ISSUE A REQUEST FOR QUALIFICATIONS TO OBTAIN ARCHITECTURAL SERVICES FOR A NEW TERMINAL BUILDING AT THE CARSON CITY AIRPORT. (8:13:04) – Chairperson Williams introduced the item. Mr. Rowe gave background and noted that over a year ago, he had been assigned to an exploratory committee to look into the possibility of building a new terminal building. He requested to be authorized to issue a request for qualifications (RFQ) for architectural services for a new terminal building. Mr. Rowe noted that he would also seek Fire Department and other City assistance for funding, as the project would not be funded by the FAA. He believed the cost for the services would range from \$5,000 - \$7,000. Chairperson Norvell explained that an entity was interested in sharing the cost of the new terminal building; however, they wished to see the Authority's vision in order to calculate the return on their investment. Member DiLoreto-Long believed that this could be a good first step in order to better market the airport to current and potential leaseholders. Vice Chairperson Hutter received clarification from Mr. Clague that CSHOA is included on the Atkins team per item 4 of tonight's agenda for architectural services, and can provide the requested services for the terminal building. Mr. Tackes suggested that Mr. Clague contact CSHQA once the contract with Atkins has been renewed. Discussion ensued regarding obtaining funding from federal, state, and local sources. It was agreed to reagendize this item for the August meeting. Vice Chairperson Hutter suggested having a presentation that would include potential costs.
- 4. DISUSSION AND POSSIBLE ACTION REGARDING REVIEW OF RESPONSES TO RFQ (DUE JULY 15) AND SELECTION OF FIRM(S) TO PROVIDE AIRPORT PLANNING, ENGINEERING AND CONSULTING SERVICES UNDER CONTRACT BEGINNING SEPTEMBER, 2013; SELECTION AND RANKING; DIRECT STAFF TO NEGOTIATE CONTRACT TERMS; OR DETERMINATION OF SELECTION SUBCOMMITTEE, WHETHER TO HAVE INTERVIEWS OR OTHER PRESENTATIONS BY INTERESTED FIRMS, OTHER ACTIONS OR PROCEDURES THAT WILL LEAD TO TIMELY ENGAGEMENT OF SERVICES. (7:37:29) Chairperson Williams introduced the item. Mr. Tackes gave background and presented the Legal Council Briefing, incorporated into the record. He noted that RFQ responses were received from Atkins Global and Armstrong Consulting. Mr. Tackes reminded the Authority that the existing contract with Atkins would expire on September 16, 2013, prior to the Authority's meeting that month, resulting in a gap in services. He also explained the methodology by which he ranked both firms and presented his rankings and the comments resulting from reference checks. Vice chairperson Hutter inquired about the change in location for the FAA Airports District Office (ADO) serving the Carson City Airport being re-assigned to the Phoenix ADO instead of the San Francisco ADO. He was informed by Mr. Clague that Atkins had a field office in Phoenix and that he visited it often. Mr. Clague also

believed that he would be able to maintain similar relationships with the FAA's Phoenix office. Member Shirk received clarification that personal interviews with the consulting firms were not required for this process. Mr. Rowe indicated that he had informed an Armstrong representative that this item was agendized for discussion in tonight's meeting. Mr. Tackes clarified for Member Shirk that per the NRS, this type of contract would be based on qualifications and not on a dollar amount. Mr. Clague explained that engineering costs would range from 10 to 15 percent of a project cost. Member Norvell inquired about the travel costs incurred by Armstrong when visiting clients. Mr. Rowe indicated that the proximity of the Atkins team has been an advantage, in addition to the rapport Mr. Clague has developed with the FAA, adding that the current projects would still be handled by the San Francisco field office. Member DiLoreto-Long thanked Mr. Tackes for ranking the firms, and commended Atkins for their "out-of-the-box thinking". Member English and Chairperson Williams were both concerned with the proximity issue and the travel expenses of consultants. The learning curve of new consultants was also discussed. Chairperson Williams entertained public comments, and when none were forthcoming, a motion. Member Norvell moved to rank the firms who responded to the RFQ as follows: 1 Atkins Global, 2 Armstrong Consulting, and to authorize Staff to negotiate a contract based on these rankings and bring the contract back for Authority approval at the next meeting in August. The motion was seconded by Member English. Chairperson Williams entertained public comments, and when none were forthcoming, a vote. Motion carried 6-0.

DISCUSSION AND POSSIBLE ACTION TO AWARD THE CONSTRUCTION CONTRACT TO THE LOWEST, RESPONSIVE BIDDER; APPROVE THE ENGINEERING SERVICES AGREEMENT TO PROVIDE CONSTRUCTION MANAGEMENT DURING THE CONSTRUCTION OF THE PROJECT; AUTHORIZE THE CHAIRMAN TO SUBMIT A GRANT APPLICATION BASED ON THE LOWEST, RESPONSIVE BID; AND APPROVE THE ACCEPTANCE OF A GRANT OFFER FROM THE FAA FOR THE RECONSTRUCTION OF THE MAIN APRON PHASE 2; ALL CONDITIONED ON FAA GRANT FUNDING. (6:14:09) - Chairperson Williams introduced the item. Mr. Clague introduced the agenda materials which are incorporated into the record. He explained the bid process and presented the three received and reviewed bids. Mr. Clague also stated that Granite Construction Company had submitted a bid protest claiming that Sierra Nevada Construction (SNC) should not be awarded the project because they had not listed all subcontractors, material suppliers, and service providers for costs exceeding one percent of the total bid amount. He suggested hearing from both companies and clarified that the Authority's decision tonight would determine "whether SNC's bid is responsive". Matt Cates introduced himself as a Project Manager with Granite Construction and presented a letter, incorporated into the record, outlining his company's protest. Mark Markwell and Mark Gordine, representing SNC, introduced their company's response, incorporated into the record, to the protest by Granite Construction and reviewed each line item individually. Chairperson Williams entertained discussion by Authority members.

Member Shirk received clarification from Mr. Cates that the rebuttal letter had not appropriately addressed Granite Construction's concerns. However, after further discussion it was confirmed that the pricing issue had been addressed. Vice Chairperson Hutter was informed that the "bid with deductive alternative" listed in the spreadsheet accompanying the SNC letter reflected the "total bid". Discussion ensued regarding the interpretation of total versus base bids. Members DiLoreto-Long and English agreed that the base bid would be their choice as well. Chairperson Williams received confirmation that the total bid would be the smaller of the two bids because it would contain the deductible amounts. In response to a question by Member Shirk, Mr. Clague clarified that the Authority's decision was time-critical since a grant application must be submitted to the FAA next week. He also explained that once the award was given to a contractor, the amount would be added to the construction management fee and would be submitted to the FAA, as part of the grant application. Mr. Clague suggested that the Authority decide on a "not-to-exceed" amount, and make it contingent to FAA funding. Chairperson Williams entertained public comments; however, none were forthcoming. Chairperson Williams entertained a motion. Member Norvell moved to award the Main Apron Reconstruction Phase 2 contract to Granite Construction "if offered the base bid of \$932,932" and recommended to award the Main Apron Reconstruction Phase 2 contract to Sierra Nevada Construction "if the grant offer received is in the amount of a base bid with the deductive alternative of \$730,261.30", approve the Atkins Engineering Services Agreement to provide construction management, authorize the Chairperson to submit a grant application, and approve

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acceptance of the grant offer from the FAA, all conditioned upon FAA grant funding. The motion was seconded by Member Shirk. Chairperson Williams entertained public comments; however, none were forthcoming. Member DiLoreto-Long expressed discomfort in "splitting" the award and Mr. Tackes clarified that this would allow the Authority to fairly resolve the issue "within our bid requirements". Further discussion ensued and Mr. Clague believed that "if the FAA did not offer enough money to come up with Granite's bid, then it defaults to the deductive alternative and it gets awarded to SNC". Member Shirk noted for the record that this has been one of the most complex decisions he has had to make since becoming an elected official. **Motion carried 6-0.** Member Shirk thanked both bidders for their efforts and for conducting their business in a professional manner.

- (8:11:22) At the request of Vice Chairperson Hutter, Member Norvell amended the above motion. Member Norvell moved to supplement the previous motion to authorize the Chairperson to submit a grant application to the FAA in the amount not to exceed \$1,005,872. The motion was seconded by Vice Chairperson Hutter. Chairperson Williams entertained public comments; however, none were forthcoming. Motion carried 6-0.
- **H. AIRPORT ENGINEER'S REPORT** (8:32:08) Chairperson Williams introduced the item. Mr. Clague distributed the Airport Engineer's Report, incorporated into the record, and presented the agenda materials. He explained the FAA's decision not to require an environmental assessment for the reconstruction of the North Apron and noted that the slurry seal and striping for Taxiways B and C had been completed. Mr. Clague indicated that the Phases 1 and 2 of the Main Apron Design had been completed as well, and noted that they were still waiting for the FAA grant for the Main Apron Reconstruction Phase 1. He also referred to the summary of active projects included in his report and incorporated into the record.
- I. AIRPORT MANAGER'S REPORT (8:34:45) Chairperson Williams introduced the item. Mr. Rowe reported on the Airport Open House, calling it the most successful one to date. He estimated the attendees to be between 5,000 and 6,000 people. Mr. Rowe solicited feedback from Authority members and suggested charging for parking to cover some of the event costs. Discussion ensued regarding generating income once the attendees come to the event in order not to discourage them prior to parking their cars. Member Norvell was not in favor of charging for parking and believed it would take away from the event's good will Mr. Tackes expressed his disappointment that the non aviation-related vendors were the first group to greet visitors. He suggested agendizing this item for action in a future meeting. Mr. Rowe stated that the rock sales had generated \$71,000 to date, less than what he had anticipated. He also noted that Gary Province would return from medical leave but would not be 100 percent for a while. Mr. Rowe reported that the Assessor's Office had notified him that property taxes in the amount of \$220,625.30 were generated on behalf of the airport.
- **J. LEGAL COUNSEL'S REPORT** (8:50:15) Chairperson Williams introduced the item. Mr. Tackes thanked all the participants of the open house, especially the University of Nevada Reno engineering students, for their hands-on demonstrations. He noted that this year the open house was "light on aircraft". Mr. Tackes reported that he would follow up with a sub-leaseholder who had vacated the premises. He also announced the upcoming vacancies on the Airport Authority.
- **K.** TREASURER'S REPORT (8:56:04) Chairperson Williams introduced the item. Member DiLoreto-Long stated that she would work with Member Poscic on a transition plan, and suggested reporting on upcoming exposures and prepaid leases, in addition to current bank balances.
- **L. REPORT FROM AUTHORITY MEMBERS.** (9:00:15) There were no reports from Authority members.
- **M. PUBLIC COMMENT** (9:00:23) Chairperson Williams entertained public comments; however, none were forthcoming.

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- **N. AGENDA ITEMS FOR NEXT REGULAR MEETING** (9:00:35) Chairperson Williams introduced the item and suggested re-agendizing the airport terminal architectural drawings item and the Atkins contract approval.
- O. ACTION ON ADJOURNMENT (9:03:17) Chairperson Williams entertained a motion. Member Norvell moved to adjourn. The motion was seconded by Member English. The meeting was adjourned at 9:04 p.m.

The Minutes of the July 17, 2013 Carson City Airport Authority meeting are so approved this 21st day of August, 2013.

GUY WILLIAMS, Chair		