

**CARSON CITY AIRPORT AUTHORITY  
MEETING MINUTES**

**WEDNESDAY, MARCH 18, 2009 – 6:00 P.M.**

***Public Meeting at:***

**CARSON CITY COMMUNITY CENTER  
SIERRA ROOM  
851 E. WILLIAM STREET  
CARSON CITY, NEVADA**

- 
- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM. The regular meeting of the Carson City Airport Authority was called to order at 6:00 p.m. The start of the meeting was delayed due to the Planning Commission meeting running overtime. Roll call was taken, and quorum was determined:

Present: Steve Lewis, Don Peterson, Alex Carter, and David McClelland

Absent: John Kelly, Walt Sullivan (*Excused*)

Staff: Jim Clague and Dirk Zahtilla.

- B. PLEDGE OF ALLEGIANCE

- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.

Regarding the minutes of the February 18, 2009 regular meeting, Mr. Carter corrected the financial numbers which were incorrectly shown with \$400,000 more than we have; Mr. Clague corrected a mistaken reference to Arrowhead Drive by deleting that reference; Mr. Carter moved to approve the minutes as amended. Mr. Peterson seconded the motion. The vote was called and the motion carried.

Regarding the minutes of the 26 February 2009 Special meeting which addressed approval of 2 FAA Grant Applications, Mr. Peterson moved to approve the minutes as submitted. Mr. Carter seconded the motion. The vote was called and the motion carried.

- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items.* Item #2 was moved to Item #6 by the Chairman, no other modifications to the meeting were made.

E. PUBLIC COMMENT. *Members of the public who wish to address the Airport Authority may speak on non-agendized matters related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.*  
Public comment was invited. There were no public comments offered.

F. PUBLIC HEARINGS

- 1) DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY HILL REMOVAL PROJECT, INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS (*J. Clague*)

Mr. Clague stated that there was nothing to report other than Peavine Construction may re-start work in the near future, possibly in the next week. If started soon, we could be done as early as the middle of next month. Public comment was invited. There were no public comments offered.

- 2) DISCUSSION AND POSSIBLE ACTION TO APPROVE AN INTERLOCAL AGREEMENT WITH CARSON CITY REGARDING USE OF CARSON CITY SERVICES (*S. Lewis*)- *moved to end of hearing items.*

- 3) DISCUSSION AND POSSIBLE ACTION ON REPORT ON STATUS OF NEVADA MUSEUM OF MILITARY HISTORY PROJECT (*R. Lumbard*)

Mr. Robert Lumbard provided an update on their progress. The Museum now has a professional grant writer and is now completely revising their prior grant requests. They have requested economic stimulus funds via Congressman Heller. Mr. Lumbard reported that the record of survey has been completed and parcel 204A was provided to the Museum. He stated that the Museum is still hoping to get the adjacent parcel which is still reserved for the AWOS, and thus designed 2 buildings. Mr. Lumbard asked for approval on the buildings and offered to answer any questions. Mr. Lewis pointed out that the Agenda item did not include approval of plans. Mr. Clague stated that he had not seen any building plans. Mr. Lumbard clarified that the record of survey has not been recorded at the City because the Museum is waiting to see whether they can get the adjacent parcel in addition to the one in their lease. Mr. Lewis asked for a future agenda discussion of AWOS-3 versus SuperAwos. Mr. Clague pointed out that the proposed restoration shop would conflict with the Airport's main electrical vault. Mr. Peterson commented that the plans need to be specific before the Authority can approve them. Mr. Peterson requested that Mr. Lumbard periodically report on status of organization, membership, fund raising and current activity. Mr. Lumbard stated that the Museum would limit their plans to one building. Public comment was invited. There were no public comments offered.

- 4) DISCUSSION AND POSSIBLE ACTION REGARDING REPORT ON AIRPORT MANAGER JOB DESCRIPTION AND ASSESSMENT OF FUTURE STAFFING NEEDS (*D. Zahtilla*)

Dirk Zahtilla reported that he provided a written report (attached) based on what he has done since he began as interim manager. He stated that the Airport would need an Airport Manager, Maintenance person, and during the busy summer months, a bookkeeper. Mr. Peterson stated that we are still trying to understand the needs of the position and thanked Dirk for his work so far. Public comment was invited. There were no public comments offered.

- 5) DISCUSSION AND POSSIBLE ACTION REGARDING DEFINITION OF GATE ACCESS CARD NON REFUNDABLE ISSUANCE FEE OF \$25 AND RE-ISSUANCE FEE OF \$25 FOR LOST OR DAMAGED GATE ACCESS CARD. GATE ACCESS CARDS TO BE PROVIDED ONLY TO THOSE PERSONS WHO OWN AIRCRAFT BASED AT KCXP, OWN OR RENT HANGARS, ARE APPROVED FBO'S OR TEMPORARY CONTRACTORS WHILE PERFORMING WORK ON THE AIRSIDE. (*D. Zahtilla*)

Dirk Zahtilla explained that we need clarification on whether there is a fee or a deposit. In researching the prior minutes, Mr. Zahtilla concluded that the prior airport manager decided to treat it as a deposit and told patrons it was a deposit, but the discussions of the Authority was that it was a fee. Mr. Zahtilla asked the Authority to resolve this. Mr. Zahtilla also asked for an Authority decision as to who is eligible to get a gate card. Mr. Zahtilla stated that it costs \$500 per call when the gate maintenance company is called out. Mr. Zahtilla says that Title 19 allows the Authority to adopt driving rules, but that gate cards are not otherwise addressed in Title 19. Chairman Lewis asked that Mr. Zahtilla work with Mr. Tackes and present the item at the next Agenda meeting. Mr. Zahtilla stated that one problem is that someone comes to him and says that they have a friend who flies with them and therefore needs a gate card.

MOTION. Mr. Peterson moved to adopt the language proposed by Mr. Zahtilla as an operating standard and pursue codification in Title 19. Second by Mr. McClelland.

Public comment was invited. Bill Abbot recommended that there be an annual \$25 non-refundable fee. Harlow Norvel recommended also that persons approved by the Board be eligible for a gate card. Trent Baldwin suggested that the Authority consult with Steve Pansky at the TSA, and that police and fire have access. Robert Dickerson opposed the annual \$25 fee and opposed access by persons who should not have access. Jim Clague reported that this issue was discussed at length in prior meetings.

MOTION amended. Mr. Peterson amended his Motion based on comments made to include the fee and access described by the Manager, and to add issuance cards to emergency operation authorities, board and staff members and anyone else approved by the Board. Amendment was accepted by the 2<sup>nd</sup>.

VOTE. Upon vote taken, the Motion passed unanimously.

- 6) DISCUSSION AND POSSIBLE ACTION REGARDING A REPORT FROM THE SUBCOMMITTEE REGARDING THE RECRUITMENT AND HIRING OF AN AIRPORT MANAGER AND MATTERS RELATED THERETO; AUTHORITY SELECTION OR RANKING OF TOP CANDIDATE(S); AUTHORIZE BOARD MEMBER(S) TO TAKE ADDITIONAL ACTION TO HIRE THE AIRPORT MANAGER SELECTED BY THE AUTHORITY (*W. Sullivan*).

Don Peterson reported that the members were very alert to the open meeting requirements. We used a process of elimination on the 32 resumes received. The 3 members of the committee researched the resumes but did not deliberate. Mr. Peterson reported that he tabulated the ranking provided by each member. There were a top 8 candidates that stood out. We conducted telephone interviews or personal interviews with all 8. We again ranked them, and I tabulated the ranking provided to me by each member. We identified the top 4 but one did not call us back. All 3 are very good candidates, each with strengths in particular skills.

MOTION. Mr. Peterson made a motion to submit the preferred list to the Chairman and authorize the Chairman to make an offer. The motion was seconded by Mr. Carter.

Mr. McClelland said he did not have adequate information. Mr. Peterson stated that he put all the information on a CD with the Chairman and that all members were notified that they could

review the information. Mr. McClelland said that he just got back to town and did not have time to look at the information. Mr. Lewis added that they asked each member for longevity of approximately 5 years and a commitment that they would be here. Mr. McClelland said that he wanted to be more involved. Mr. Peterson pointed out that the Authority decided not to conduct the 32 interviews in a public meeting but rather to have a more manageable approach to the interviewing. So we either move forward or we back up. Mr. Lewis stated that the Authority decided that it would be too cumbersome to request every candidate appear and be interviewed in public. Mr. Carter stated that he was not on the subcommittee but feels the process was valid. As a manager of a business, I can see that the process was valid and that we can rely on it.

Public comment was invited. Bill Abbot commented that the Authority should avoid anyone with a lot of short term jobs, and asked if we did a verification of references. Mr. Peterson responded that none of the top candidates were "job hoppers", and further that we did check out all references.

VOTE. Upon vote taken, the Motion passed unanimously

7) (moved from Item #2) DISCUSSION AND POSSIBLE ACTION TO APPROVE AN INTERLOCAL AGREEMENT WITH CARSON CITY REGARDING USE OF CARSON CITY SERVICES (*S. Lewis*)

Chairman Lewis stated that he placed this item and then summarized from Airport Counsel's briefing email that we have a cooperative agreement with the City and that this draft interlocal agreement would set the rates and terms which may result in a synergy with the City and a savings on clerical costs. Mr. Lewis reported that this agreement is on the Board of Supervisors agenda for their meeting this week. This is an offer by the City to provide the service.

Chairman Lewis asked the Authority to approve the Agreement.

Don Peterson asked whether the agreement required us to use the City. Chairman Lewis responded that it does not, but gives us the option to use the City for these services.

Public comment was invited. No public comment was offered.

MOTION Mr. Peterson moved that we approve the agreement. Second by Mr. McClelland.

VOTE. Upon vote taken, the Motion passed unanimously

AIRPORT ENGINEER'S REPORT (*Non-Action Item*). Mr. Jim Clague, Airport Engineer, reported that we have an AIP funding grant pending with the FAA for the design work on the extended Taxiway D and ramp areas. This is still under review by the FAA. We also have a \$9million grant application pending under the federal economic stimulus bill. As a result of a meeting with airport users, I asked if we could change the priorities on taxiways, but was told by the FAA that they would not allow that. As a result, the engineering calculations only show the runway and one-half of Taxiway A. Mr. Clague said that we end up with the grants in 3 grants. In response to a question by the Chairman, Mr. Clague reported that we would be short approximately \$2.5 million in terms of completing all of Taxiway A. We would also need \$1.6million to complete Taxiway D and \$2million to complete the connectors. We expect the grants in June. We may want to meet with the FAA as to the work included in the \$9million. We need to decide the issue of the AWOS very soon. We would need a special meeting. Upon discussion, a special meeting was determined to be needed at noon on April 9, 2009 at the Terminal Meeting.

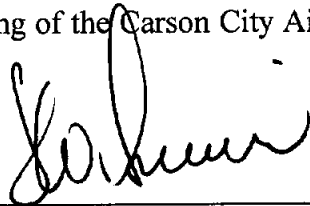
- G. AIRPORT MANAGER'S REPORT (*Non-Action Item*). Mr. Dirk Zahtilla, Carson City Airport's Interim Airport Manager, reported that there are some new fence breaches.
- H. LEGAL COUNSEL'S REPORT (*Non-Action Item*). Mr. Steve Tackes, Airport Counsel, was absent so the report was skipped.
- I. TREASURER'S REPORT (*Non-Action Item*). Mr. Alex Carter, Airport Treasurer, reported that we are still running a deficit but that it will be more than offset by the property taxes when we receive it. We have \$505,420.72 in our money market account, \$4,853.56 in our checking account and \$673.48 in our maintenance account.
- J. REPORT FROM AUTHORITY MEMBERS (*Non-Action Item*). None.
- K. AGENDA ITEMS FOR NEXT REGULAR MEETING (*Non-Action Item*). We will have a special meeting on April 9, 2009. Mr. Peterson requested a report from Jet Ranch as to their status.
- L. ACTION ON ADJOURNMENT. There were no objections, and the meeting was adjourned at 7:35 p.m.

\* \* \* \* \*

**NOTE:** A tape recording of these proceedings is on file, and available for review and inspection at the Airport Manager's office during normal business hours.

\* \* \* \* \*

The minutes of the 18 March 2009 Regular Meeting of the Carson City Airport Authority are so approved on this 15 day of April, 2009.

BY:  \_\_\_\_\_

TITLE: Steve Lewis, Chairman