

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the September 16, 2009 Meeting**  
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, September 16, 2009 in the Carson City Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairman Steve Lewis  
Vice Chairman John Kelly  
Member Alex Carter  
Member Don Peterson  
Member Ray Saylo  
Member Walt Sullivan

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

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

**A. CALL TO ORDER, ROLL CALL AND DETERMINATION OF QUORUM. (6:00:00) -** Chairman Lewis called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Member McClelland was absent and excused.

**B. PLEDGE OF ALLEGIANCE. (6:00:30) -** Chairman Lewis led the pledge of allegiance.

**C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. (6:01:05) -** Member Sullivan moved to approve the minutes of the August 19, 2009 meeting as presented. Member Saylo seconded the motion. Motion carried 6-0.

**D. MODIFICATION OF THE AGENDA. (6:01:37) -** None.

**E. PUBLIC COMMENT. (6:01:59) -** Ralph Smith of Valley Construction advised that the Jet Ranch project will soon be completed and they should have the Certificate of Occupancy in a couple of weeks. Mr. Gonzalez has honored his commitments and Mr. Smith expressed his appreciation to the CCAA for their patience in twice extending the project. He hoped that Valley Construction didn't disrupt construction too much and appreciates everyone's cooperation. Chairman Lewis commented that he has been involved in the Jet Ranch project and it was a pleasure working with Valley Construction.

**F. CONSENT AGENDA. All matters listed under the consent agenda are considered routine, and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Authority or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Chairman or the Vice-Chairman retains discretion in deciding whether or not an item will be pulled off the consent agenda. (6:03:26:) -** None.

**G. PUBLIC HEARINGS.**

**G-1. AIRPORT AUTHORITY RECOGNITION AND ACKNOWLEDGMENT OF: 1) TWO VOLUNTEER ORGANIZATIONS BASED AT THE CARSON CITY AIRPORT; 2) TWO AUTHORITY STAFF MEMBERS; AND 3) OUTGOING MEMBERS OF THE AUTHORITY.**

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(6:03:35) - Chairman Lewis recognized the Carson City Sheriff's Aero Squadron as one of the longest serving volunteer organizations associated with the airport. He gave background and historical information and advised that the Squadron is comprised of 20 volunteers who donate their private aircraft and personal time, have supported general aviation at the airport for over 40 years, and actively support the Sheriff's Department, charity organizations and the community. On behalf of the CCAA, Mayor Crowell, City Supervisors, and City Manager, he presented Tona Smith, Commander of the Carson City Sheriff's Aero Squadron, with a plaque of appreciation which he read into the record. Mr. Smith expressed his appreciation and responded that he is proud to be Commander and part of the organization but is more proud of the CCAA for their efforts in bringing the airport into the 21<sup>st</sup> century. Member Saylo commented that the Squadron has helped the Sheriff's Department many times, has had good experiences with them and expressed appreciation on behalf of the Carson City Sheriff's Office and himself personally.

Chairman Lewis recognized the Experimental Aircraft Association (EAA) Chapter 403 as being great ambassadors of the airport and active in youth programs and activities through their Young Eagles Program. He read background information into the record and advised that through their efforts, the number of noise complaints from surrounding neighborhoods have been greatly reduced. Members of the EAA have contributed time and talent to the continued well being of the airport and are a huge part of the local aviation roots and history of the airport. On behalf of the CCAA, Mayor Crowell, City Supervisors and City Manager, he presented Bob Dickinson, President of the EAA, with a plaque of appreciation which he read into the record. Mr. Dickenson expressed his appreciation to the CCAA for the great job they have done and added that it's a pleasure to support and do whatever they can for the airport.

Chairman Lewis recognized Airport Engineer, Jim Clague, for assisting with the design and implementation of the airport's Master Plan and with the success of various construction projects at the airport. He read background information into the record and advised that Mr. Clague served a vital role in obtaining \$23 million in FAA grants over the past four years. On behalf of the CCAA, Mayor Crowell, City Supervisors and City Manager, he presented Mr. Clague with a plaque of appreciation.

Chairman Lewis recognized Legal Counsel, Steve Tackes, as being proactive with the vision, design and execution of the airport's Master Plan. He read background information into the record and advised that Mr. Tackes' role in securing FAA funds assisted in removing the airport hill and constructing a portion of the new Taxiway D. His efforts in lobbying for stimulus funding helped the airport secure almost half of \$23 million in FAA funding. On behalf of the CCAA, Mayor Crowell, City Supervisors and City Manager, he presented Mr. Tackes with a plaque of appreciation for being a huge asset to the CCAA, staff and entire airport community.

**G-2. DISCUSSION AND POSSIBLE ACTION REGARDING WEAVER AIRCRAFT COMPANY INVOICE SUBMITTED TO THE CARSON CITY AIRPORT AUTHORITY FOR BUSINESS INTERRUPTION DURING THE FIRE HYDRANT RELOCATION ON AUGUST 10, 2009 AND AUGUST 17, 2009. REQUESTED REIMBURSEMENT IS IN THE AMOUNT OF \$5,780 DUE TO FIRE HYDRANT AND WATER INTERRUPTION DURING THE RELOCATION.**

(6:15:46) - Mr. Pullman gave background information along with the invoice description. He explained that Granite Construction was relocating a fire hydrant on the west end of the Port-a-Port hangers and shut off the water which unknowingly shut off the water to Weaver Aircraft and two other hangars. A disruption occurred for a specific amount of time and they subsequently received an invoice for payroll

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reimbursement. He referred to the invoice and a letter sent to Weaver Aircraft which are incorporated into the record.

Mr. Tackes reported that Mr. Weaver advised he wasn't going to attend the meeting. His attorney, Scott Heaton requested a continuance to which Mr. Tackes advised to put in writing. He referred to the request which is included in the agenda materials. In response to a question, Mr. Tackes replied that he did not know the standards of the county's responsibilities and would need guidance from the DA's office. He said that ordinarily, if something is done that affects someone else, there would be some liability. Member Peterson opined that the airport is owned by the City, creates a benefit for the public and neither the City or the CCAA is responsible for minor interruptions when creating something for the public good. In response to a question, Mr. Pullman replied that as soon as he found out about the water interruption, he spoke to Mr. Weaver, American Warbirds and Mr. Byard. American Warbirds and Mr. Byard didn't have an issue. Another interruption was planned, and he notified the affected hangars six days prior to the interruption. During those periods, Fire Station #2 was on alert and Granite Construction had water trucks on standby. Chairman Lewis confirmed that in both cases, Granite Construction got permission from the Fire Department to turn off the hydrant and made back up arrangements. He also confirmed that when Granite asked the City whose water would be disrupted, they thought it was only the fire hydrant. In response to a question, Mr. Pullman replied that the water was disrupted from 10 a.m. to 1 p.m., the first day and from 8 a.m. to approximately 5 p.m., the second day. Member Saylo commented that neither the City or CCAA should be responsible for compensating Mr. Weaver for the loss of water and even if they were, his documentation does not provide enough information to substantiate the claimed amount. Member Peterson commented that several members are rotating off the Board and suggested that Mr. Weaver re-file with the new Board, if desired. Continuing the matter would grant legitimacy to his claim. **Member Peterson moved to deny Mr. Weaver's claim in the form it has been presented. Member Sullivan seconded the motion and asked the maker of the motion to deny it without prejudice which would allow Mr. Weaver to return with the information. Member Peterson amended his motion to include it without prejudice.** Chairman Lewis called for public comment. Bill Abbott suggested the CCAA contact Granite's insurance as a possible avenue to provide a remedy. **Motion carried 6-0.** Member Sullivan confirmed that the motion is to deny without prejudice so Mr. Weaver can return to the CCAA with the information and resubmit his claim.

**G-3. DISCUSSION AND POSSIBLE ACTION ON REQUEST FROM EL AERO FOR A LEASE LINE ADJUSTMENT (NO NET CHANGE IN SQUARE FOOTAGE) ON THE EL AERO (MOBIL) LEASE LOCATED ON THE SOUTH SIDE OF THE AIRPORT TO ALLOW FOR CONSTRUCTION OF A NEW EAA BUILDING.** (6:29:55) Vice Chairman Kelly recused himself from the discussion. Jenna Reyes of El Aero Aviation and Robert Dickinson of EAA introduced themselves. Ms. Reyes formally requested the CCAA entertain a lease line adjustment so the EAA can move forward with their plans for a new building. Mr. Dickinson reminded the CCAA of their discussion at the June meeting in which Mr. Tackes suggested relocating the lease lines. They are requesting an unused 20 foot property behind the El Aero hangar which abuts the vacant land to the south of the building. In the previous discussion, Member Peterson was concerned about giving up parking in front of the building and the property El Aero is proposing to relinquish could be made into parking. In reviewing the diagram of the subject property which is incorporated into the record, Member Peterson confirmed they are requesting to relinquish the red area which is currently paved and striped for parking and inquired whether they would provide the dark blue strip to the CCAA in the same condition. Mr. Dickinson responded that the CCAA may not want it paved and may just want the land to go with existing land. In response to a question, Mr.

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Clague did not know whether the proposed strip could be used for parking as he didn't know the terrain or if it's accessible. In response to a question, Mr. Tackes replied that the issue is square foot per square foot which is how the lease is defined. As long as the square footage is the same, it doesn't have to be put out to bid. In response to another question, he replied that trading an improved area for an unimproved area and paying the difference to improve it would be fine. Member Peterson opined that would make the CCAA whole. In response to a question, Mr. Tackes replied that a legal description is needed for an amendment to the lease which reflects the location of the new boundary lines. A record of survey is a good idea for both properties but he doesn't know what is involved for the remaining piece as it may be a small change to a large piece of property. He opined that a record of survey is good but a legal description is necessary. He also suggested taking it to the Board of Supervisors (BOS) for approval because it involves a land lease which has to be approved by the City. Mr. Clague added that the record of survey would only apply to El Aero because the other property is airport property and common ground. Chairman Lewis called for public comment and hearing none, entertained a motion. **Member Peterson moved to accept EAA's proposal to amend the El Aero lease as requested with the provision to instruct CCAA's attorney to enter into negotiations to obtain a payment in compensation which would provide for the future pavement of the equivalent square footage. Member Sullivan seconded the motion and asked the maker to amend the motion to include a new metes and bounds description and record of survey on the El Aero property. Member Peterson so amended his motion. Motion carried 5-0-1 with Vice Chairman Kelly abstaining.**

**G-4. DISCUSSION AND POSSIBLE ACTION TO APPROVE A REQUEST FOR CLASS II FBO PRIVILEGES PER TITLE 19.02.020.350, TO OPERATE A FULL SERVICE AVIONICS SALES AND SERVICE BUSINESS AT THE CARSON CITY AIRPORT WHICH SHALL BE LOCATED WITHIN LEASED SPACE LOCATED AT THE STERLING AIR, LTD. CLASS I FBO.** (6:43:19) - Chairman Lewis recused himself from the item. Lawrence Nicholson advised that he submitted his business application which is incorporated into the record with an attached preliminary application for a Part 145 domestic repair station. In response to a question, Mr. Tackes replied that he compared the application to the Title 19 requirements and everything appears to be in order. He suggested updating the business application to be a little clearer. Vice Chairman Kelly called for questions from the CCAA and for public comment. Seeing none, he entertained a motion. **Member Sullivan moved to approve a request for Class II FBO privileges pursuant to Title 19 to operate a full service avionics sales and service business at the Carson City airport to be located at the Sterling Air Ltd., Class I FBO. Member Saylo seconded the motion.** Mr. Tackes recommended that the motion include authorization to the Airport Manager to notify the City Business License Department. **Member Sullivan so amended his motion. Motion carried 5-0-1 with Chairman Lewis abstaining.** Mr. Nicholson thanked the CCAA and stated that he is looking forward to working with the aviation community and the CCAA.

**G-5. DISCUSSION AND POSSIBLE ACTION TO APPROVE A REQUEST FROM STERLING AIR, LTD. (CLASS I FBO) TO ADD APPROXIMATELY 3,200 S/F OF ADDITIONAL OFFICE SPACE TO THE SOUTH OF THEIR EXISTING FBO FACILITY PER TITLE 19.02.020.340.** (6:47:35) - Chairman Lewis recused himself from the item. Mr. Tackes gave background information and advised that the lease provides for construction on the leasehold and needs to be constructed pursuant to Title 19. He suggested that if they proceed with approval to authorize the Airport Manager to communicate it to the appropriate people. Mr. Lewis advised that he is asking for approval of construction to allow Sterling Air to add 3,200 square feet in a two story structure to accommodate his new tenant, On Course Avionics. His FBO consists of 6,400 square feet of hangar space and a two story office

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complex consisting of approximately 3,200 square feet. All the office space is currently utilized and he proposes to add the same wing of office space to the south side of the existing building. It will include restrooms, kitchen, reception area and office space for the new shop. He provided a couple of hand sketches and reviewed the outline of his proposal which is incorporated into the record. He would greatly appreciate the CCAA's approval of his request. In response to a question, Mr. Lewis replied that the engineering plans would be superior to the plans submitted in the agenda materials. Vice Chairman Kelly called for public comment and seeing none, entertained a motion. **Member Sullivan moved to approve the request from Sterling Air Ltd., Class I FBO to add approximately 3,200 square feet of additional office space to the south end of their existing FBO facility pursuant to Title 19 and to authorize the Airport Manager to contact the City Building Department regarding the approval of the building plans. Member Saylo seconded the motion.** In response to a question, Mr. Tackes replied that Title 19 requires the actual engineering plans and they are normally given to Mr. Clague for review. Mr. Clague added that the plans are also reviewed by the City Building Department. Member Sullivan commented that the process follows Title 19 requirements. **Motion carried 5-0-1 with Chairman Lewis abstaining.** Mr. Lewis advised he will get a set of plans together within the next six weeks.

**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.** (6:55:50) - Mr. Clague reviewed the engineer's report which is incorporated into the record and explained the process. He advised that the asphalt meets the requirements but because the aggregate base has not been approved, it will set the test strip back to next week. When it is, they will be able to move forward with paving Taxiway A Phase 1 and Runway Phase 1. He referred to the photos attached to the report and reviewed the Project Summary's financial data. In response to a question, Mr. Clague advised of a tenant meeting last week which revised some of the closure dates. Once Runway Phase 1 is paved, 3,700 feet will be available for use while Phase 2 is constructed and there should not be a shutdown. Chairman Lewis added that they have constructed a temporary taxiway to allow access to the center triangle via Taxiway B and are constructing a portion of Taxiway B that will meet the grade of the new fuel island and the new grade level of the runway. They may also be constructing an interim taxiway to allow access to the runway, taxiway and fuel island from the south side. Some of the schedules change daily and they are doing their best to keep the airport open. He then called for public comment. In response to a question, Mr. Clague replied that painting a center line on the runway is a requirement so it can be used. Mr. Pullman invited the CCAA members on a tour of the construction area and advised that the day to day progress is unbelievable. In response to a question, Mr. Clague replied that a public meeting was held in August and a big concern was noise from the rock crusher. The rock crusher was purposely run before the meeting to see if anyone noticed. The only thing heard was the humming of the generator. Mr. Clague reported that it's not possible to operate the lights on the new Runway Phase 1, but they are looking into a possibility which requires additional funding. They would temporarily connect to the existing electrical volt but he needs to determine if it's worth the extra money for such a short period of time. In response to a question, he replied that it will take approximately 45 days to construct Runway Phase 2. Member Peterson expressed concern about arriving the other night and the runway lights were off. Chairman Lewis commented that they are working on it now but it will require a separate line and conduit to the existing box which costs more money and additional money has already been spent to support the temporary taxiways. He said as the FBO seat on the Board, he's been watching to make sure the airport is operational. He called for further comments, but there were none.

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**G-7. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT AUTOMATED WEATHER OBSERVATION SYSTEM (AWOS) PROJECT (FAA AIP NO. 3-32-00004-17), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS.** (7:08:28) - Mr. Clague reviewed the staff report and advised that Marv McQueary Excavating has executed the contract. A pre-construction meeting is scheduled for September 18 and when the minutes of that meeting are submitted to the FAA along with a copy of the contract, they will issue a Notice to Proceed which should be done in the next couple of weeks. Mr. Tackes disclosed that his law firm has done legal work for both Marv McQueary Excavating and CCAA and any dispute will have to be resolved by someone other than Mr. Tackes or his law firm. In response to a question, Mr. Clague replied that construction will take approximately 60 days as it takes awhile to manufacture the AWOS once it is ordered. Chairman Lewis called for public comment but there was none.

**H. AIRPORT ENGINEER'S REPORT.** (7:12:05) - Mr. Clague reported that he will meet with the FAA this week to discuss Taxiway D as a top priority for completion. It has yet to be designed but could be included in the grant. It had an estimated project cost last year of \$4.5 million so he will refine the numbers and approach them for a commitment. In response to a question, he replied that the ACIP shows reconstruction of the north apron and rehabilitation of Taxiways B and C in 2011. Taxiway D received a National Environmental Protection Act (NEPA) clearance which is required to move forward with construction. An environmental clearance is needed on the north apron reconstruction and that documentation was sent to the FAA and State Historical Preservation Office (SHPO) to notify interested parties. There is concern that additional environmental work needs to be done to satisfy the requirements of SHPO which will cost an additional \$6,000. Reconstruction of the main apron is planned for 2012 and has environmental clearance and may be done before the north apron.

**I. AIRPORT MANAGER'S REPORT.** (7:18:21) - Mr. Pullman reported that a proposed mission statement was being promoted throughout the airport for tenants and users. He read the proposed statement into the record and referred to it as the intertwining of various statements from tenants and users formulated into one statement. Chairman Lewis opined that it's a great statement and commended Mr. Pullman for his foresight. He suggested adding it to the agenda for the Board's consideration and vote, and if approved, it would be adopted as the airport's mission statement. Member Sullivan expressed agreement with Chairman Lewis.

In response to a comment, Mr. Pullman advised that he was notified the following morning that the lights went out and posted a NOTAM. Grading was being done on Taxiway A and a cable was hit unknowingly but it was back up in a couple of days.

**J. LEGAL COUNSEL'S REPORT.** (7:22:42) - None.

**K. TREASURER'S REPORT.** (7:22:45) - Member Carter reported that there is nothing to indicate that they are not on budget and there are available funds of \$360,276.54.

**L. REPORT FROM AUTHORITY MEMBERS.** (7:23:24) - Member Saylo commented that in the short amount of time he's been on the Board, he has seen the amount of work and time that Chairman Lewis, Members Peterson and Sullivan have put into the job. He thanked them for the huge amount of

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work they've done for the community. Member Carter agreed with Member Saylo and opined that they have been great and he has learned a lot from them.

Chairman Lewis recognized two CCAA members who join him in stepping down. Don Peterson filled a vacancy in May 2007 bringing a wealth of aviation and airport knowledge to the CCAA. Chairman Lewis personally thanked him for his contribution to the search of the new airport manager, securing a benefits package and better defining the airport manager's role. He also thanked Member Peterson for volunteering his time and helping move the airport into the 21<sup>st</sup> century. On behalf of the CCAA, Mayor Crowell, City Supervisors and City Manager, he presented Don Peterson with a plaque of appreciation. Member Peterson responded that he has enjoyed serving on the CCAA and hopes to come back in a future day.

Chairman Lewis recognized Walt Sullivan and said they both were appointed to the CCAA in October 2005, and part of that time, Member Sullivan served as Vice Chairman. He worked tireless hours rewriting Title 19 which governs the airport and the authority. One of his missions was to improve communications between the airport's neighbors with numerous community meetings and great strides have been made in improving relationships with them. Member Sullivan was no stranger to the process of public meetings and unofficially served as their Nevada Open Meeting Law watch dog. On behalf of the CCAA, Mayor Crowell, City Supervisors and City Manager, he presented Walt Sullivan with a plaque of appreciation.

Chairman Lewis recapped some of the accomplishments that the CCAA has accomplished over the past four years and referred to the letter sent to City Officials outlining those accomplishments. He read a portion of his letter which is incorporated into the record and finished by stating that, "it's been a pleasure to serve the community in the capacity as Chairman."

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING.** (7:36:20) - Mr. Tackes thanked Chairman Lewis for the time, effort and hard work he's expended for the CCAA and suggested including the election of the new chairman and vice chairman. In response to a question, Vice Chairman Kelly expressed his preference for a meeting with a full board before having elections. Mr. Tackes said that he will make a presentation on the open meeting law and ethical disclosures in the next couple of meetings. Chairman Lewis asked to enter his letter into the record for its historical value.

Member Peterson commented that it has been a pleasure to serve with Chairman Lewis who has delivered a consistent vision for the airport that focused on its development, economic health and safety and feels that the CCAA and airport have benefitted by his leadership. Chairman Lewis responded that the airport is well positioned for future opportunity.

**N. ACTION ON ADJOURNMENT.** (7:40:05) - Chairman Lewis adjourned the meeting at 7:40 p.m.

The Minutes of the September 16, 2009 Carson City Airport Authority meeting are so approved this 21<sup>st</sup> day of October, 2009.

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John Kelly, Vice Chairman