

CARSON CITY AIRPORT AUTHORITY

Minutes of the October 21, 2009 Meeting

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, October 21, 2009 in the Carson City Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Member Alex Carter	STAFF: Jim Clague, Airport Engineer
Member Teresa DiLoreto-Long	Casey Pullman, Airport Manager
Member Harlow Norvell	Jano Barnhurst, Recording Secretary
Member Ray Saylo	

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. (6:00:30) - Member Carter called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Vice Chairperson Kelly and Member McClelland were absent and excused.

B. PLEDGE OF ALLEGIANCE. (6:01:31) - Member Carter led the pledge of allegiance. He welcomed new Members Teresa DiLoreto-Long and Harlow Norvell.

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. (6:02:26) - Member Saylo moved to approve the minutes of the August 10, 2009 meeting as presented. Member Norvell seconded the motion. Motion carried 4-0. Member Saylo moved to approve the minutes of the September 16, 2009 meeting as presented. Member Carter seconded the motion. Motion carried 4-0.

D. MODIFICATION OF THE AGENDA. (6:03:46) - None.

E. PUBLIC COMMENT. (6:04:00) - None.

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 Chairperson or the Vice-Chairperson retains discretion in deciding whether or not an item will be pulled off the consent agenda. (6:04:34) - None.

G. PUBLIC HEARINGS.

G-1. DISCUSSION AND POSSIBLE ACTION TO APPROVE REMOTE SYSTEMS INTEGRATION (RSI) HARDWARE AND STARTUP AND MONTHLY SUBSCRIPTION/SERVICE CHARGE FOR NATIONAL AIRSPACE DATA INTERCHANGE NETWORK (NADIN) CONNECTIVITY FOR NEW AUTOMATED WEATHER OBSERVATION SYSTEM (AWOS) (6:05:21) - Mr. Pullman presented a summary of the system which is incorporated into the record. He explained that RSI is the least expensive of the systems researched primarily because it uses a phone line which also makes it immune to rain fade. AllWeather recommended RSI at an initial

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investment of \$1,500 and a monthly fee of \$99. He indicated that the airport is moving in this direction and needs to have connections to other weather sources. In response to a question, Mr. Pullman replied that other systems are very expensive because they are satellite based and only four companies provide the service making it very competitive. Neither the airport or aircraft get information from satellite based systems during heavy rain and this technology allows uninterrupted service. In response to another question, he replied that hardware is installed into the AWOS system and the phone line is run directly into the system in his office. There should not be any additional phone costs as the hardware will be tied in to the new AWOS system although there may be a local phone charge to send information to Reno. In response to another question, he replied that certain circumstances require the addition of more antennas or hardware but this system does not. In response to another question, he replied that the hardware is not compatible with other companies so the airport would have to choose another system if it wasn't happy with this one. However his research has shown all positive feedback.

In response to a question, Member Norvell gave technical background information and explained that a collection unit gathers information at the AWOS site and transmits it to the AWOS computer through a dedicated phone line. It is then transmitted via the NADIN network to the Weather Message Switching Service (WMSS) making the information available to end users. METAR is a real time depiction of what's occurring at the airport and is critical to this hardware and TAF is a requirement for Part 135 operators to get a forecast. Four successive METAR's are required to produce a TAF, which makes the airport more marketable for Part 135 and high end Part 91 operators. The airport can't get the information on the WMSS without the NADIN link. The only previous available system was AWOS satellite connectivity which is much more expensive than the broadband link. Because of security issues, the broadband link was not usable in the past but once they were resolved, the only hardware required is a small box making it much less expensive and more reliable. The AWOS III is the minimum required to produce a TAF and the next step is establishing the NADIN link to disseminate the information. Member Carter called for public comment. In response to a question, Mr. Pullman replied that the AWOS system is moving to a new location and there will be two phone lines to provide uninterrupted service. The \$99 monthly charge is for the subscription and connectivity to send weather information to RSI to disseminate it. Member Carter called for further comments and when none were forthcoming, he entertained a motion. **Member Norvell moved to approve Remote Systems Integration (RSI) hardware and startup and monthly subscription/service charge for National Airspace Data Interchange Network (NADIN) connectivity for a new Automated Weather Observing System (AWOS). Member Saylo seconded the motion. Motion carried 4-0.**

G-2. DISCUSSION AND POSSIBLE ACTION TO APPROVE CARSON CITY AIRPORT AUTHORITY MEMBERSHIP AND ANNUAL INVESTMENT FOR NORTHERN NEVADA DEVELOPMENT AUTHORITY (NNDA) (6:24:45) - Mr. Pullman referred to the information incorporated into the agenda materials, presented a summary and explained why the CCAA should consider investing in NNDA. He opined that partnering with them will be a valuable asset and help drive prospective aircraft to the airport. NNDA representatives expressed excitement and desire to work with the airport and will provide a section on their website dedicated to marketing the airport. He recommended applying for *Professional Investor* (\$425-\$749) and explained that investing in October would gain a free upgrade to *Corporate Investor* (\$750-\$1,999). He opined it to be a worthwhile investment given the \$20 million already invested in the airport. Member DiLoreto-Long commented that any opportunity to put the airport in the path of relocating companies is outstanding and suggested considering investing with the Economic Development Authority of Western Nevada (EDAWN) as well. Member Carter expressed

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agreement with Member DiLoreto-Long and Member Norvell expressed strong support in favor of it and opined that it's a great opportunity to raise the airport's visibility in the business community. The airport is spending over \$23 million in infrastructure improvements with a desire to market them and help provide a return on the investment. In response to a question, Mr. Pullman replied that membership is an annual fee and the *Professional Investor* allows an airport representative, a vote on items and eligibility for committees. He reiterated that investing in October will earn a free upgrade to the next level allowing two representatives. In response to another question, he replied that the range is something in the middle but isn't sure how the minimum investment is determined. In response to a comment, he replied that it would be valuable to have two representatives. Member Carter requested public comment, but with none forthcoming, entertained a motion. **Member Norvell moved to approve the CCAA membership in an annual investment for the NNDA at the *Professional Investor* level and take advantage of the free upgrade to *Corporate Investor* level and designate a second person in addition to Mr. Pullman to hold that membership.** Member Saylo requested Member Norvell add the amount of money to be spent on the first investment. **Member Norvell amended his motion to include a minimum investment of \$425 to begin as long as it will accrue all the rights at the *Professional Investor* level and allow an upgrade to the *Corporate Investor* level. If not, he asks Mr. Pullman to return to the Board to explain why an additional cost may be required.** Member Saylo seconded the motion. Motion carried 4-0.

G-3. DISCUSSION AND POSSIBLE ACTION TO APPROVE A NEW CARSON CITY AIRPORT LOGO (6:37:10) - Mr. Pullman advised that since he arrived at the airport, they have been trying to acquire a new look and logo representing the airport moving into the future. He referred to the proposed logo included in the agenda materials. The picture is detailed but simple and conveys it as the capital airport of Nevada. It incorporates a single engine aircraft and jet to symbolize the airport of the future. If approved, it will be incorporated into the airport letterhead and signs. Mr. Norvell opined that it's a great symbolization and a great first step as the airport moves forward and encouraged the audience to comment. Member Carter opened the item for public comment but seeing none, entertained a motion. **Member Saylo moved to approve the new Carson City Airport logo.** Member DiLoreto-Long seconded the motion. Motion carried 4-0.

G-4. DISCUSSION AND POSSIBLE ACTION TO APPROVE A CARSON CITY AIRPORT AUTHORITY MISSION STATEMENT (6:42:35) - Mr. Pullman read the proposed Mission Statement into the record and advised that it has been a work in progress for the past few months, receiving feedback from many individuals and compiling them into this statement. Member Saylo opined that mission statements are important and everything the airport does should reflect back to the statement. Mr. Pullman has done a fine job and it shows the direction the airport is going and its efforts to improve. Member Carter agreed with Member Saylo's assessment. He called for public comment and with none forthcoming, entertained a motion. **Member Saylo moved to approve the CCAA Mission Statement as prepared by the Airport Manager.** Member DiLoreto-Long seconded the motion. Motion carried 4-0.

G-5. 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. (6:47:29) - Mr. Clague reviewed the staff report which is incorporated into the record. Referring to a diagram showing the approximate location of the AWOS, he advised that when the electrical

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vault is available in January, the contractor can hook up the new AWOS, remove the existing AWOS and make the new one operational. He reviewed the financial summary and indicated that the airport is in a good financial situation. In response to a series of questions, he replied that an emergency generator for the AWOS system was discussed and the possibility of one for the entire airfield was then considered. Granite has been asked to provide a cost estimate for an emergency generator for the electrical vault as well as lighting on the airfield and would attempt to do it under the existing contract. Pavement is a higher priority, but if money is available, this would be one of the last things to do under their contract if the FAA is amenable to it. Granite would do a change order to accomplish it and the current AWOS will remain operational until the new one is commissioned. Member Carter called for public comment and when none were forthcoming, it was closed.

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. (6:55:02) - Mr. Clague reviewed and explained the staff report and Runway Realignment Phasing Plan diagram, both of which are incorporated into the record. He added that sawcut control joints are used in high elevation areas because temperature fluctuations stress the asphalt and cause transverse cracking. The control joints direct the cracks and makes maintenance easier. They will then seal the pavement, stripe it and open it for use. He explained that the rock being used for the asphalt is so hard they are having difficulty putting the joints in so the runway will not open until November 2.

In response to a question, he replied that as construction moves forward, they will be able to decide whether to make a connection from the existing runup on Taxiway A and connect to the new system so that back taxiing is not necessary. He referred to the diagram and advised that the western end of the yellow section is as close to the existing Taxiway A as possible without impacting operations. If they are successful in paving the yellow section, the Option 1 connection would be made and it would stay that way through Winter and in the Spring the purple section would begin. In response to another question, he acknowledged that Option 2 would be gone and the yellow section would connect to the Runway 27 connector. He advised that the schedule has shifted a week and it changes continuously but tries to keep it updated as much as possible. He expressed confidence that the orange section will be open for use on November 2.

Member Norvell confirmed that when Runway 9/27 Phase 1 is open, take-off length on both 9 and 27 will be 3,700 feet. Landing on 27 will be 3,700 feet but landing on 9 will be 3,800 feet because of the displaced threshold. There will be 4,000 feet of total pavement. Mr. Clague advised that someone landed on the new runway while under construction which distressed the workers and prompted the Safety First notes. In response to a comment, he replied they will provide runway lighting for Phase 1 which will be available November 2 and will use the existing electrical vault to operate it. It will also run Runway Phase 2 and when both the runway and taxiway are in operation, the new vault will have to be used because it surpasses the capacity of the old one. In response to another question, he replied that when Runway Phase 1 is completed, the old runway will be pulverized which should take three days. There will be a lighted exit at one end which pilots would have to get through to land on the pulverized pavement. In response to another question, he acknowledged there will be PAPI's on both ends and that the project has directional signs up and down the taxiway and rails at the runway thresholds. Lights on the edge won't be recessed which is the most recent design criteria from the FAA so all six lights can't be outbound of the pavement. Member Carter called for public comment.

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Joe Rafael expressed concerned about Taxiway A Phase 3 construction dates and whether there will be any way to get to a taxiway or runway from the hangars. Mr. Clague responded that grade changes will be minimal and they are considering phasing that section so it's not so restrictive in those areas. There will be times when there will be no access but not for the entire length of construction. Mr. Rafael suggested providing a graveled area between the rows of hangars allowing room to taxi so they could get to the South Apron and runway. Mr. Clague responded that they will continue to have tenant meetings throughout the project but are focusing on this year's work and they have been discussing how to approach it without upsetting tenants. In response to a comment, he replied that Taxiway A Phase 3 is scheduled from March 1-April 15 but in the meantime, the existing Taxiway A will be available. Member Carter reminded the audience of the weekly meetings and invited them to contact Mr. Pullman with any concerns.

Dirk Zahtilla expressed concern about possible disasters that could happen with back taxiing and relayed a recent incident in which he was involved. Mr. Clague responded that during airport construction, there will be inconveniences which makes using the radios, checking NOTAM's and observing traffic controls very important. He added that it's a fantastic project but if there's one accident, that's what will be remembered. Mr. Pullman added that meetings are being held every couple of weeks to reach out to the users and tenants advising them to use extreme caution. The new portion of the runway will allow visibility from end to end. In response to a question, Mr. Clague replied that the existing VASI's will be out of commission while the runways are being switched and there won't be any visual guidance. The PAPI won't be installed for Runway 9 until they get to Phase 2. In response to another question, he replied that there will be a paved section for vehicular traffic to have access to the purple section hangars, but it is not shown on this exhibit.

Wendell Faef advised that there is no reason to back taxi to 9 because E is open although it takes a little longer. Mr. Zahtilla responded that he couldn't get to B because there were several cars parked in between the hangars. Mr. Faef suggested going all the way around on the end. If there is back taxiing on 9, a NOTAM should be posted allowing it while E is open. In response to a comment, Mr. Pullman replied that his office is always open and if there are issues on the airport, to call his office. Mr. Faef commented that he has noticed people wanting to go down 9 when taxiing out. He advised to stop, get of your plane and tell him to move his car which is safer than taking a chance going down 9 and someone landing there. Mr. Clague said it will only be going on for another week but it only takes one accident. Member Carter commented that more communication can reduce the risk of a problem. Mr. Clague finished his report by reviewing the Project Summary ending September 30.

H. AIRPORT ENGINEER'S REPORT. (7:27:54) - Mr. Clague reviewed the staff report which is incorporated into the record and reported that he met with the FAA to discuss future projects for the airport which include Taxiway D and a connector to Taxiway C on the North Apron from Runway 9. Those projects along with the electrical improvements fit the budget. If Granite kept their prices as bid, he would approach the FAA to move forward with a change order to incorporate that work into this project, otherwise it would be put out to bid. In response to a comment, he replied that there will be lead in lines until the connector is built and was part of the original project so it has been bid. A precedent was set elsewhere making a change order acceptable if the contractor is willing to hold his prices because that portion of the contract was not originally awarded. Member Norvell commented that until the connector is built there will be 6,400 feet available for take-off.

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I. AIRPORT MANAGER'S REPORT. (7:31:55) - Mr. Pullman reported that many tenants are several weeks late on their rent payments which is becoming a problem. Title 19 authorizes a five percent late fee for tenants five days late on a payment. If he continues to see this trend, he plans to implement the late fee. In response to a question, he replied that it would apply to everyone with no exceptions. He plans to send a letter to every tenant advising them of the issue and that they will be assessed a five percent penalty if they continue to be late. Member DiLoreto-Long suggested sending out the letter and if a tenant is late in the next round, issue a warning, and after the warning, they would automatically be assessed the penalty. Member Carter agreed with that approach and thought it important that people realize the loss of interest income to the airport.

J. LEGAL COUNSEL'S REPORT. (7:35:51) - None.

K. TREASURER'S REPORT. (7:35:59) - Member Carter reported that everything appears to be on track but they are showing a net loss while waiting for a reimbursement check. There is a current available balance of \$587,178.47. In response to a question, Mr. Pullman replied that the money in the bank can't be used for reserves but will be used for other construction projects or development on the airport. They have to become creative with ways to generate more revenue for maintenance and upkeep. The runway is not cheap to maintain, will require a sealer every five to ten years, and has to be kept functional for 20 plus years. Mr. Clague added that they will want to do crack sealing on a continuous basis and after the first couple of years, it will become routine maintenance. Mr. Pullman continued that the airport needs to be prepared and may want to consider implementing landing fees. He explained that it's common for airports to charge landing fees of \$1 per thousand pounds for aircraft weighing 12,500 pounds or more.

In response to a question, Mr. Clague replied that entitlement funding came about because the FAA recognized that a lot of airports need money for routine maintenance, and this is their first source of funds which are \$150,000 a year. If that isn't sufficient to cover a project cost, there are state apportionment and discretionary funds from which to draw. In response to another question, he replied that entitlement funding is available yearly but if there is an improvement project, it goes to capital improvements and not maintenance. In response to another question, he replied that the FAA branch dealing with approaches is considering creating a straight in approach to Runway 27 which reduces the minimums allowing planes to enter the airspace. It requires an extensive survey which is very costly and he doesn't know if they are willing to do it. NDOT is doing surveys at six airports for a WAAS system. Member Norvell commented that Carson City was not in the projection for a WAAS LPV approach and no funding had been allocated for this survey. They were looking for an additional funding source hoping it would speed up the implementation of a straight in approach. In response to a question, Mr. Pullman acknowledged that it was a RNP approach and that Carson City was not in the mix for a survey. Member Norvell advised that few aircraft can perform on an RNP approach. In response to a comment, Mr. Clague replied that the survey can't be done until the next runway is built.

Member DiLoreto-Long inquired whether an analysis could be compiled regarding future replacement costs so a reserve item could be considered for the budget. Mr. Clague responded that it hasn't been necessary because the solution has always been reconstruction. Mr. Pullman agreed that now is the time to prepare for the future. Member Carter added that the focus of the Board has been on the runway but the time is right for looking ahead.

L. REPORT FROM AUTHORITY MEMBERS. (7:49:12) - None.

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M. AGENDA ITEMS FOR NEXT REGULAR MEETING. (7:49:26) - Member Carter advised of a report on the annual audit. Mr. Clague requested that his items remain for the duration of the projects. Member Saylo suggested a study on landing fees. Member Norvell suggested identifying each entity for which they have a contract.

N. ACTION ON ADJOURNMENT. (7:51:05) - Member Saylo moved to adjourn the meeting at 7:51 p.m. Member Norvell seconded the motion and it carried unanimously.

The Minutes of the October 21, 2009 Carson City Airport Authority meeting are so approved this 18th day of November, 2009.

Harlow Norvell, Chairperson