

CARSON CITY AIRPORT AUTHORITY
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, November 18, 2009 in the Carson City Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell Vice Chairperson John Kelly Member Alex Carter Member Teresa DiLoreto-Long Member Dave McClelland Member Ray Saylo	STAFF: Casey Pullman, Airport Manager Jim Clague, Airport Engineer Steve Tackes, Airport Counsel Jano Barnhurst, Recording Secretary
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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. (6:03:23) - Vice Chairperson Kelly called the meeting to order at 6:03 p.m. Roll was called; a quorum was present. Member DiLoreto-Long arrived after roll call.

B. PLEDGE OF ALLEGIANCE. (6:05:10) - Vice Chairperson Kelly led the pledge of allegiance.

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. (6:05:37) - Member Carter moved to approve the minutes of the October 21, 2009 meeting as presented. Member Saylo seconded the motion. Motion carried 3-0-3.

D. MODIFICATION OF THE AGENDA. (6:06:20) - Vice Chairperson Kelly advised that Item G-4 has been removed from the agenda and will be heard at another meeting.

E. PUBLIC COMMENT. (6:04:04) - 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. (6:06:40) - None.

G. PUBLIC HEARINGS.

G-1. DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS IN ACCORDANCE WITH NRS 844, SECTION 6. (6:06:56) - Mr. Tackes advised that because of the vacant Chairperson position, it is appropriate to elect new officers. He reviewed the procedure in making nominations and the duties of each position. Vice Chairperson Kelly opened nominations for Chairperson. Member Carter nominated Harlow Norvell for Chairperson. Member McClelland seconded the nomination. In response to a question, Mr. Norvell indicated his acceptance of the nomination. Motion carried 6-0. Mr. Tackes suggested that Member DiLoreto-Long be considered for a treasurer role at some

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point while adding that Member Carter has done a superb job and there is not necessarily a need to replace him. Chairperson Norvell opined that both Members Carter and DiLoreto-Long are fine individuals but Member DiLoreto-Long may need time to become acquainted with the workings of the Board. He opened nominations for Secretary-Treasurer. **Member McClelland nominated Alex Carter to continue in the position of Secretary-Treasurer. Vice Chairperson Kelly seconded the nomination. Motion carried 6-0.** Chairperson Norvell opened nominations for Vice Chairperson. **Member McClelland nominated John Kelly to continue in the position of Vice Chairperson. Member Saylo seconded the nomination. Motion carried 6-0.**

G-2. DISCUSSION AND POSSIBLE ACTION TO APPROVE TASK ORDER NO. 6 WITH PBS&J TO PREPARE A SHORT FORM ENVIRONMENTAL ASSESSMENT FOR THE RECONSTRUCTION OF THE NORTH APRON. (6:13:41) - Mr. Clague reviewed the information incorporated into the agenda materials. He gave background information and advised that the existing pavement is planned for reconstruction which is normally considered a Categorical Exclusion requiring no in depth studies. However, indian artifacts were found in the area south of the North Apron and the State Historical Preservation Office (SHPO) is concerned about disturbing the area so the FAA cannot issue an exclusion without a cultural resources study. The study will cost approximately \$6,000 and is needed to obtain clearance. In response to a question, he replied that the historical area is located south of the permanent road on the North Apron. He showed a photo of the location and advised that part of the concern is disturbing the site if dug too deeply. In response to a series of questions, he replied that arrowheads and other items were found. The worst case scenario is stopping construction if any artifacts were found and some type of mitigation would be done. He acknowledged that the assessment has to be done or they will not obtain environmental clearance. An environmental group conducts a study and presents their findings to the FAA before clearance for construction can be obtained. The \$6,000 cost does not include standby during construction but would be part of the construction management fee and is not recoverable by an AIP grant. PBS&J will be conducting the assessment and already did a lot of environmental work to obtain the Categorical Exclusion. Environmental assessments are required for new construction and a reconstruction is normally exempt but in this case, SHPO wanted an additional study. Chairperson Norvell called for public comment. In response to a question by Bill Hartman, Mr. Clague replied that the North Ramp has been programmed to be done. Mr. Hartman commented that the water line in front of the Cubix hangar breaks every few years and recommended replacing it during reconstruction. Mr. Clague acknowledged his awareness of the issue in addition to a septic system problem. Chairperson Norvell called for further public comment and with none forthcoming, entertained a motion. **Vice Chairperson Kelly moved to approve Task Order No. 6 to provide environmental service for the North Ramp not to exceed \$6,000 to PBS&J. Member McClelland seconded the motion. Motion carried 6-0.**

G-3. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED EAA/EL AERO RECORD OF SURVEY FOR CARSON CITY AIRPORT AND EL AERO LAND SWAP. (6:26:16) - Robert Dickinson was not present when the item was called and Chairperson Norvell deferred it to the December meeting.

(7:25:34) Mr. Dickinson gave background information on the item and explained that a record of survey needed to be completed due to the land swap. He expressed the understanding of other property being traded with El Aero and the AA's desire to conduct both surveys at the same time. Mr. Pullman added that the cost would be \$5,400 if the record of survey could be done on one map, but it would be \$6,400 for two

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maps and the EAA would be responsible for one half. Mr. Dickinson stated that they would like to try to find someone else to do their portion but if they couldn't, requested doing community service or use it against the \$6,000 they recently saved the airport by installing signs. Vice Chairperson Kelly advised he will not participate in the item and left the dais. Chairperson Norvell stated that he is a strong supporter of the EAA, proud to have them on the airport, and asked the Board members to comment. Member Carter expressed his support and interest in helping the EAA in some way. In response to a question, Mr. Tackes gave background information advising that the EAA requested a land swap with the AA wherein they extended their boundary to the east to accommodate their building. The AA approved the adjustment in exchange for a different boundary. A record of survey needs to be done and new legal descriptions developed which are the EAA's responsibility. The other part of the record of survey is in conjunction with the runway construction project involving one of El Aero's parcels. Mr. Clague explained that because of the new taxiway being so close to the Port-A-Port hangars, some had to be moved and the pavement on the El Aero lease cut, so Port-A-Port hangars will be added in return. Mr. Tackes added that the change is being made for the airport's convenience so the Port-A-Port hangars aren't too close to the taxiway and the record of survey will be paid by the airport's grant. He opined that it is EAA's responsibility to pay the cost associated with making their requested change to the lease. They're being offered some efficiency by sharing the project because PBS&J is doing the other swap at the same time. The EAA has saved the airport money and has been helpful in many ways. Member McClelland opined that the EAA has done its part on the airport and suggested talking to PBS&J to try to work something out. Mr. Dickinson advised that funding wasn't the issue but the delay was caused by trying to get an outside source to handle it. If they know specifically what is needed, they will start obtaining bids and compare them to the cost of a joint venture with the airport. In response to a question by Member Saylo, Mr. Dickinson acknowledged that EAA is a non-profit organization. Chairperson Norvell suggested that Mr. Dickinson meet with AA staff to find a solution and bring it back to the Board at the next meeting. Member Saylo added that they need to be fiscally responsible. Chairperson Norvell would like a report from Mr. Pullman at the next meeting. Mr. Dickinson thanked the AA for their consideration and apologized for being late.

G-4. DISCUSSION AND POSSIBLE ACTION TO APPROVE PURCHASE OF SMALL/MEDIUM SIZE TRACTOR FOR VARIOUS AIRPORT RELATED USES. () - Not heard.

G-5. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE CARSON CITY AIRPORT AUTHORITY AUDIT FOR FY 2008/2009. (6:26:56) - Beth Kohn was not present when the item was called and Chairperson Norvell deferred the item until her arrival.

(7:10:27) Ms. Kohn advised that the audit report is a 'clean audit opinion' and reviewed the report which is incorporated into the record. General fund net assets total approximately \$895,000 with liabilities of \$766,000 for net assets of \$129,000. Total expenditures were approximately \$3.4 million with revenue at \$3.2 million for a deficit of \$262,000. Property taxes and investment income were \$123,000 with a net deficit of \$139,000. Local government revenue was \$3.1 million due to the FAA grant. Miscellaneous revenues were \$225,000; expenses budgeted at \$220,000; and salaries and benefits at \$78,000. Capital outlay was \$3.1 million vs. \$2 million budgeted. Audit findings included a lack of segregation of duties and she recommended that Member Carter review bank statements to protect the organization against possible fraud; and grant management expenditures of \$208,000 weren't requested for reimbursement due to an unclear transition on how to make those requests. In response to a question, Mr. Pullman advised that the issue was resolved and the reimbursements received. Ms. Kohn added that it was an issue with the internal control system and grants management. After submitting the audit to the Federal Audit

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Clearinghouse, she and Mr. Pullman received calls from a Washington DC reporter requesting a copy. Mr. Pullman advised that the reporter is trying to obtain information on stimulus funding being spent on airports. She believes that only large airports should get money and he explained that smaller general aviation airports are a necessity to relieve stress from the bigger airports. Chairperson Norvell opined that they have nothing to conceal and pointed out that over 400 U.S. airports accept commercial or scheduled airline traffic, while over 5,000 are public use airports. Ms. Kohn suggested that Mr. Pullman write a summary letter to accompany the audit to make it clear that the expenditures were proper and spent in accordance with grant agreements. Chairperson Norvell called for questions from the Board. Member Saylo suggested the request for the audit be in writing. In response to a question, Mr. Tackes replied that the audit is part of the public record so it has to be made available upon request and agreed that the request be in writing. Chairman Norvell called for public comments but none were forthcoming. In response to a question, Ms. Kohn replied that grant revenue is up \$852,000 and is based on the actual budget submitted to the Taxation Department. An augmentation can be done in June if it's expected to be different. She thanked Mr. Pullman for all he has taken on and hopes to work with him quarterly. Chairperson Norvell entertained a motion. **Member Carter moved to approve the 2008-2009 audit. Member McClelland seconded the motion. Motion carried 6-0.**

G-6. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT AUTOMATED WEATHER OBSERVATION SYSTEM (AWOS) PROJECT (FAA AIP NO. 3-32-0004-17), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS. (6:27:22) - Mr. Clague reviewed the staff report which is incorporated into the record. He reported that a gravel road will be constructed to the site and the tower is being assembled. The equipment is stored in a secure location and when the foundations are poured, it can be erected, however, it won't be operational until connected to the new electrical vault which is scheduled for construction in January. In response to a question, he replied that a lot of data has to be entered into the AWOS before the FAA will certify and allow it to be operational. In response to a question, Mr. Pullman replied that RSI will send the equipment to AllWeather to install the sensors and the NADIN system. Monthly service won't begin until the AWOS is functional and the projected date is February. Chairperson Norvell explained that when the process is complete, Mr. Pullman will request the National Weather Service (NWS) to perform a TAF for the airport based on acquisition of METAR data. Mr. Pullman added that RSI will also contact the FAA and the NWS but he will be involved to make sure it goes smoothly. Chairperson Norvell called for questions from the Board but none were forthcoming.

G-7. 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. (6:33:25) - Mr. Clague reviewed the agenda materials which are incorporated into the record. He reported that the runway coordinates were validated by the FAA, then NOAA's National Geodetic Survey, and another FAA department publishes and commissions the runway for use, however that person has been out of the office. Chairperson Norvell stated that the data could not be submitted for both ends of the runway until pavement was on the ground. Mr. Clague added that it has to be constructed before the runway coordinates can be entered because it includes the elevations of the pavement and has to be done again when Runway Phase 2 is finished. Chairperson Norvell suggested adding that the Runway Phase 1 criteria has been discontinued and it's uncertain whether the new criteria will apply to Phase 2 but involves the Airport's

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Geographical Information System (AGIS). Mr. Clague explained that the previous procedure was a third party survey system with a lot of checks and cross checks and usually took a couple of weeks. It has been discontinued and the FAA now requires the AGIS survey which takes six to twelve months for approval. The AGIS survey requirement became effective October 1 but because of some confusion, the old method will be used to commission the runway. In response to a question, Mr. Clague replied they will allow use of the old system for the entire runway with the stipulation that the AGIS survey is done. PBS&J is committed to doing the AGIS survey at a cost of \$60,000-\$80,000. They are currently under budget so the FAA will allow it to be done under the existing grant. He added that if the fee doesn't cover their construction management at the end of the project, he will ask for more money but doesn't anticipate the need. A side benefit to the AGIS is the creation of a straight-in approach procedure. Chairperson Norvell indicated that it may be a WAAS LPV approach which is how all new approaches are being certified. The minimums are a lot higher due to missed approach criteria because of surrounding terrain. Mr. Clague added that it could be started right away rather than getting a grant and circumventing future improvements. In response to a question, he expressed the understanding that the old procedure will be acceptable for the entire runway.

Mr. Clague reviewed the runway schedule which is incorporated into the record. He indicated that after Phase 2 is completed, it will be striped as a non-precision instrument approach. Runway Phase 2 actual paving is scheduled for November 30-December 1 but everything is temperature dependent. The FAA wants the runway grooved because of jet traffic, and he anticipates it being completed in the Spring. Cross slopes are flat at 1.5 percent and one connector ponds, so Granite has been asked for a proposal to fix the problem. In response to a question, he replied that 1/4 inch tolerance is allowable.

Mr. Clague explained the project's financial summary which is also incorporated into the record. He then addressed the Contract Change Order. Electrical improvements were scheduled for Taxiway D but the grant was for the runway and Taxiway A which deleted a lot of electrical work. He explained that the more expensive items are for temporary taxiways to keep the airport operational. Between the additions and subtractions, the net change is a deduction of \$61,375.25. The next change order will include extra work and connecting the existing taxiway to the new taxiway will be very expensive. In response to a question, he replied that PBS&J doesn't anticipate the project going over budget, but because the FAA wants the pavement grooved, they will fund it. In response to another question, he replied that the grooves are approximately one inch apart, one half inch deep, allow for water runoff and go from the centerline to ten feet from the edge of pavement. In response to another question, he replied that the grooved runway doesn't catch a snowplow blade as the blade rises higher than the surface of the pavement.

Chairperson Norvell called for public comment. In response to a question, Mr. Clague replied that once the data is input into the National Flight Data Center database, the FAA commissions the runway, the Airport Manager posts a NOTAM and opens the runway. In response to another question, he replied that when the LPV comes in, it has to be striped as a precision runway. In response to another question, he replied that if Taxiway A is not completed, they would go to Option 2. It's quite extensive but they could be back taxiing for months. Chairperson Norvell commented that one end of the runway to another can be seen which wasn't possible in the past. In response to a question, Mr. Clague replied that when Taxiway D is constructed, the 'unnecessary' items will be included but they are not necessary to this project. Chairperson Norvell clarified that it will be a different AIP grant. He then entertained a motion. **Vice Chairperson Kelly moved to approve the change order for the amount of \$61,375.25 on AIP 3-32-0004-18. Member Saylo seconded the motion. Motion carried 6-0.**

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H. AIRPORT ENGINEER'S REPORT. (7:40:02) - Mr. Clague reported that during construction, fill material was taken from lease parcels that were used to divert flood waters. Granite submitted an RFI asking to use the area to stockpile material and equipment but when they started constructing Runway Phase 2, they inadvertently started taking the original fill material. In response to a comment, he replied that part of the RFI was to hydro seed that area and now they need to add some fill. In response to a question, he replied that the taxiway rises as it reaches the end and they had to keep it low to match the existing elevations along the Main Apron and Port-A-Port hangars. Lease parcels are approximately the same elevation. He then reviewed the staff report on the Airport Capital Improvement Program which is incorporated in the record. He advised that because Congress has not reauthorized funding for the FAA, they can't obligate funds for next year's projects, but encouraged the AA to submit a grant application. Two primary projects for 2010 include constructing Parallel Taxiway D and the Runway 9 Connector to the North Apron and Taxiway C at an estimated cost of \$2,320,000. The FAA would program \$2.2 million with the airport providing the remaining \$116,000. He reviewed the Airport Capital Improvement Program for 2011-2015 and the FAA's suggestion that projects be prioritized. He opined that the Aprons are most important, with the Main Apron having priority as it already has environmental clearance. Chairperson Norvell called for questions from the Board. Member McClelland opined that he likes how the schedule is structured. Chairperson Norvell agreed that the completion of Taxiway D and Runway 9 Connector are priorities for 2010.

I. AIRPORT MANAGER'S REPORT. (7:50:31) - Mr. Pullman had nothing to report. In response to a question, Mr. Clague replied that the hill has to be leveled off and the material from Stockpile 2 is being used to build the Taxiway. The crushing operation is being dismantled. In response to another question, he replied that the wetlands will be filled in. Mr. Pullman added that the rock is being pushed from the hill and a layer of soil will be added. Mr. Clague added that boulders will be moved to the area next to Bowers Lane for reuse.

J. LEGAL COUNSEL'S REPORT. (7:52:45) - Mr. Tackes advised that he will invite George Taylor, Deputy Attorney General, to present a primer on the open meeting law. He explained that ethics requirements are conflict of interest issues which are tougher to solve because the makeup of the Board automatically builds in certain conflicts. With specific items, it is best to notify the Board of a potential conflict and abstain. A change made in the last legislative session is erring on the side of participating on an item but disclosing a potential conflict as long as a fair and reasonable opinion can be made.

Mr. Tackes advised that it was necessary to drain the fuel island tanks before they were moved. There were about 5,400 gallons of Avgas and 4,000 gallons of Jet A. As part of the relocation expense, the airport purchased the fuel and gave airport residents a \$2 discount which allowed for most of the fuel to be sold. The fuel operator demanded several things which they are trying to meet and the fuel subcontractor committed to have him back in operation by December 4. In response to a question, Mr. Clague replied that the monies are not savings on the grant but reduces the budget drain. Mr. Tackes added that they were trying to work with the fuel provider to have very little fuel in the tanks when they moved. The move was scheduled for November 2 but was pushed back to November 30 which caused part of the problem. In response to a question, Mr. Pullman replied that the Texaco sign will be moved with the relocation. In response to another question, Mr. Clague replied that the containment area will be taken out and rebuilt so it drains properly.

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K. TREASURER'S REPORT. (8:03:43) - Member Carter distributed copies of the budget. In response to a question, he replied that they are on budget but some things are going up and down and reflect one time fees and expenses. He added that fuel flowage fees are down and interest income is low. Available funds are \$555,128.29.

L. REPORT FROM AUTHORITY MEMBERS. (8:06:39) - Chairperson Norvell reported that a tenant meeting is scheduled for Dec 1st at 6:00 in the terminal building. There has been no success in finding an applicant from the industrial community to serve on the Board. Mr. Tackes advised that the announcement was reopened indefinitely.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING. (8:07:47) - Chairperson Norvell advised of the EAA question. Member McClelland advised he will be out of town for December's meeting.

N. ACTION ON ADJOURNMENT. (8:08:17) - Vice Chairperson Kelly moved to adjourn the meeting at 8:08 p.m. Member Saylo seconded the motion and it carried unanimously.

The Minutes of the November 18, 2009 Carson City Airport Authority meeting are so approved this 16th day of December, 2009.

Harlow Norvell, Chairperson