

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, December 16, 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 Ray Saylo

STAFF: Casey Pullman, Airport Manager
Jim Clague, Airport Engineer
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. (6:01:40) - Chairperson Norvell called the meeting to order at 6:01 p.m. Roll was called; a quorum was present. Members McClelland and DiLoreto-Long were absent and excused.

B. PLEDGE OF ALLEGIANCE. (6:02:18) - Chairperson Norvell led the pledge of allegiance.

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. (6:02:50) - Member Saylo noted a correction to Item G-3, wherein he asked the question as to whether the EAA was tax exempt. **Vice Chairperson Kelly moved to approve the minutes of the November 18, 2009 meeting as corrected. Member Carter seconded the motion. Motion carried 4-0.**

D. MODIFICATION OF THE AGENDA. (6:04:14) - None.

E. PUBLIC COMMENT. (6:04:30) - 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. (6:04:58) - None.

G. PUBLIC HEARINGS.

G-1. DISCUSSION AND POSSIBLE ACTION TO APPROVE CARSON CITY AIRPORT AUTHORITY FUNDING OF PROPOSED EAA/EL AERO RECORD OF SURVEY FOR CARSON CITY AIRPORT AND EL AERO LAND SWAP. (6:05:05) - Chairperson Norvell introduced the item and Mr. Dickinson reviewed his proposal from the previous meeting. Vice Chairperson Kelly recused himself from the item. Mr. Dickinson explained that the EAA has done a lot of community service for the airport and requested that they be allowed a credit on that service to pay for the survey. In response to a comment, Mr. Pullman advised that the fee is \$5,400 if both surveys are completed on one map and \$6,400 for two maps. He spoke with Mr. Dickinson about a community service agreement between the EAA and AA, but was told that no such agreement existed. He added that from a business standpoint, hiring someone to perform all the work the EAA has done would be a huge expense to the airport. They discussed a possible credit and concluded that with past work performed and an agreement for the EAA to perform

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100 hours per year for an undetermined number of years, he could utilize them for many things. He recommended that the AA fund the EAA's portion of the survey pursuant to an agreement being in place.

In response to a question, Mr. Tackes advised that the Board does not have a quorum for this item and can discuss it but cannot take action. Mr. Clague suggested having PBS&J proceed with the survey and work out the details at the next meeting. Chairperson Norvell opined that they could not vote to authorize the survey without a quorum. The Board is unable to vote on anything and it should be taken up at the next meeting. Member Saylo opined that a contract with the EAA was not necessary due to their past public service and a 'handshake agreement' is sufficient. In response to a question, Mr. Clague replied that EAA's share would be approximately \$2,700. Member Carter expressed curiosity about a deadline for completing the survey and indicated his support of the EAA. In response to a question, Mr. Dickinson acknowledged that the EAA is comprised of 96 members. Member Carter opined that an hour per person could be easily done and a lot could get accomplished with 100 hours of labor. Chairperson Norvell commented that a 50/50 arrangement is equitable and reiterated that without a quorum, they couldn't vote on it. Mr. Dickinson thanked the Board for their support. Chairperson Norvell mentioned that he is inclined to support it and believes they will get it done next month.

G-2. DISCUSSION AND POSSIBLE ACTION REGARDING AIRPORT'S GEOGRAPHIC INFORMATION SYSTEM SURVEY (AGIS) FOR CARSON CITY AIRPORT. (6:18:37) - Chairperson Norvell introduced the item and Mr. Clague explained that when the runway was commissioned, an old system was used to determine coordinates and commission it for use. The new system is the AGIS survey, but is very expensive and takes six to twelve months for approval. The FAA will allow use of the old system to commission the runway but the AGIS survey must be done. PBS&J will utilize grant funds to pay for it and he doesn't anticipate going over budget. In response to a question, he replied that PBS&J may need to go through an RFQ process because the FAA requires that the firm conducting the survey is qualified. Then they coordinate with the FAA to determine the scope of work. PBS&J has done numerous AGIS surveys so the FAA may allow them to proceed. He recommended that the Board authorize the Airport Manager to issue an RFQ to perform the AGIS survey contingent on a requirement from the FAA. If it is determined that PBS&J is qualified, they will submit the scope of work to the FAA and upon approval, will proceed with the survey. Chairperson Norvell reviewed the purpose of the agenda item and called for comments from the Board. In response to a question, Mr. Clague reiterated that if an RFQ is required, PBS&J has developed the scope of work but they must first be determined to be qualified. In response to another question, he acknowledged that the airport could utilize the grant monies for another firm if PBS&J could not perform the AGIS survey. Chairperson Norvell mentioned that the results of the latest Runway Phase 2 survey have been submitted to the FAA. Mr. Clague added that it was approved by NGS, is currently with Flight Standards for publishing and could be commissioned this week. In response to a comment, he replied that the runway lighting is scheduled for completion next Thursday. Chairperson Norvell called for public comment and seeing none, entertained a motion. **Vice Chairperson Kelly moved to have Casey Pullman draw up an RFQ if required for the AGIS survey for the Carson City airport with a scope of work to be provided by Jim Clague. Member Carter seconded the motion. Motion carried 4-0.**

G-3. 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. (6:27:37) - Chairperson Norvell introduced the item and Mr. Clague reviewed the staff report which is incorporated into the record. He reported that some of the equipment has been erected but hasn't been hooked up to the electrical vault. In response to a question, he replied that the schedule is

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weather and holiday related. In response to another question, he replied that the site work is planned for this week and the vault will arrive in a couple of weeks. He acknowledged that drain rock will be the aggregate base. Chairperson Norvell noted that the electrical vault will operate the AWOS, runway and taxiway lights, PAPI, and signs. It weighs 74,000 pounds, is pre-manufactured and comes with a base. Mr. Clague explained the financial report which is incorporated into the record advising that it is anticipated to be under budget. The site work was substantially completed on November 23, and the contract period was stopped because it is unknown when work can be resumed. Chairperson Norvell added that everything is ready to go as soon as the electrical vault is installed. Mr. Clague added that because it is such a sophisticated system, it may take longer for the FAA to commission it because everything has to be correct. Chairperson Norvell mentioned that it includes present weather and lightening detection which will be able to produce a TAF. In response to a question, Mr. Pullman replied that RSI has mailed the NADIN hardware to AllWeather and they will install that hardware when the sensors are installed.

G-4. 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. (6:35:12) - Chairperson Norvell introduced the item and Mr. Clague reviewed the agenda materials which are incorporated into the record. He reported that the proposed schedule depends on favorable weather. Mr. Pullman added that Taxiway A Phase 1 is ready to be opened but they are waiting for the opportunity to plow it. In response to a comment, he acknowledged that a temporary connector is in place from the west end of Taxiway A to temporary Taxiway E. Mr. Clague continued that Taxiway A Phase 2 was scheduled for completion on January 15, but because the ground is freezing, earthwork operations can't be performed and the FAA prohibits operations on frozen subgrade. The contractor is having difficulty getting the fuel facility operational which is causing further delays but they hope to resolve it this week. He added that the temporary connection from the existing taxiway to the new Taxiway A Phase 2 will not be done because Taxiway A Phase 2 is being delayed to the Spring due to the weather. He then reviewed the financial summary which is also incorporated into the record. He added that if the weather thaws, work on the stockpiles can continue because there are no compaction requirements.

H. AIRPORT ENGINEER'S REPORT. (6:46:22) - Mr. Clague advised that he will be submitting the ACIP to the FAA and process the grant application.

I. AIRPORT MANAGER'S REPORT. (6:46:38) - Mr. Pullman reported that due to the heavy snowfall, there have been difficulties plowing as well as mechanical issues with the plow. Plowing has been continuous according to the priorities of the Snow Removal Plan (SRP). He explained that the first priorities are the runway, taxiways, and emergency egress; then other taxi lanes, ramps and other areas of the airport. Progress has been slow but they have been fairly efficient in opening the runway and taxiways. After the first snowstorm, they were open the next day while other area airports were down for days with the exception of Reno International. He advised they were not efficient in clearing the ramps which was due to problems with the plow. He plans to revise the SRP to address a worst case scenario. Questions have arisen from tenants and users as to who is responsible for certain areas. He explained that in areas where two private leaseholds butt up to each other or are separated by an airport operated taxi lane, the plow pushes the snow in their direction and causes issues. He will be obtaining input from the FBO's, owners and tenants to address in the SRP.

Mr. Pullman explained that the plow is functioning but needs some repairs. The blade is angled and pushes snow to one side which works well for runways and taxiways but creates issues through taxi lanes and smaller areas. He suggested the possibility of purchasing a tractor with a loader that pushes snow forward.

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In tight areas, it's almost impossible to move snow out of the way with the current plow. It can be maneuvered back and forth but that is time consuming and uses a lot of gas. In response to a comment, he replied they cannot go in tight areas and suggested that private leaseholders be held accountable for their areas. A few have asked him to clear their areas but he first has to take care of his priorities and doesn't feel comfortable going close to buildings. Another part of the SRP will be to determine the private leaseholders' responsibility in clearing their areas.

Mr. Tackes advised that all of the leases require the leaseholder to clear and maintain their own areas. In response to a question, Mr. Pullman replied that in the area between the Carson Executive Group hangars and the Airgroup hangars, snow is pushed in their taxi lanes and many passes need to be made with the angled blade. In response to a question, Mr. Tackes replied there is no time frame for removal and it's up to the lessees to decide when to plow their own areas. There is no time frame for the airport and is done as time allows. Vice Chairperson Kelly commented that his lease states he is responsible for snow removal. In response to a comment, Mr. Pullman replied that with so much snow, it's logistically difficult to find areas to push it where it doesn't block someone else. Vice Chairperson Kelly suggested keeping someone with a front end loader on retainer who could also be contracted by the leaseholders. Mr. Pullman replied that would be part of the SRP. Chairperson Norvell expects to hear more from Mr. Pullman on this issue.

J. LEGAL COUNSEL'S REPORT. (6:58:11) - None.

K. TREASURER'S REPORT. (6:58:16) - Member Carter distributed copies of the budget which is incorporated into the record and advised that percentages have been added to the report. They are on budget with an account balance of \$1,628,384 which includes a reimbursement. Mr. Pullman added that \$1,016,000 will be expended very soon. Member Carter added that it will leave a balance of roughly \$515,000.

L. REPORT FROM AUTHORITY MEMBERS. (7:00:22) - Chairperson Norvell reported that the Planning Commission approved the Special Use Permit for the Silver State Charter School for their proposed new facility on the Weikel leasehold. The Master Plan amendment and zoning change had been approved at the November 18 meeting.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING. (7:01:11) - Chairperson Norvell mentioned that agenda item G-1 will be continued to the January meeting. Mr. Clague requested that items G-3 and G-4 be carried forward as well.

N. ACTION ON ADJOURNMENT. (7:02:17) - Member Saylo moved to adjourn the meeting at 7:02 p.m. Member Carter seconded the motion and it carried unanimously.

The Minutes of the December 16, 2009 Carson City Airport Authority meeting are so approved this 17th day of February, 2010.

Harlow Norvell, Chair