

CARSON CITY AIRPORT AUTHORITY  
Minutes of the September 15, 2010 Meeting  
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, September 15, 2010 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Harlow Norvell (via telephone)  
Vice Chairperson John Kelly  
Member Alex Carter  
Member Teresa DiLoreto-Long  
Member Ray Saylo

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

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

**A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM (6:00:43)** – Vice Chairperson Kelly called the meeting to order. A quorum was present. Chairperson Norvell attended via telephone, and Member McClelland was absent.

**B. PLEDGE OF ALLEGIANCE (6:01:31)** – Vice Chairperson Kelly led the pledge of allegiance.

**C. ACTION ON APPROVAL OF MINUTES – August 18, 2010 (6:02:00)** – Member Carter moved to accept the August 18, 2010 meeting minutes. Member Saylo seconded the motion. The motion passed 4-0-1, with Vice Chairperson Kelly abstaining, since he was not present at the meeting.

**D. MODIFICATION OF AGENDA (6:02:42)** – None

**E. PUBLIC COMMENT (6:02:56)** – None

**F. CONSENT AGENDA (6:03:24)** – None.

**G. PUBLIC HEARING ITEMS:**

**G-1. DISCUSSION AND POSSIBLE ACTION ON REQUEST BY AIRPORT MANAGER FOR PAYMENT OF UNREIMBURSED MEDICAL EXPENSES ASSOCIATED WITH EMPLOYMENT COMMITMENT BY AUTHORITY; DIRECTION TO STAFF ON FURTHER ATTEMPTS AT OBTAINING INSURANCE REIMBURSEMENT (6:03:40)** – Vice Chairperson Kelly introduced the item and invited Mr. Tackes to elaborate. Mr. Tackes explained that when a job offer was presented to the Airport Manager, it had included health benefits through Carson City, based on information received from a former Authority member. However, he continued, after Mr. Pullman had accepted the employment offer, the Authority became aware of the fact that Carson City insurance applied to city employees only. According to Mr. Tackes, the Authority then advised Mr. Pullman to assert his COBRA rights, until the issue was resolved. He also stated that with the move to Nevada, Mr. Pullman's premium had increased by \$13. And, he continued, as a result of the move, Mr. Pullman's mail had been delayed making him unable to pay his premium increase on time. This, he added, resulted in the denial of coverage by the California insurer, causing a gap in Mr. Pullman's coverage. Mr. Tackes explained that the Authority had tried to follow up with agencies such as the US Department of Labor; however, they had "exhausted the appeals and now there are \$20,000 of expenses associated with the birth of his child". Mr. Pullman, he stated, has tried making an arrangement for payments, however, the medical providers have turned it to a collection agency. Therefore, Mr. Tackes recommended that the Authority reimburse Mr. Pullman for the incurred medical expenses, in order to "get rid of the complaint and summons" filed against Mr. Pullman, while investigating the "bad faith claim".

Vice Chairperson Kelly stated that “this was a mistake on the Authority’s part” and opened it up for questions. Member Carter commented that Mr. Pullman “was in this position as a direct result of his good faith in taking the job from us, and we did not follow through with our promises to him”. Member DiLoreto-Long also agreed by stating “we need to do whatever we can to remedy this situation”, and recommended that the medical providers get paid directly by the Airport Authority, in order to have a record that the expenses had been paid in full. **Member DiLoreto-Long moved to make payment on the unreimbursed medical expenses associated with employment commitment by the Authority on Mr. Pullman’s behalf. Member Carter seconded the motion. The motion carried 5-0.**

**G-2. DISCUSSION AND POSSIBLE ACTION TO APPROVE FILLING VACANT MAINTENANCE EMPLOYEE POSITION WITH A FULL-TIME OPERATIONS / MAINTENANCE EMPLOYEE WITH THE INCLUSION OF INCREASING HOURLY PAY AND PROVIDING HEALTH AND RETIREMENT BENEFITS (6:13:48)** – Vice Chairperson Kelly introduced the item and asked Mr. Pullman to elaborate. Mr. Pullman stated that a long-time airport maintenance employee had retired as of September 3<sup>rd</sup>, and that the position needed to be filled. He said that he envisioned the position as full-time, and with the job description of “Airport Operations and Maintenance Specialist”. He stated that some of the responsibilities would be enforcing FAA regulations and policy, airport safety and upkeep, snow removal, light replacement, and other repairs required by a maintenance employee. He also suggested increasing the hourly pay by \$3, and providing the employee with health benefits. Mr. Pullman said that he had discussed this with Member Carter, and that the budget increase would be between \$16,000 and \$23,000. Discussion ensued regarding the job description, operational responsibilities, and part-time versus full-time employment. Chairperson Norvell elaborated that the position is weighted towards maintenance, even though operations duties were included in the job description.

Mr. Tackes clarified that only the Authority could exercise the power of employment. He suggested that Mr. Pullman make a hiring recommendation to the Authority, after vetting possible candidates, prior to making an offer. He also reminded the Authority that they are obligated to make the PERS contributions for the employee.

**Member Carter moved to “consider hiring a full-time person and have Chairman Norvell work with Mr. Pullman to establish a salary range and job description and, in doing so, Mr. Pullman will be able to come back to the next meeting not only with a job description and a salary range, but perhaps with some candidates to consider as well.” Member Saylo seconded the motion.** He also asked about the two-week job posting requirement. Mr. Tackes thought that was a state law but said he would look it up and report back. Mr. Pullman wanted clarification on whether he could post the job description, and according to Mr. Tackes, should the motion pass, he would. Chairman Norvell suggested Member Carter amend his motion to include the allowance of the Airport Manager and the Authority Chairman to set a salary range of \$15 - \$18 per hour for a permanent, full-time airport maintenance position, with other duties as assigned, that may include certain operations functions at the direction of the Airport Manager. Vice Chairperson Kelly called for public comments; however none were forthcoming. **Member Carter accepted the amendment and added that in lieu of the term “candidates”, he would accept a single candidate proposed to the Authority for approval or rejection. Member Saylo seconded the amendment. Vice Chairperson Kelly called for a vote, and the motion carried 5-0.**

**G-3. DISCUSSION AND POSSIBLE ACTION TO APPROVE ASSIGNMENT OF THE ROBERT THOMAS DBA COMSTOCK AVIATION TO COMSTOCK AVIATION SERVICES, LLC, WHICH IS OWNED BY ROBERT THOMAS AS TRUSTEE OF THE UNIVERSAL TRUST, DATED APRIL 4, 1994 (7:04:14)** – Vice Chairperson Kelly introduced the item and Mr. Tackes explained that it was very common for all lease holders, including airport leases, to put the ownership of that lease in their estate planning documents. He said that it was becoming more common to set up a limited liability company (LLC), assign the lease to the LLC and, in turn, the LLC would be owned by their trust. He recommended the Airport Authority approve the assignment of Mr. Thomas’ lease from sole proprietorship as Comstock Aviation, to Comstock Aviation Services, LLC, wholly owned by Mr. Thomas, through his family trust. He also said that there would be no changes to the terms of the lease. **Member Saylo moved to approve assignment of the Robert Thomas DBA Comstock aviation to Comstock Aviation Services, LLC, which is owned by Robert Thomas, as trustee of the universal trust, dated April 4, 1994. Member DiLoreto-Long seconded the**

**motion.** Vice Chairperson Kelly called for public comments and, when none were forthcoming, for a vote. **The motion passed 5-0.**

**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 (7:07:09)** – Mr. Clague gave an informational report to the Authority, stating that all the work had been completed, and that the final inspection with the FAA had been scheduled for the following day. He also said that the final pending change order for quantity overruns or underruns was a deduction to the overall cost of the project, benefiting the FAA. Mr. Clague referred to the financial summary of the project, incorporated into the record, and stated that it had been completed on time and under budget. Vice Chairperson Kelly congratulated Mr. Clague and called for public comments, however none were forthcoming.

**G-5. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT RUNWAY 9 CONNECTOR AND TAXIWAY D (FAA AIP NO. 3-32-0004-20); CONFIRM APPROVAL OF GRANT OFFER NOT TO EXCEED \$2,000,000 AND ACCEPTANCE BY AUTHORITY (7:11:10)** – Mr. Clague distributed a report, incorporated in the record, stating that the FAA would issue a grant offer for the full cost of the project prior to the September 24<sup>th</sup> deadline. He also submitted a financial summary of the project, incorporated into the record. **Member Saylo moved that the Authority accept an FAA AIP No. 3-32-0004-20 grant offer for the airport runway 9 connector and taxiway in an amount not to exceed \$2,000,000. Member Carter suggested adding to the motion “that the Chairman has the authority to sign for it when it comes through”. Member Saylo agreed to the addition. Member Carter seconded the motion.** Vice Chairperson Kelly called for public comments, however none were forthcoming. **The motion passed 5-0.**

**H. AIRPORT ENGINEER’S REPORT (7:15:39)** – Mr. Clague presented the Airport Engineer’s report, which is incorporated in the record. He stated that they are underway with the environmental assessment for four projects. He also said that he was currently attending the annual conference for the Association of California Airports, in South Lake Tahoe.

**I. AIRPORT MANAGER’S REPORT (7:17:10)** – Mr. Pullman reminded the Authority that they had agreed to him selling the NEXWOS weather system. He said he had posted the item on e-bay for \$5,000, and sought buyers for parts, per the Authority’s request, but that there had been no interest. He said he would be donating the item to a local individual, who ran a weather station for Carson City.

**J. LEGAL COUNSEL’S REPORT (7:20:40)** – Mr. Tackes said he would check with City Personnel on the two-week job posting notice, and report back to the Authority. He also informed the Authority that he had been at the Reno Air Races, and was approached by people unhappy with Reno-Tahoe Airport who were looking for someplace to move. He suggested Carson City Airport to them, and thought it would be a great opportunity to get additional tenants.

**K. TREASURER’S REPORT (7:22:43)** – Member Carter provided an overview of the year-to-date figures, incorporated in the record. No comments were forthcoming. Mr. Pullman requested the amount paid to the engineering firm of PBS&J for the design services of the Runway 9 connector project.

**L. REPORT FROM AUTHORITY MEMBERS (7:23:24)** – None.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING (7:24:40)** – It was suggested to consider the possible decision to be made regarding the Airport Assistant position.

**N. ACTION ON ADJOURNMENT (7:25:16)** – **Member Carter moved and Member Saylo seconded a motion for adjournment.** There were no objections. The meeting was adjourned at 7:25 p.m.

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The Minutes of the September 15, 2010 Carson City Airport Authority meeting are so approved this 20<sup>th</sup> day of October, 2010.

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HARLOW NORVELL, Chair