

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the March 23, 2011 Meeting**  
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, March 23, 2011 in the 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:** Steve Tackes, Airport Counsel  
Jim Clague, Airport Engineer  
Tim Rowe, Acting Airport Manager  
Gary Province, Airport Maintenance  
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 AND DETERMINATION OF QUORUM (6:00:44)** – Chairperson Norvell called the meeting to order at. Roll was called; a quorum was present.

**B. PLEDGE OF ALLEGIANCE: (6:01:06)** – Chairperson Norvell led the Pledge of Allegiance.

**C. ACTION ON APPROVAL OF PAST MINUTES - (6:01:36)** – **Member DiLoreto-Long moved to approve the minutes of the February 16, 2011 meeting. Member Carter seconded the motion. Motion carried 6-0.**

**D. MODIFICATION OF AGENDA (6:02:32)** – None.

**E. PUBLIC COMMENT (6:02:51)** – None

**F. CONSENT AGENDA (6:03:25)** – None.

**G. PUBLIC HEARING ITEMS:**

**1) DISCUSSION AND ACTION TO INTERVIEW CARSON CITY AIRPORT MANAGER APPLICANTS; DELIBERATE ON DETERMINATION OF BEST CANDIDATE AND DECISION TO HIRE; AUTHORIZE OFFER OF EMPLOYMENT TO NEW AIRPORT MANAGER (6:03:28)** – Chairperson Norvell introduced the item and elaborated on the applicant interview and selection methodology. He stated that the interviews and the deliberations would take place in an open, public meeting in order to be compliant with Nevada's Open Meeting Law. He then asked the applicants to wait in the hallway to be called one at a time to be interviewed. Four candidates, Donald Sim, Scott Lether, Dirk Zahtilla, and acting Airport Manager, Tim Rowe, were interviewed by the Authority members. Chairperson Norvell requested that the hallway television set be turned off, and asked every Authority member to spend five or ten minutes questioning each candidate. He also stated that all applicant references had been checked by Vice Chairperson Kelly and himself. Each member of the Authority was invited to ask a distinct question to each applicant. Once the interviews were complete, Chairperson Norvell solicited public comments.

(7:32:28) – Wendell Pea of Carson City wondered whether, as a pilot, Mr. Rowe would consider this an interim job, and whether, given another opportunity, he would prefer to fly. Mr. Rowe assured the Authority that he had been offered a position as a pilot and had turned it down. Chairperson Norvell stated that he too was a pilot, and that he understood the desire not to fly after a certain age. Robert Dickinson, representing EAA Chapter 403 in Carson City,

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spoke in favor of Mr. Zahtilla, a member of their Organization. Joe Raphael, a retired Air Force Colonel, agreed that each candidate “would bring something forward”. He asked whether there was a relationship between any of the Candidates and the Board, and stated that he supported Mr. Zahtilla for several reasons including his proximity to the Airport. Steve Lewis, Owner of Sterling Air, a Class One FBO, confirmed that he knew of Mr. Rowe and Mr. Zahtilla. He mentioned to the Board that Mr. Zahtilla could, at times, “be somewhat adversarial”. He also praised Mr. Rowe as an “extremely well organized individual who gives 110%”.

(7:48:25) – Chairperson Norvell solicited the Authority Members’ input and thoughts on the process. Member Carter expressed his dislike for the process of interviewing candidates in a public forum, and he extended his support to Mr. Rowe, due to his educational background. Member Di-Loreto-Long commented that she also did not like the process, and stated that sophistication and respect were important for this position. She agreed with Mr. Carter that Mr. Rowe possessed the educational and flight backgrounds, and was a more qualified candidate. Mr. Kelly agreed there were two outstanding candidates, and that he was leaning towards Mr. Rowe. Member McClellan agreed that all the candidates brought something to the table, however, in his opinion Mr. Zahtilla was the more qualified candidate. He felt that Mr. Zahtilla’s volunteerism stood out, and that “we owe it to him”. Member Saylo agreed the forum was stressful, however, after looking over the four candidates he felt strongly that Mr. Rowe possessed the appropriate educational and flight backgrounds and “would do us the best job”. He also stated that this Board should be thankful to Mr. Zahtilla for making this “a very viable airport”. Chairperson Harlow stated that he appreciated the interest each candidate had shown. He stressed that the Board did not “owe anyone”. He also shared his experience as a pilot, both with the Air Force and as a civilian, and stated that he supported Mr. Rowe for the position. He then called for a motion. **Member Carter moved to offer the job of Airport Manager to Timothy Rowe, under the compensation and benefit terms advertised. The motion was seconded by Vice Chairperson Kelly. Motion Carried 5-1.** Chairperson Norvell congratulated Mr. Rowe and invited him to join Mr. Province at the staff table in order to discuss the next agenda item.

**2) DISCUSSION AND UPDATE REGARDING THE PURCHASE OF A TRACTOR, INCLUDING ATTACHMENTS REQUIRED FOR GENERAL AIRPORT MAINTENANCE (7:59:16)** – Chairperson Norvell introduced the item and reminded everyone that the Airport Authority had previously approved the acquisition of a tractor, but wanted to ensure the correct option was selected. He then asked Mr. Rowe and Mr. Province for an update. Mr. Rowe explained that research had been done on alternatives such as leasing, which would cost around \$8,000, not including the attachments. He also stated that the purchase price averaged \$75,000 for the tractor, including the attachments. In response to Chairperson Norvell’s question, Mr. Province explained that the broom was a necessary attachment to manage snowfall not high enough for the snowplow, and would not manage the neoprene surface. He also distributed a bid request, incorporated into the record, which he would like to submit as soon as possible in order to decide by the April 20<sup>th</sup> meeting. Member Saylo explained the process and stated that the accepted bid should be the best, not the least expensive, one. In response to Member McClelland’s question, Member Saylo explained that the bids received would depend on how the proposal was written, and that bidders must bid on an equivalent or better tractor to the one specified. Chairperson Norvell asked Member Carter to be involved in the process. He suggested that Mr. Province work with Mr. Tackes and Mr. Clague as well. Discussion ensued around erosion control. Chairperson Norvell suggested discussing the bids at the next meeting. It was agreed that lease and purchase bids should be requested and, per Member McClelland’s suggestion, photographs should also be requested.

**3) DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED INFORMATION FROM FAA AND STATUS OF WIND TURBINE PROJECT PROPOSED UNDER APPLICATION FOR SPECIAL USE PERMIT, SUP-10-115, ON ASSESSOR PARCEL NOS. 008-611-31,-33,-35,-37 (8:24:25)** – Chairperson Norvell introduced the item. Mr. Tackes addressed the FAA decision, incorporated into the record, which stated that the wind turbine constituted a hazard to aviation, and explained that in his conversations with the developer, he was told smaller wind turbines were being considered.

**4) DISCUSSION AND POSSIBLE ACTION ON REQUEST BY EL AERO SERVICES TO AMEND THE MISER PORT A PORT LEASE TO ALLOW UTILITIES TO BE INSTALLED TO THE PORT A PORT HANGARS. (8:33:18)** – Chairperson Norvell introduced the item and stated that Vice Chairperson Kelly would abstain from participating in the discussion of this item due to a conflict of interest. Ginna Reyes, representing El Aero, stated

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that she had invited Robert Dickinson from EAA to speak, as this was an EAA project. Mr. Dickinson, representing EAA Chapter 43, distributed a handout mapping the area of discussion. He explained that “this lease partial is changed due to the fact that they had to move some of the port-a-ports hangars, and in doing so, there was one hangar set off by itself on the west side”. He added that he had contacted El Aero to add four hangars in the shaded area of the submitted map. He asked the board to amend the lease to allow power to be brought onto the property at the tenant’s expense. Chairperson Norvell explained that this could not be possible because should the Authority decide to move the port-a-ports, they would have to pay to move the infrastructure. Discussion ensued regarding the terms of the lease, and Chairperson Norvell suggested that the lessee draft a letter to the Airport Manager requesting the change of use. Additionally, he suggested that the Airport Manager forward the letter to the Airport Counsel who would refer it to the District Attorney’s Office for a legal opinion. Member DiLoreto-Long wondered if EAA would bear the up-front cost of removing the power at a future date. Chairperson Norvell explained that should this happen, they would have to “incur an obligation for every hangar that decides to bring in power”. Vice Chairperson Kelly rejoined the Board.

**5) DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT RUNWAY AND TAXIWAY PROJECTS (FAA AIP No 3-32-0004-18 AND -20), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS.** (8:58:16) – Chairperson Norvell introduced the item. Mr. Clague submitted an informational update, incorporated into the record, on the two taxiway projects. He anticipated that the rehabilitation and the realignment of Runway 9/27 and Taxiway “A” project to be \$3,000 under the FAA budget, and that the Runway 9 connector project to be \$60,000 under budget.

**H. AIRPORT ENGINEER’S REPORT** (9:00:58) – Mr. Clague referred to his written report, incorporated into the record, stating that the design for Taxiway Delta West had been completed, and that they were ready to go to bid once they hear from the FAA, in order to possibly begin construction in late June or early July. Discussion ensued regarding erosion control. Mr. Clague informed the board of the environmental assessment progress, also incorporated into the record. He then announced that PBSJ was purchased by a UK company, Atkins, and that the company would officially complete the name change on April 1, 2011.

**I. AIRPORT MANAGER’S REPORT** (9:12:34) – Mr., Rowe updated the Board on the National Weather Service Terminal Area Forecast (TAF), and said that the Reno office of the National Weather Service was too busy to approve it. Mr. Tackes offered to utilize the help of federal office holders. Chairperson Norvell iterated that TAF was a key component of expansion. Mr. Rowe added that the perimeter fence work had begun, but work had not been possible lately due to weather. In response to constructing a temporary fence, Mr. Rowe believed that it could get knocked down by the wind. It was agreed that Mr. Clague and Mr. Rowe would explore different temporary fence options. Member McClelland was concerned with liability. Mr. Rowe also asked for volunteers to help with Airport Open House.

**J. LEGAL COUNSEL’S REPORT** (9:18:02) – Mr. Tackes stated that AB 103, to change the criteria for membership, was heard in the Senate Finance Committee that morning, and had already passed in the Assembly. Once passed by the Senate, they would advertise for the 7<sup>th</sup> Authority member. Chairperson Norvell said he appreciated Assemblyman Livermore’s efforts. Mr. Tackes also reminded the Board that the PBS&J name change required a contract modification to be signed by Airport Manager.

**K. TREASURER’S REPORT** (9:20:33) – Member Carter distributed the March Treasurer’s Report. There were no questions from the Board. Chairperson Norvell instructed to change signature and credit cards to reflect the new Airport Manager.

**L. REPORT FROM AUTHORITY MEMBERS** (9:21:42) – None.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING** (9:22:02) – Chairperson Norvell suggested Authority members send their requests to the Airport Manager.

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**N. ACTION ON ADJOURNMENT (9:22:15) – Member DiLoreto-Long moved and member McClelland seconded a motion to adjourn. Motion carried 6-0. The meeting was adjourned at 9:23 p.m.**

The Minutes of the March 23, 2011 Carson City Airport Authority meeting are so approved this 20<sup>th</sup> day of April, 2011.

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HARLOW NORVELL, Chair