

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the October 19, 2011 Meeting**  
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, October 19, 2011, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Harlow Norvell  
Vice Chairperson John Kelly  
Member Teresa DiLoreto-Long  
Member Ray Saylo  
Member Marcus Thomason

**STAFF:** Steve Tackes, Airport Counsel  
Jim Clague, Airport Engineer  
Tim Rowe, Airport Manager  
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 (5:59:47)** – Chairperson Norvell called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Member Carter was absent.

**B. PLEDGE OF ALLEGIANCE: (6:00:13)** – Chairperson Norvell led the Pledge of Allegiance.

**C. ACTION ON APPROVAL OF PAST MINUTES (6:00:36)** – Chairperson Norvell introduced the item. Mr. Tackes indicated that both the Airport Council and the Airport Engineer had read the minutes and believed that they were accurate. **Vice Chairperson Kelly moved to approve the minutes of the September 21, 2011 Meeting. The motion was seconded by Member Saylo. Motion carried 5-0. Member Di-Loreto Long moved to approve the minutes of the August 17, 2011 meeting. The motion was seconded by Member Thomason. Motion carried 4-0-1, with Vice Chairperson Kelly abstaining.**

**D. MODIFICATION OF AGENDA (6:03:15)** – None.

**E. PUBLIC COMMENT (6:03:20)** – None.

**F. CONSENT AGENDA (6:03:54)** – None.

**G. PUBLIC HEARING ITEMS:**

**1. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT TAXIWAY D WEST PROJECT (FAA AIP No 3-32-0004-21), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS (6:04:01)** – Chairperson Norvell introduced the item. Mr. Clague indicated that this item was informational only, and did not require any action by the Authority. He referred to the Airport Engineer's Report, incorporated in to the record, stating that the majority of the work had been completed, and that the project was ahead of schedule and under budget. Mr. Clague indicated that he had included pictures in his report that sequentially depicted the construction progress. He referred to the financial summary, also incorporated into the record, stating that a pending change order for \$15,000 would most likely be reduced to \$10,000. In response to a question by Chairperson Norvell, Mr. Clague clarified that the pavement would be cleaned tomorrow and fogged that afternoon. In response to another question, Mr. Rowe explained that six taxiway lights were still missing, and that he expected delivery on Tuesday. Mr. Clague confirmed that the hydroseeding would take place immediately after the taxiway lights were installed. In response to Member DiLoreto-Long's question, Mr. Clague clarified that the change order was reduced

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because the waterline repair costs were shared with Granite Construction. He also confirmed that the change order constituted only one percent of the project.

**H. AIRPORT ENGINEER'S REPORT (6:09:50)** – Chairperson Norvell introduced the item. Mr. Clague referred to his report, incorporated into the record, and explained that the FAA review comments regarding the Environmental Assessment had been received, and revisions were being made based on those comments. He added that they were moving forward with the design of the Main Apron reconstruction, and that they had conceptual layouts to “change the tie-down configurations”, which would also require input from the FBOs. In response to a question by Chairperson Norvell, Mr. Clague stated that they would not be spending as much as he had informally estimated, and that he anticipated receiving a construction grant from the FAA as late as August or September 2012. Mr. Rowe explained that he had written a \$48,000 check for the Main Apron project, and was expecting “a draw-down from the FAA for the Taxiway D project” to pay Granite Construction. Chairperson Norvell clarified that the Authority’s portion of the payment would be five percent.

**I. AIRPORT MANAGER'S REPORT (6:15:12)** – Chairperson Norvell introduced the item. Mr. Rowe informed the Authority that On Course Avionics had suspended their operations on September 30, 2011, adding that they were “having trouble getting their FAA repair station status approved”. Mr. Rowe explained that the hangar would remain available for aircraft storage, until the FAA approval was received. He also reported that on September 26, 2011, Mark Jones, the owner of the Albatross aircraft, still at the airport, had offered to “pay down what he owed the airport for the tie-down and legal fees”. Mr. Rowe stated that he had agreed to a payment of \$250 per month; however, no funds had been received. Mr. Rowe added that he had sent a certified letter on October 13, 2011, notifying Mr. Jones that if no funds were received by month’s end, the lien sale would be pursued. Mr. Tackes agreed that this was the appropriate course of action, and that any newly-incurred costs would be added to the amount owed. He also confirmed that Mr. Jones would be notified of the sale amount and date, in order to be provided with another opportunity to pay the new amount owed. Mr. Rowe added that his letter stated after November 1, 2011 payment for the full amount was requested, and the aircraft should be removed in 30 days. He also informed the Authority that he had received a call from Jon Mittelstadt, Meteorologist in Charge (MIC) at the National Weather Service in Reno, on October 3, 2011, stating that he would be informed early next year on the status of receiving a Terminal Area Forecast (TAF). Mr. Rowe stated that the new website, <http://flycarsoncity.com/local-businesses/>, was up, and that the feedback had been positive. He also indicated that he had met with Rapid Construction, a company interested in purchasing 12,000 tons of rock, should their bid be accepted for a project in Fallon, Nevada. Mr. Clague assured the Authority that a fair price would be received for the rock. Chairperson Norvell asked if anyone was “using our clearance frequency with Norcal”, and Member Thomason stated that he had used it and it “works great”. In response to another question by Chairperson Norvell, Member Thomason explained that the instructions were clear and the sign was well lit. He also detailed the procedures for using the system. Member Thomason expressed concern that the barrier lights were not on, and Mr. Clague promised to address the issue. Member DiLoreto-Long received confirmation that other companies were notified of the rock availability. Chairperson Norvell addressed the neighbors’ concern, stating that once the rock was removed, the homes in the Apollo Drive area would have a more pleasing view, adding that Mr. Rowe was doing his best to ensure the rocks were disposed of, which would take place over time.

**J. LEGAL COUNSEL'S REPORT (6:29:39)** – Chairperson Norvell introduced the item. Mr. Tackes stated that adjustments to the lease hold would be made, in conjunction to the Taxiway D project. He added that they were working with the City to ensure the best way to handle a possible lease amendment, which would require the Authority’s approval. Member Thomason received clarification on the timelines and costs relating to the lien sale of the Albatross aircraft.

**K. TREASURER'S REPORT (6:33:23)** – Chairperson Norvell introduced the item and stated that the budget report, prepared by Member Carter and incorporated into the record, showed a bank balance of \$473,069.01, as of October 16, 2011.

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**L. REPORT FROM AUTHORITY MEMBERS (6:33:49)** – Chairperson Norvell introduced the item and announced that the Board of Supervisors was conducting interviews for the pilot position on the Authority, to fill Member McClelland’s vacancy, tomorrow at 5 p.m.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING (6:35:14)** – Chairperson Norvell introduced the item. Mr. Clague suggested providing an update to the Taxiway D West project.

**N. ACTION ON ADJOURNMENT (6:35:48)** – Chairperson Norvell suggested a motion. **Member Saylo moved to adjourn. The motion was seconded by Member DiLoreto-Long. The meeting was adjourned at 6:36 p.m.**

The Minutes of the October 19, 2011 Carson City Airport Authority meeting are so approved this 16<sup>th</sup> day of November, 2011.

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HARLOW NORVELL, Chair