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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, March 21, 2012, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell

Member Alex Carter Member Ray Saylo

Member Marcus Thomason Member Guy Williams

STAFF: Steve Tackes, Airport Counsel

Brian Fitzgerald, 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 (6:04:25) Chairperson Norvell called the meeting to order at 6:04 p.m. Roll was called; a quorum was present. Vice Chairperson Kelly and Member DiLoreto-Long were absent.
- **B. PLEDGE OF ALLEGIANCE:** (6:05:11) Chairperson Norvell led the Pledge of Allegiance.
- C. ACTION ON APPROVAL OF PAST MINUTES (6:05:45) Chairperson Norvell introduced the item. Member Williams moved to approve the minutes of the January 18, 2012 meeting. The motion was seconded by member Thomason. Motion carried 5-0.
- **D. MODIFICATION OF AGENDA** (6:06:39) Chairperson Norvell requested to address agenda item G3 before items G1 and G2.
- **E. PUBLIC COMMENT** (6:07:09) Chairperson Norvell entertained public comments, however, none were forthcoming.
- **F. CONSENT AGENDA** (6:07:39) There were no items on the consent agenda.
- **G. PUBLIC HEARING ITEMS:**
- 1. DISCUSSION AND POSSIBLE ACTION TO PROCEED WITH AN AERONAUTICAL SURVEY FOR INSTRUMENT APPROACH DEVELOPMENT AT THE CARSON CITY AIRPORT. (7:43:13) Chairperson Norvell introduced the item, gave background and noted that the airport had lost a potential tenant because of not having a straight-in approach to the main runway in Carson City, as required by the tenant's insurance company. He noted that the RNAV GPS Alpha approach was restricted to Daytime operations only, adding that they needed Category C and D capability for nighttime operation. Chairperson Norvell also stated that during his conversations with the Western Flights Procedures Team in Seattle, he had discovered that the new Airport Geographic Information Summary (AGIS) survey was now required for any additional approaches or night minimums to be authorized for Carson City. He added that Runway 27 had been opened with the old AGIS criteria, and requested doing a much needed AGIS survey which would cost \$75,000, which he hoped could be obtained through an AIP Grant, not be attainable 2012 but might be, through ACIP in 2013. He suggested attempting to receive funds via a congressional mandate or earmark. Mr. Tackes received confirmation that there was a possibility to get "pushed up on the list". Mr. Rowe added that "they may have an argument since the AGIS survey requirement was enacted during the time of the runway construction", and hoped to be funded in 2013. Mr. Rowe also requested authorization to begin an RFP/RFQ process to receive bids. Chairperson

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Norvell noted that once a funding source was established, the survey could be completed in three months. Member Williams suggested negotiating with the potential client to fund the survey in exchange for a reduced lease price. Member Saylo suggested finding alternative sources for funding as he did not believe that the project could be funded through earmarks. Member Thomason received clarification that the project could be validated in three months. Ron Cassinelli, Director of Operations, El Aero Services, received confirmation that the airport would receive "considerably higher minimums than we have now". Member Carter noted that alternative funding must pay for the survey. Mr. Tackes suggested an RFQ first, and when funding becomes available, an RFP. He also suggested drafting the agenda in a much clearer fashion, and to consider requesting assistance from the office of Senator Reid.

- 2. DISSCUSSION AND POSSIBLE ACTION TO CRACK SEAL, SLURRY SEAL AND STRIPE THE MAIN PARKING LOT AND THE ENTRY DRIVE FROM AEROHEAD DRIVE TO GATE 3. (8:12:35) Chairperson Norvell introduced the item. Mr. Rowe stated that main parking lot of the airport "is getting into pretty bad shape", and noted that between \$8,000 and \$10,000 was needed to for the repairs. He also suggested negotiating a more cost-effective deal with the contractors that would rehabilitate Taxiways B and C. Chairperson Norvell received clarification that the area in question was outside the gate. Member Saylo received confirmation that the amount was not fundable. Member Carter clarified that there were funds in the repair and maintenance budget to cover this cost. Mr. Tackes received confirmation that Mr. Rowe was requesting authorization to receive bids. Member Williams moved to authorize the Airport Manager to receive bids for paving the previously described area. The motion was seconded by Member Carter. Chairperson Norvell called for additional discussion and when none were forthcoming, a vote. Motion carried 5-0.
- BRIEFING AND DISCUSSION OF RENO/TAHOE SKYDIVING TO APPLY FOR CLASS 5 3. FBO STATUS TO OPERATE A SKYDIVING OPERATION AT THE CARSON CITY AIRPORT. (6:07:55) -Chairperson Norvell introduced the item and thanked Mikel Alvarez and Michael Christian for their interest in the Carson City airport, their time, and the materials they had provided to the Authority. Mr. Alvarez introduced himself as the owner of Reno/Tahoe Skydive and introduced Mr. Christian, an FAA rigger, and Pat Garcia, the owner of Skydive Sacramento and a consultant to Reno/Tahoe Skydive to ensure a similar safety record as Mr. Garcia's. Mr. Alvarez gave background and delivered a PowerPoint presentation, incorporated into the record, and delivered to the Authority as part of the informational packets. Mr. Alvarez presented a business overview of Reno/Tahoe Skydive and updated the Authority on their discussion with the FAA. He also discussed his reasons for choosing Carson City airport, the safety measures they would take, and introduced the "cone zone" concept. Mr. Alvarez noted that he wished to "keep Nevada dollars in Nevada", and cited proximity to Tahoe, Reno, and the availability of local lodging and entertainment areas as reasons for choosing this airport. Mr. Christian referred to the basic safety regulations, included in the packets, which were complied by the Unites States Parachuting Association (USPA) and followed by 335 drop zones in the US. He noted that their preferred area was near Taxiway C; however he wished to discussed two other possible airport sites. Mr. Alvarez wished to begin dialogue with the Airport Manager. Chairperson Norvell reminded everyone that Title 19 of the Carson City Municipal Code governed the application process, adding that their primary responsibility was safety. He expressed concern over several aircraft that operated without radios because this was an uncontrolled airport, and requested information about the skydiving altitude. Mr. Alvarez explained that they would like to climb as high as 15,000 feet above sea level, adding that their jumps would be announced. Chairperson Norvell gave the example of a glider collision in the area, adding that skydivers would pose their own unique challenges due the traffic patterns, high winds in the area, and the non-towered status of the airport. Mr. Alvarez called these concerns "valid" and suggested working with Mr. Rowe and the FAA to address them. Chairperson Norvell suggested that Member Thomason "share some thoughts", due his experience as a Nevada Department of Transportation (NDOT) pilot.

(6:32:33) – Member Thomason thanked Reno/Tahoe Skydive for their presentation and inquired upon the "Cone Zone", which Mr. Christian explained was to illustrate extreme and normal conditions, adding that they would not schedule jumps in high-wind conditions due to safety concerns. Discussion ensued regarding traffic patterns, altitudes, and weather conditions. Mr. Garcia explained that he had experienced similar concerns when establishing his business in Sacramento and gave examples of conditions they faced there. Member Williams noted that "a fair amount of traffic [was] coming from the North, and they're all talking to Reno till they're at the south end of Washoe Lake, a couple of miles northwest of the airport", and cited his personal experience of avoiding a jumper. Mr. Rowe agreed with Member Williams'

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concerns that a gap in communications could result in disaster. Mr. Garcia noted that these same concerns applied to aircraft. Chairperson Norvell stated that the Authority's first responsibility to Carson City is safety. Mr. Garcia noted that several Carson City residents drove to Sacramento to skydive, adding that they would most likely utilize Reno/Tahoe Skydive due to the proximity. He stated that he was a member of the Airport Advisory Committee at Lincoln Airport in Sacramento, and acknowledged the concerns he had addressed during his discussions with the FAA. Member Williams outlined the differences between an advisory group and this Airport Authority, noting that this was "a statutory group" with "other fiduciary responsibilities that are above and beyond advisory", and suggested the group explore the use of the airport in Dayton, which has much less traffic. Mr. Garcia explained that the new parachute technology allowed accurate landings in small spaces. Mr. Alvarez explained that they would like to offer their customers a view of Lake Tahoe, which would not be an option should they utilize airports in Mound House or Dayton. Member Carter was concerned that the area would be congested due to jumps on a daily basis, and he wished to receive input from the Fixed Based Operators (FBOs). Member Saylo desired a safety study, adding that he was aware of aircraft that had landed in residential areas. In response to Member Thomason's question, Mr. Garcia noted that the pilots would begin descent immediately after all of the jumpers exited the plane, and that in-air jump time was approximately five to seven minutes. Discussion ensued regarding the different types of aircraft that would be used by Reno/Tahoe skydive. Mr. Tackes received clarification from Chairperson Norvell that this agenda item was noticed for discussion only, and that no action would be taken. He also cautioned that different FAA jurisdictions could result in different safety determinations, and suggested that the Authority do its own analysis for business, ground, and resident safety, based on the Carson City Municipal Code Title 19. He iterated that the Authority's responsibility was beyond advisory, calling it "a subdivision of the State of Nevada" with primary jurisdiction over the operations of the airport. Chairperson Norvell invited FBO input. Ron Cassinelli, Director of Operations, El Aero Services, a Carson City airport FBO, introduced himself and stated that Chairperson Norvell had listed "a number of operations that are on the airport, and every one of those, every time you add something it increases the complexity of it". He also expressed concern regarding "the air space complexity being on the arrival route into Reno".

(7:29:31) – Chairperson Norvell invited members of the public to comment on the agenda item. Ginna Reyes, Pressident, El Aero Services, noted that as an FBO, "we are very supportive of aviation interests that are interested in Carson City". She stressed the safety issue, and suggested that Reno/Tahoe Skydive work with Mr. Rowe and the FAA, and conduct a safety study. She did not believe that the idea should be "totally discounted", but wanted all the safety issues, discussed tonight, addressed in that study. Norm Halverson introduced himself as a skydiver who used Lincoln airport and praised their operation. He also noted that he had jumped in Silver Springs, calling it hot and dusty, and without a view, concluding that people would not drive there to jump. He also praised Mr. Christian as a rigger, stating that he trusted him "with my life". Walk Hawkins introduced himself the owner of Carson Valley Tree and a skydiver, suggesting that Reno/Tahoe Skydive would be "a very productive thing if we can get this to happen here". Mike Reynolds introduced himself as an experienced pilot, a Class C jumper, and a jump pilot, noting "I've seen both sides". He appreciated "the scrutiny of the issue" and noted that even though the glider incident had occurred, gliders still flew in Minden. He also encouraged doing the FAA safety study, and pointed out that he would discuss several ideas off-line with Reno/Skydive. Chairperson Norvell encouraged Mr. Reynolds to speak to Mr. Rowe as well. Chairperson Norvell also noted that based on tonight's exchange, he would be in favor of asking Mr. Rowe to explore "what types of studies might be available to assess the issue", and to advise the authority on next steps. Mr. Tackes suggested considering alternative landing zones "that may not present the same kinds of safety issues". Chairperson Norvell reiterated the safety issue as the Authority's primary priority, and thanked the presenters for their interest in the Carson City airport. He also encouraged the public to send feedback to Mr. Rowe via e-mail or phone.

H. AIRPORT ENGINEER'S REPORT (8:17:53) – Chairperson Norvell introduced the item. Mr. Fitzgerald explained that the grant application for the environmental assessment was submitted to the FAA two weeks ago; however, no response had been received to date. He also noted that the main apron reconstruction had been placed on hold, pending future FAA funding, and that the bid opening for the rehabilitation project of Taxiways B and C was scheduled for April 6, 2012. Mr. Fitzgerald also announced that the FAA had increased the sponsor share from five percent to 6.2 percent on all AIP projects.

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- I. AIRPORT MANAGER'S REPORT (8:19:30) Chairperson Norvell introduced the item. Mr. Rowe reported that an agreement had been signed with Cinderlite on March 13, 2012, for the removal of the excess material for the east end of the airport. He added that Cinderlite would require four to six weeks to obtain necessary permits prior to the start of work, and that their grading plan was being reviewed by Atkins. Mr. Fitzgerald noted that, at first glance, they seemed to be within the scope of what was asked of them. Mr. Rowe explained that the fence repair had been completed and the airport had been reimbursed by the insurance company of the vehicle that had crashed through the fence. Mr. Rowe also noted that the terminal interior had been painted by him, the Sherriff's Trustees, and Gary Province, Airport Maintenance, adding that furniture had also been donated.
- **J. LEGAL COUNSEL'S REPORT** (8:23:26) Chairperson Norvell introduced the item. Mr. Tackes stated that he had searched and found Mr. Garcia's complaint with the FAA, and the FAA's determination letter, which concluded that Lincoln Airport had violated its assurances by discriminating against the skydivers. Mr. Tackes agreed to summarize the determination and send to Authority members. Chairperson Norvell requested that Mr. Rowe work closely with Mr. Tackes regarding the Reno/Tahoe Skydive application.
- **K.** TREASURER'S REPORT (8:24:44) Chairperson Norvell introduced the item. Member Carter distributed a budget report, incorporated into the record, and announced that the current bank balance was \$309,125.74. He also noted that the budget meeting was scheduled in May. Mr. Tackes clarified that Mr. Rowe and Member Carter would work on submitting a budget which would require the vote and signatures of all members of the Authority on the third Thursday in May, and prior to its submittal to the State Department of Taxation.
- L. REPORT FROM AUTHORITY MEMBERS (8:27:52) Chairperson Norvell introduced the item. Member Williams reported that he had, along with Chairperson Norvell, Member Carter, and Mr. Rowe, met with the School Board and faculty to review the specifics of the Gifted and Talented Education (GATE) program., adding that the first presentation would take place on April 5, 2012, in a conference room at Clickbond. Member Williams called it a win-win situation for the students and Carson City. Member Thomason inquired about an updated airport view, printed on the approach charts. Mr. Rowe agreed to make inquiries and report back.
- **M. PUBLIC COMMENT** (8:32:10) Chairperson Norvell entertained public comments; however, none were forthcoming.
- **N. AGENDA ITEMS FOR NEXT REGULAR MEETING** (8:32:24) Chairperson Norvell introduced the item and noted that Mr. Rowe would report on the previously-discussed runway survey.
- O. ACTION ON ADJOURNMENT (8:32:47) Chairperson Norvell suggested a motion. Member Williams moved to adjourn. The motion was seconded by Member Saylo. The meeting was adjourned at 8:33 p.m.

The Minutes of the March 21, 2012 Carson City Airport Authority meeting are so approved this 18th day of April, 2012.

HARLOW NORVELL, Chair	