

CARSON CITY AIRPORT AUTHORITY
Minutes of the July 18, 2012 Meeting

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, July 18, 2012, 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 Ray Saylo
Member Marcus Thomason
Member Guy Williams

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 (6:01:24) – Chairperson Norvell called the meeting to order at 6:01 p.m. Roll was called; a quorum was present. Member DiLoreto-Long was absent.

B. PLEDGE OF ALLEGIANCE: (6:02:14) – Chairperson Norvell led the Pledge of Allegiance.

(6:02:44) – Chairperson Norvell invited Mr. Rowe to the podium for a presentation. Mr. Row explained that the June 16, 2012 Carson City Airport Open House had been “one of the most successful open houses we've had”. He estimated the attendees to be between 3,500 and 4,000, and thanked Ray Pasch, 2012 Carson City Airport Open House Chairman, and attributed the success of the Open House to his efforts. Mr. Rowe also awarded Mr. Pasch with a plaque and thanked him for his efforts. Mr. Pasch gave credit to all the committee volunteers for the success of the event.

C. ACTION ON APPROVAL OF PAST MINUTES (6:04:58) – Chairperson Norvell introduced the item. **Member Williams moved to approve the minutes of the April 18, 2012 meeting. The motion was seconded by member Thomason. Motion carried 6-0. Member Saylo moved to Approve the May 17, 2012 Meeting. The motion was seconded by Member Carter. Motion carried 5-0-1, with Member Thomason abstaining.** Chairperson Norvell reminded the Authority members that the minutes of the June 20th meeting were informational only, and could not be approved because no quorum was present and no action was taken.

D. MODIFICATION OF AGENDA (6:06:30) – There were no modifications to the agenda.

E. PUBLIC COMMENT (6:06:42) – Chairperson Norvell entertained public comments, however, none were forthcoming.

F. CONSENT AGENDA (6:07:07) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE FY 2013/2015 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM. (6:07:14) – Chairperson Norvell introduced the item. Mr. Clague gave background on the FAA requirement, which is incorporated into the record, stating that the airport must establish a DBE program in order to be eligible for federal funding for the Airport Capital Improvement Program (ACIP). He believed approximately 4.45 percent of DBEs were in the region and could work on proposed projects. Mr. Clague noted that the

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goal must be established and reported to the FAA; however, due to a past lawsuit, he was not certain enforcement would be implemented. He also strongly encouraged the use of DBE firms. Mr. Clague clarified that the established 4.45 percent goal would be noticed in the newspaper, and comments would be received for 45 days, prior to a final submission to the FAA. Chairperson Norvell received clarification that the notice would be published after being voted on by the Authority members. Chairperson Norvell entertained board discussion and public comments, and when none were forthcoming, a motion. **Member Thomason moved to approve the DBE program, as presented by the Airport Engineer. The motion was seconded by Member Saylo. Motion carried 6-0.**

2. DISCUSSION AND POSSIBLE ACTION TO DEVELOP THE CRITERIA AND METHODOLOGY FOR THE PERFORMANCE EVALUATION OF THE AIRPORT MANAGER. (6:11:33) – Chairperson Norvell introduced the item and gave background on the item. He explained that no other full or part time airport manager had received an evaluation. He also noted that an incomplete job description of the Airport Manager’s duties, had been provided, which needed additional revision. Chairperson Norvell suggested that a three-member committee be appointed to conduct the evaluation and report back to the Authority in the next meeting, and to receive member and public comments. Chairperson Norvell also noted that the evaluation forms he had suggested were used by the City; however, he believed the committee was free to use another format. Another inclusion in the forms was the “notice of job offering and request for resumes” from last February, resulting in the hiring of the current Airport Manager. Chairperson Norvell suggested that Member Thomason, an experienced pilot, chair the committee comprised of Members Williams and Carter, and solicited further direction from the members. Member Saylo believed the three members would “do a fine job”; however, he wished to emphasize that job standards must be set by the employer, to be met or exceeded by the employee. Chairperson Norvell entertained public comments. Erich Laetsch introduced himself and wished that some other members of the airport community had been present. He did not believe that the evaluation would be timely using the job description, written 18 months ago. Mr. Laetsch believed that the job was performed by a part-time person successfully in the past, adding that the building of the new runway and the potential expected from the airport expansion were the reasons why a full-time Airport Manager had been hired. He believed that most of the current Airport Manager’s tasks were clerical and his managerial duties were conducted in less than 10 hours per week. Chairperson Norvell clarified for Mr. Laetsch that temporary help had been acquired to assist with getting ready for the open house, and for a short amount of time. He also clarified that he would not take part in the evaluation process. Chairperson Norvell also cited several nearby airports of similar size that had full-time airport managers, clerical and maintenance staff. He also read a letter from David Corrao, incorporated into the record, regarding the Airport Manager position. Mr. Tackes added that a letter from Dr. Raymond Graber II was also incorporated into the record. Member Carter commented on the need for a full-time Airport Manager and maintenance staff; however, he wanted to make certain a certain value was received for the cost incurred. He also requested clarification on whether a methodology was being developed versus an actual review being conducted. Chairperson Norvell believed both needed to be done and stated that the Airport (Legal) Counsel had done extensive work regarding this issue. Member Carter noted that the current evaluation of the Airport Manager should be done based on the job description, but wished to see the establishment of the evaluation criteria. Member Saylo received clarification from Mr. Tackes that during the time when the Airport Manager had been part-time, he had taken on more responsibility because of the “discontinuity”. Mr. Tackes continued that when Casey Pullman had been hired as a full-time Airport Manager, he had transitioned the responsibilities to Mr. Pullman. Member Carter validated that the legal expenses had been cut in half as a result. Member Thomason suggested that Mr. Laetsch and other FBOs submit their input via e-mail to the committee members. **Member Saylo moved to approve the appointment of Members Carter, Williams and Thomason, with Member Thomason as Chair, to a committee to follow the direction as outlined by Council and present a status report in the next meeting regarding the Airport Manager’s job description and evaluation criteria. The motion was seconded by Vice Chairperson Kelly. Motion carried 6-0.**

H. AIRPORT ENGINEER’S REPORT (6:35:32) – Chairperson Norvell introduced the item. Mr. Clague presented the Airport Engineer’s Report, incorporated into the record, and announced that an FAA grant for the Environmental Assessment, Phase 2, would be received in August. He added that the FAA had also notified Mr. Rowe that the grant application for the Slurry Seal of Taxiways B and C had been received and expected it to be accepted. Mr. Clague clarified that they were still waiting for FAA approval for the scope of work on the AGIS survey. He also expected to meet with the FAA regarding surplus funds for the Main Apron Reconstruction.

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I. AIRPORT MANAGER'S REPORT (6:39:53) – Chairperson Norvell introduced the item. Mr. Rowe explained that previously Capital City Patrol had offered a credit based on the receipt of a \$4,000 advance on the purchase of a patrol car, in return for a five percent discount, saving the airport \$30 per month. He added that the airport had received a 5.5 percent discount in exchange for a \$6,500 advance as the firm expanded. He also stated that the airport had received \$11,500 from Cinderlite, for rock removal. Mr. Rowe updated the Authority on the receipt of the Terminal Area Forecast (TAF). He expected that a new forecaster to be hired within a month, and hoped that a new TAF would be acquired by the airport by end of the year. Member Williams inquired about the rock on the taxiway, and Mr. Rowe noted that some would be given to the school district, adding that the ones in question were generated by a hovering helicopter. Chairperson Norvell suggested placing the rock removal on the agenda, and discussing the equipment required to remove the rock. Member Carter suggested having Gary Prentice, Airport Maintenance, do a visual survey every morning as part of his daily activity.

J. LEGAL COUNSEL'S REPORT (6:50:52) – Chairperson Norvell introduced the item. Mr. Tackes informed the Authority that in a meeting with the FAA they had requested funding for the repair of a ramp, and most immediately, for the design. He added that after Mr. Clague had shared several photos of the ramp, the FAA had suggested inquiring about unused grant funds, which would be pursued by Mr. Rowe and Mr. Clague. Mr. Tackes also recommended adding to the August meeting agenda the possible approval of grants for the environmental assessment and the slurry seal. Mr. Clague indicated that the grants had been approved by the Authority, but they required the approval of the Board of Supervisors.

K. TREASURER'S REPORT (6:47:55) – Chairperson Norvell introduced the item. Member Carter distributed a budget report, incorporated into the record, and announced that even though it was an annual budget, some bills would still be trickling in. He also noted that several items had exceeded the budget, and suggested following them closely. Member carter stated that the current bank balance was \$285,481.39 and noted that it was reaching a level of concern.

L. REPORT FROM AUTHORITY MEMBERS (6:49:41) – Chairperson Norvell introduced the item. Member Saylo thanked Mr. Rowe for his clarification of acronyms.

M. PUBLIC COMMENT (6:55:41) – Chairperson Norvell entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING (6:54:06) – Chairperson Norvell introduced the item, and noted that they had already discussed this item.

O. ACTION ON ADJOURNMENT (6:54:11) – Chairperson Norvell entertained a motion. **Member Thomason moved to adjourn. The motion was seconded by Member Saylo. The meeting was adjourned at 6:55 p.m.**

The Minutes of the July 18, 2012 Carson City Airport Authority meeting are so approved this 15th day of August, 2012.

HARLOW NORVELL, Chair