

CARSON CITY AIRPORT AUTHORITY
Minutes of the August 15, 2012 Meeting

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, August 15, 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 Teresa DiLoreto-Long
Member Ray Saylo
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 (6:01:35) – Chairperson Norvell called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Member Thomason was absent.

B. PLEDGE OF ALLEGIANCE: (6:02:34) – Chairperson Norvell led the Pledge of Allegiance.

C. ACTION ON APPROVAL OF PAST MINUTES (6:03:02) – Chairperson Norvell introduced the item. **Member Williams moved to approve the minutes of the July 18, 2012 meeting. The motion was seconded by Member Saylo. Motion carried 6-0.**

D. MODIFICATION OF AGENDA (6:03:53) – There were no modifications to the agenda.

E. PUBLIC COMMENT (6:04:11) – Chairperson Norvell entertained public comments. Ginna Reyes, President of El Aero Services, extended an invitation to all to attend the Elko Sky Fair on September 8, 2012. She cited over 40 aircraft, many from other states; and activities as examples of some of the events. She noted this year's theme was "Rare Aircraft", adding that many rare airplanes would be exhibited. She also thanked the members of the Carson City Experimental Aircraft Association (EAA) who volunteered to conduct a Young Eagle program.

F. CONSENT AGENDA (6:08:05) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE TEMPORARY REMOVAL OF A SECTION OF FENCE AND FILLING OF A DITCH ON THE AIRPORT TO FACILITATE THE MOVEMENT OF AIRCRAFT TO MILL'S PARK FOR THE BATTLE BORN DAYS EVENT ON OCTOBER 25 THROUGH 28, 2012. (6:08:11) – Chairperson Norvell introduced the item. Harry Ehrman, Battle Born Days organizer, distributed a postcard announcing Battle Born Days and gave background on the event. He mentioned that the Traveling Vietnam Memorial and several military aircraft would be displayed at Mills Park. He also noted that a B25 Bomber was one such aircraft that required transportation from the airport to Mills Park. Mr. Ehrman explained that he had received permission from the Carson City Public Works Department and was currently seeking approval from the Airport Authority to remove a section of fence from the airfield and fill a ditch to be able to move the Bomber. He added that 24-hour security and a temporary fence would be provided to the airport, and that Cinderlite had offered to fill the ditch and, after the event, remove the dirt at no cost. Member Saylo suggested creating an agreement to outline the necessary work and to absolve the airport and the Carson City Airport Authority of liabilities resulting from the transportation of the aircraft. Mr.

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Ehrman was informed that he would be moving the aircraft through private property and was advised to seek permission from Mr. Serpa. In response to a question by Member Saylo, Mr. Ehrman stated that a dozen aircraft would participate and none would be larger than the B25 Bomber. Member DiLoreto-Long suggested defining financial risk in the agreement. Mr. Tackes suggested listing the Airport Authority as an additional insured party. Chairperson Norvell entertained public comment. Sheriff Ken Furlong expressed his support of the event; however, he advised coordinating with the Nevada Highway Patrol (NHP). Chairperson Norvell requested that the Sheriff's staff contact NHP. Member Saylo also suggested getting in touch with the Nevada Department of Transportation (NDOT) immediately, to avoid any delays in permits. **Member Saylo moved to approve the request to allow temporary removal of the fence and ditch modification as presented by Mr. Ehrman. The motion was seconded by Member DiLoreto-Long. Motion carried 6-0.**

2. DISCUSSION AND POSSIBLE ACTION TO DISCUSSION AND POSSIBLE ACTION TO APPROVE FAA AIP GRANTS FOR APPROXIMATELY \$136,875 TO REHABILITATE TAXIWAYS B AND C; APPROXIMATELY \$70,313 FOR ENVIRONMENTAL ASSESSMENTS; AND APPROXIMATELY \$257,813 FOR DESIGN AND ENGINEERING TO RECONSTRUCT THE MAIN APRON; AUTHORIZE THE CHAIRMAN OF THE AIRPORT AUTHORITY TO SUBMIT THE GRANT APPLICATIONS TO THE FAA, TO ACCEPT THE GRANTS ON BEHALF OF THE AUTHORITY, AND TO RECEIVE FUNDING FOR THE PROJECT ON BEHALF OF THE AUTHORITY. (6:23:02) – Chairperson Norvell introduced the item. Mr. Tackes clarified that portions of these grants had been approved in previous meetings; however, he suggested having a “clean record” of the approvals by this Authority. He added that he had requested similar approval from the Board of Supervisors as well. Mr. Tackes also explained that the project amount would be slightly higher than the grant amounts due to the 6.25 percent matching funds. Chairperson Norvell entertained public comments, and when none were forthcoming, a motion. **Member Williams moved to approve the FAA AIP Grants for approximately \$136,875 to rehabilitate Taxiways B and C; approximately \$70,313 for environmental assessments; and approximately \$257,913 for design and engineering to reconstruct the main apron; authorize the Chairman of the Airport Authority to submit the grant applications to the FAA, to accept the grants on behalf of the authority; and to receive funding for the project on behalf of the Authority. The motion was seconded by Vice Chairperson Kelly. Motion carried 6-0.**

3. DISCUSSION AND POSSIBLE ACTION TO APPROVE TASK NO. 12 WITH ATKINS TO PROVIDE AIRPORT AND AERONAUTICAL SURVEY SERVICES FOR THE MAPPING OF RUNWAY 9/27 AIRSPACE GEOLOGICAL INFORMATION SYSTEM (AGIS) SURVEY. (6:26:48) – Chairperson Norvell introduced the item. Mr. Clague explained that this item was a carryover from a past meeting when the Authority had selected Atkins to perform the AGIS survey and to submit the scope of work to the FAA. He noted that the FAA approval had been received. Mr. Clague explained that the Atkins fee proposal was for \$74,903, below the Authority's budgeted \$75,000. Member Williams inquired about the participation of several airport tenants or aircraft, which was discussed in previous meetings and was informed by Mr. Rowe that no participation had been solidified. Chairperson Norvell entertained public comments and when none were forthcoming, a motion. **Member Saylo moved to approve Task No. 12 with Atkins to provide airport and aeronautical survey services for the mapping of Runway 9/27 AGIS survey. The motion was seconded by Member Williams. Motion carried 6-0.**

4. DISCUSSION AND POSSIBLE ACTION FOR AIRPORT AUTHORITY APPROVAL OF THE VARIANCE REQUEST FROM CLICK BOND REGARDING 2151 LOCKHEED WAY AND AJJOINING PROPERTIES. (6:32:07) – Chairperson Norvell introduced the item. As an employee of Click Bond, Member Carter recused himself from participating in discussion or voting. Mr. Tackes outlined the proposed new construction area, noting that it would “invade the setback area required by the Carson City Code”, and that Click Bond had requested a variance from the City, which in turn, had deferred to the Airport Authority. Neither Mr. Tackes nor Chairperson Norvell saw any issues with the request. Chairperson Norvell entertained public comments, and when none were forthcoming, a motion. **Member Saylo moved to approve the variance request from Click Bond regarding 2151 Lockheed Way and adjoining properties. The motion was seconded by Vice Chairperson Kelly. Motion carried 5-0.** Member Carter rejoined the Authority.

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5. DISCUSSION AND POSSIBLE ACTION TO ELECT A NEW TREASURER AND A NEW VICE CHAIRMAN TO THE AIRPORT AUTHORITY. (6:35:31) – Chairperson Norvell introduced the item. Mr. Tackes explained that the terms held by Vice Chairperson Kelly and Secretary/Treasurer Carter would expire in October. He believed electing new officers now would allow time for transition. Mr. Tackes also noted that the next Authority elections would take place in July 2012. Discussion ensued, and Mr. Tackes confirmed that no new applications had been received by the City Manager’s Office. **Chairperson Norvell moved to nominate Member Williams to serve as Vice Chair of the Airport Authority. The motion was seconded by Member DiLoreto-Long.** Chairperson Norvell entertained other nominations and when none were forthcoming, a vote. **Motion carried 6-0. Member Carter moved to nominate Member DiLoreto-Long for the position of Secretary/Treasurer. The motion was seconded by Member Saylo.** Member DiLoreto-Long expressed concern that the budgeting process took place in June which was the busiest time for her at work; however, most the Authority did not have any issues with that. Chairperson Norvell entertained other nominations and when none were forthcoming, a vote. **Motion carried 6-0,**

6. PROGRESS REPORT BY THE COMMITTEE ON THE DEVELOPMENT, CRITERIA AND METHODOLOGY FOR THE PERFORMANCE EVALUATION OF THE AIRPORT MANAGER. (6:42:56) – Chairperson Norvell introduced the item and suggested discussing the item in the next meeting. Mr. Tackes noted that Member Thomason was working on a meeting prior to the September Authority Meeting.

H. AIRPORT ENGINEER’S REPORT (6:43:29) – Chairperson Norvell introduced the item. Mr. Clague presented the Airport Engineer’s Report, incorporated into the record. He also announced that during the American Association of Airport Executives (AAAE) Conference, he and Mr. Rowe had learned of possible available funds by the FAA for the design of the Main Apron. Mr. Clague noted that the grant application had been submitted and that they were waiting for approval. He also added that the final DBE program submission to the FAA would take place on September 3, 2012. Discussion ensued regarding “a small divot” created by an aircraft in the runway, which Mr. Rowe, along with Atkins engineer Mr. Fitzgerald, did not believe was significant. Mr. Clague noted it could be filled easily.

I. AIRPORT MANAGER’S REPORT (6:51:58) – Chairperson Norvell introduced the item. Mr. Rowe presented a report, incorporated into the record. He stated that the FAA was considering “to establish uniform site designations of parachute landing areas (PLA)”. Mr. Rowe expressed concern that should an entity apply for a PLA and is refused, it may have an impact on grant funding from the FAA. Discussion ensued regarding writing a letter to the FAA prior to the comment deadline, and it was agreed that the Authority needed “the best possible relationship with the FAA”, and Mr. Rowe was advised by Mr. Tackes and the Authority members to forgo writing said letter. Member Saylo clarified that he had seen skydivers landing in Mills Park and other areas near the airport.

J. LEGAL COUNSEL’S REPORT (7:08:49) – Chairperson Norvell introduced the item. Mr. Tackes informed the Authority that he had been in touch with the Congressional Delegation and had found out that two grants were on their way. Mr. Clague ensured Chairperson Norvell that design grants were reimbursable.

K. TREASURER’S REPORT (7:11:10) – Chairperson Norvell introduced the item. Member Carter distributed a budget report, incorporated into the record, and announced the current bank balance was \$461,629.32, adding that their share of the property taxes were received, and showed an increase over last year. Mr. Tackes corrected that some of the increase in property taxes was from Jet Ranch, which was undergoing bankruptcy proceedings, and that this increase in property taxes could reflect their payments.

L. REPORT FROM AUTHORITY MEMBERS (7:14:17) – There were no reports from Authority Members.

M. PUBLIC COMMENT (7:14:20) – Chairperson Norvell entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING (7:14:35) – Chairperson Norvell introduced the item and wished to carry over agenda item G6.

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O. ACTION ON ADJOURNMENT (7:14:42) – Chairperson Norvell entertained a motion. Vice Chairperson Kelly moved to adjourn. The motion was seconded by Member Williams. The meeting was adjourned at 7:15 p.m.

The Minutes of the August 15, 2012 Carson City Airport Authority meeting are so approved this 17th day of October, 2012.

HARLOW NORVELL, Chair