

CARSON CITY AIRPORT AUTHORITY
Minutes of the October 17, 2012 Meeting

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, October 17, 2012, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell
Vice Chairperson Guy Williams
Member Karl Hutter
Member Teresa DiLoreto-Long
Member Stephen Poscic
Member Ray Saylo

STAFF: Steve Tackes, Airport Counsel
Jim Clague, Airport Engineer
Tim Rowe, Airport Manager
Tamar Warren, Deputy Clerk/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 (6:01:31) – Chairperson Norvell called the meeting to order at 6:00 p.m. Roll was called; a quorum was present.

B. PLEDGE OF ALLEGIANCE: (6:02:10) – Chairperson Norvell led the Pledge of Allegiance.

C. ACTION ON APPROVAL OF PAST MINUTES (6:02:42) – Chairperson Norvell introduced the item. **Member Saylo moved to approve the minutes of the August 15, 2012 meeting. The motion was seconded by Member Hutter. Motion carried 6-0.**

D. MODIFICATION OF AGENDA (6:03:29) – There were no modifications to the agenda.

E. PUBLIC COMMENT (6:03:50) – Chairperson Norvell entertained public comments. Bill Hartman noted that at 8 p.m. last Sunday evening, upon his return from Henderson, he was unable to turn on the runway lights. After several calls to Authority members, he was able to obtain Mr. Rowe's cell phone number and notify him of the issue. Mr. Rowe had been able to rush to the airport and discover a circuit breaker issue. Mr. Hartman was pleased with Mr. Rowe's immediate response and expressed his gratitude to the Authority. Chairperson Norvell apologized for the incident, thanked Mr. Hartman for the information, and clarified a sequencing issue.

F. CONSENT AGENDA (6:08:42) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE CARSON CITY AIRPORT AUTHORITY AUDIT FOR FY 2011/2012. (6:08:51) – Chairperson Norvell introduced the item. Beth Kohn-Cole, Partner at Kohn Colodny LLP, presented the audit of the Carson City Airport Authority financial statements, which is incorporated into the record. Ms. Kohn-Cole called the audit "unqualified", which she defined as a "clean audit". She also noted that the fund balance was getting low because of "some prepaid leases" used to match FAA grants, clarifying that the Department of Taxation was aware of it. She observed a Nevada Revised Statute (NRS) compliance issue, which showed that the expenditures had exceeded the budget by \$15,238, which, she added, was offset by the incoming grant funds. Chairperson Norvell thanked Ms. Kohn-Cole. He also entertained comments, and when none were forthcoming, a motion. **Member DiLoreto Long moved to approve the audit for FY 2011/2012. The motion was seconded by member Poscic. Motion Carried 6-0.**

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2. RE-ASSIGNMENT OF THE COMMITTEE TO DEVELOPMENT, CRITERIA AND METHODOLOGY FOR THE PERFORMANCE EVALUATION OF THE AIRPORT MANAGER. (6:17:02) – Chairperson Norvell introduced the item and suggested waiting until the last Authority member was seated to form a committee. He suggested holding the discussion in an open public meeting to comply with the Open Meeting Law and in order not to limit the number of the committee members. He added that he would not be part of the committee because he knows Mr. Rowe personally. Vice Chairperson Williams suggested dividing the paperwork among committee members in order to be better prepared as a group. Mr. Tackes clarified that the committee would collect information and bring the results to the Authority, without recommendations. Chairperson Norvell also introduced Member Hutter from Clickbond, and Member Poscic from Carson Aviation Services. He expressed his gratitude for their presence and their desire for participation.

3. DISCUSSION AND POSSIBLE ACTION REGARDING THE AIRPORT AUTHORITY MEETING SCHEDULED FOR NOVEMBER, 2012 AND THE THANKSGIVING HOLIDAY ON THURSDAY NOVEMBER 22, 2012. (6:22:12) – Chairperson Norvell introduced the item. Member DiLoreto-Long suggested skipping the November meeting as it fell on Thanksgiving eve. Vice Chairperson Williams suggested holding the next meeting early or mid-December in order to avoid lack of quorum during the Holiday season. December 5, 2012 was agreed upon as a possible meeting date.

H. AIRPORT ENGINEER’S REPORT (6:25:34) – Chairperson Norvell introduced the item. Mr. Clague presented the Airport Engineer’s Report, which is incorporated into the record. He noted that the Environmental Assessment II had begun and that they were still working with some tenants at the airport for the Main Apron Reconstruction to determine their limits. Mr. Clague also noted that they had received new areal mapping for the airport, and that the slurry seal and striping project for Taxiways B and C was underway. He added that the Federal Aviation Administration (FAA) had approved the controls for the Airports Geographic Information Systems (AGIS) survey and the planned approach for the necessary areal photography, and would possibly be done by November. Mr. Clague also noted that Phil Logan, a new FAA program manager, had been assigned to Carson City.

I. AIRPORT MANAGER’S REPORT (6:31:11) – Chairperson Norvell introduced the item. Mr. Rowe presented a report, incorporated into the record, that the Terminal Area Forecast will be in place and will start broadcasting on January 3, 2013. He also discussed his written report on the Runway 27 GPS approach, and noted that they could not make any “FAA reimbursable draw-downs” until his FAA training is complete, adding that most other airports had the same issue. Mr. Rowe indicated that he had received \$12,166 from Cinderlite for the rock.

J. LEGAL COUNSEL’S REPORT (6:40:18) – Chairperson Norvell introduced the item. Mr. Tackes did not have anything new to report.

K. TREASURER’S REPORT (6:40:21) – Chairperson Norvell introduced the item. Member DiLoreto-Long announced that the current checking account balance was \$9,342.16.

L. REPORT FROM AUTHORITY MEMBERS (6:41:01) – Chairperson Norvell introduced the item. Member Saylo explained that the Battle Born Days Committee was planning to move several airplanes at 3 a.m. on Tuesday from the airport to Mills Park via Technology Way and Arrowhead. He noted that the Nevada Department of Transportation (NDOT) was concerned with the width of the airplanes. Mr. Rowe noted that he had received insurance information absolving the airport of any liability.

M. PUBLIC COMMENT (6:43:51) – Chairperson Norvell entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING (6:44:05) – Chairperson Norvell introduced the item and suggested carrying forward agenda item 2.

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O. ACTION ON ADJOURNMENT (6:44:08) – Chairperson Norvell entertained a motion. Vice Chairperson Williams moved to adjourn. The motion was seconded by Member Saylo. The meeting was adjourned at 6:45 p.m.

The Minutes of the October 17, 2012 Carson City Airport Authority meeting are so approved this 5th day of December, 2012.

HARLOW NORVELL, Chair