

CARSON CITY AIRPORT AUTHORITY
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, April 17, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell
Vice Chairperson Guy Williams
Member Ray English
Member Stephen Poscic
Member Jim Shirk

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 (6:00:35) – Chairperson Norvell called the meeting to order at 6:00 p.m. Roll was called; a quorum was present. Members Teresa DiLoreto-Long and Karl Hutter were absent. Member English arrived at 6:08 p.m.

B. PLEDGE OF ALLEGIANCE (6:01:10) – Chairperson Norvell led the Pledge of Allegiance.

C. ACTION ON APPROVAL OF PAST MINUTES (6:01:35) – Chairperson Norvell introduced the item. **Vice Chairperson Williams moved to approve the minutes of the January 16, 2013 meeting. The motion was seconded by Member Poscic. Motion carried 4-0. Member Poscic moved to approve the minutes of the February 20, 2013 meeting. The motion was seconded by Member Shirk. Motion carried 4-0.**

D. MODIFICATION OF AGENDA (6:03:07) – Chairperson Norvell suggested discussing agenda item G1 after items G2 and G3.

E. PUBLIC COMMENT (6:03:44) – Chairperson Norvell entertained public comments. Jerry Vaccaro introduced himself and requested copies of the Authority's accounting information including engineering and legal fees. Chairperson Norvell informed Mr. Vaccaro that the information was part of the Authority's public record and directed Mr. Rowe to provide them. Mr. Tackes suggested utilizing the most current audited records. Mr. Vaccaro noted that his request was to view specific information regarding a grant received to redirect traffic. He then clarified that he would like to see the grant agreement and Mr. Tackes agreed to forward that information to Mr. Rowe to give to Mr. Vaccaro. Robert Dickinson, representing the Experimental Aircraft Association (EAA) Chapter 403, updated the Authority regarding pavement repair and electrical installation to the hangars, and noted that the project would start the following Wednesday and would be completed in two days. Mr. Clague stated that he would like to be notified regarding the type of aggregate and concrete to be used.

F. CONSENT AGENDA (6:14:36) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO APPROVE CLASS II FBO APPLICATION OF THE EXPERIMENTAL AIRCRAFT ASSOCIATION. (7:29:32) – Chairperson Norvell introduced the item. Robert Dickinson reintroduced himself and noted that he had provided the appropriate application documents to Mr. Rowe. He also gave background on the activities of EAA and noted the volunteer work they had done to date. Mr. Dickinson also

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requested to have the fees associated with the FBO classification waived due to their tax exempt and 501(c)(3) statuses. In response to a question by Chairperson Norvell, Mr. Dickinson explained that the funds generated would not be for profit, adding that the project would be started this summer with an October completion date. He also clarified that the all the construction and the funds would be donated to EAA. Chairperson Norvell emphasized that it was important to the Authority that both the EAA and El Aero Services, from which they would sublet, had no “disconnects and challenges” and that both parties were working well together. He also clarified that should El Aero default on their lease in the future, the property in question would return to the Airport Authority. Discussion ensued regarding the latter and Mr. Dickinson noted that he understood the issue even though he disagreed with it, adding that he did not believe a donor would wish fund buildings “that could possibly be taken away from us”. Vice Chairperson Williams expressed concern over the fact that the funds to build the hangars had not been donated yet and suggested that the donors place the funds in escrow. Member Shirk suggested that Mr. Dickinson return with the necessary funding documents next month in order for the Authority to make a better-informed decision. Mr. Dickinson noted that he would like to discuss the default issue with his board. Member Poscic explained that should his leaseholder default, he would lose his Class II FBO status as well. Chairperson Norvell indicated that the application “is not sufficiently complete for us to grant approval at this time”. Mr. Dickinson received confirmation that when he completes all the necessary steps, the approval will happen in one meeting.

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 10TH AMENDMENT TO THE EL AERO LEASE (AKA MOBIL LEASE DATED 12-17-1981) TO CLARIFY RAMP AREA PORTION OF LEASEHOLD IS LEASE OF TIE-DOWNS ONLY; THAT UNDERLYING PAVEMENT ON RAMP AREA IS SUBJECT TO FAA AIP PROJECT IMPROVEMENTS. (6:15:10) – Chairperson Norvell introduced the item. Mr. Tackes gave background on the existing leases that were being “cleaned up”. He explained that the area in question had been used as a tie-down, ramp, or parking area; however, the lease had allowed for building construction there. Mr. Tackes clarified that this amendment would reflect the area’s historical use and would be in conformance with the FAA requirements. Member English received confirmation that the amendment would not allow any buildings on the area and that the rent amount would not change. Chairperson Norvell entertained public comments and when none were forthcoming, a motion. **Member English moved to approve the 10th amendment to the El Aero mobile lease as presented. The motion was seconded by Member Poscic. Motion carried 5-0.**

3. DISCUSSION AND POSSIBLE ACTION TO CONSIDER REQUEST FROM CACTUS AIR FORCE WINGS AND WHEELS MUSEUM, INC., A NEVADA NON-PROFIT CORPORATION, FOR A LEASE TO CONSTRUCT AND OPERATE AN AVIATION MUSEUM AT THE CARSON CITY AIRPORT; LEASE OF AIRPORT PROPERTY; CONSIDER APPROVAL IN CONCEPT; DIRECTIONS TO AIRPORT STAFF. (6:20:22) – Chairperson Norvell introduced the item and noted that he was pleased to see that the Cactus Air Force’s desire to use the property for the reason it was intended, adding that the property “sat idle for almost 20 years” due to the narrow nature of the scope for which the property could be used. He also stated that the preliminary drawings revealed a beautiful facility that would provide educational opportunities to the public. Doug Thorngren introduced himself as Director of Operation for Cactus Air Force, representing the owners, Rick and Veronica Clemens, and gave background on the museum. He also presented an artist’s rendering of the project and noted that the museum would display both aircraft and vehicles. Chairperson Norvell inquired and was informed that the property would be fenced and public access would be by invitation only for the time being. Mr. Thorngren also stated that should the Nevada Department of Transportation (NDOT) agree, public access could be available. Mr. Norvell received confirmation that the Carson City School District could be involved and would benefit from the educational component of the museum. Vice Chairperson Williams was informed that the museum vehicles would be behind a chain-link fence and would not become hazardous on taxiways. He also received confirmation that this EAA Chapter’s non-profit status would be reinstated, and that the issue had been a filing error. In response to an inquiry by Member Shirk, Mr. Thorngren clarified that most of the aircraft and vehicles were privately owned by Cactus Air, LLC, its owners, or the museum. He also explained that the parking spaces would be sufficient and would be based on building regulations and that the museum construction would begin in July or August, 2013. Mr. Thorngren stated that they would work closely with other museums and veterans’ organizations. Upon Chairperson Norvell’s request, Mr. Thorngren gave examples of the aircraft to be housed at the museum. Discussion ensued regarding the different aircraft. Member English thanked Mr. Thorngren for choosing Carson City. Mr. Rowe responded to Member Shirk that discussions with NDOT would determine the access point to the museum. Chairperson Norvell noted that because of the restrictive educational use and the BLM’s conditions, the least rate should

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be “nominal”. Mr. Tackes gave background on the land and the original grant from the BLM to NDOT, and since the latter could not build on the land, it considered to transfer it back to the BLM, until the EAA agreed to develop it for educational purposes. Mr. Tackes also noted that the applicant’s plans were still in the development stages, and did not include sustainability. He cautioned again the perception of renting a property inexpensively “so somebody can park their own aircraft”. Mr. Tackes believed that the museum was a great idea; however, he believed that many questions still remained unanswered. He advised the Authority to be cautious of any liability issues including the potential loss of non-profit status and the loss of the educational component, both of which would be considered reasons to terminate a lease. Mr. Thorngren assured Mr. Tackes that a sustainability plan would be provided once the conceptual plan was approved. Discussion ensued regarding safety issues being incorporated into the lease. Chairperson Norvell entertained additional comments. Member English liked what he heard so far; however, he was concerned about the traffic safety should there be a College Parkway entrance. Member Shirk also agreed that the “whole concept is great” and suggested that they move forward with the conceptual drawings. Vice Chairperson Williams agreed with the educational concept and understood Mr. Tackes’ concerns regarding the issues. Member Poscic suggested approving the conceptual piece, but wanted to ensure final approval would depend on addressing all the concerns and details. Chairperson Norvell entertained public comments; however, none were forthcoming. Vice Chairperson Williams suggested adjusting the lease rate based on sustainability. Discussion ensued regarding lease rates and Mr. Tackes suggested looking into average lease rates. Chairperson Norvell noted that he was “greatly heartened that a prominent business in our community, that has provided great benefit to the people of Carson City over the last many years, is interested in doing a project on this airport and who is capable of doing it where such capability has not previously existed, nor have we seen it in the last 20 years”. Chairperson Norvell entertained additional comments and when none were forthcoming, a motion. Mr. Thorngren thanked the Authority members for their time. **Member Shirk moved to approve in concept the lease of the property to Cactus Air force Wings and Wheels Museum, Inc., and direct Staff to prepare a lease for the upcoming Authority meeting, after they confirm their 501(c)(3) status. The motion was seconded by Member English. Motion carried 5-0.**

4. DISCUSSION AND POSSIBLE ACTION TO AWARD THE CONSTRUCTION CONTRACT TO THE LOWEST, RESPONSIVE BIDDER; APPROVE THE ENGINEERING SERVICES AGREEMENT TO PROVIDE CONSTRUCTION MANAGEMENT DURING THE CONSTRUCTION OF THE PROJECT; AUTHORIZE THE CHAIRMAN TO SUBMIT A GRANT APPLICATION BASED ON THE LOWEST, RESPONSIVE BID; AND APPROVE THE ACCEPTANCE OF A GRANT OFFER FROM THE FAA FOR THE RECONSTRUCTION OF THE MAIN APRON PHASE 1; ALL CONDITIONED ON FAA GRANT FUNDING (8:08:38) – Chairperson Norvell introduced the item. Mr. Clague gave background and stated that the project had been advertised in March 2013, and the exhibits, incorporated into the record, showed the reconstruction area of 26,830 square yards. He added that the bids were already opened and a grant application would be submitted between mid-June and mid-July, construction would start in the end of July or early August and would be completed by late October. Mr. Clague also noted that he had broken the items down into four sections to ensure four separate actions. Chairperson Norvell entertained public comments. An audience member inquired about the bid being lower than the original estimate and Mr. Clague explained that the unit price in the drainage improvement was lower than anticipated. **Vice Chairperson Williams moved to approve the bid by Granite Construction and award the contract based on the condition of receiving an FAA AIP grant which covers the project to the lowest responsive bidder as determined by the Airport Engineer after bid opening and review. The motion was seconded by Member English. Motion carried 5-0.**

(8:16:10) – Mr. Clague noted that the FAA required that Atkins would perform inspections and materials testing as a component of construction management which would not to exceed \$169,300. **Member Shirk moved to approve the Engineering Services Agreement to provide construction management services with the condition that they receive an FAA AIP Grant. The motion was seconded by Member Poscic. Motion carried 5-0.**

(8:19:23) – Mr. Clague noted that the FAA’s share of the construction cost, \$1,298,298 would require approval by the Authority. He also noted that a grant application must be submitted by the Chair. **Member Poscic moved to authorize Chairperson Norvell to submit a grant application based on the lowest responsive bid. The motion was seconded by Member English. Motion carried 5-0.**

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(8:22:30) – Mr. Clague explained that once the grant offer is received, it must be approved by the Board of Supervisors within a short time frame. He suggested approving the grant offer acceptance so that Mr. Tackes could take it to the Board of Supervisors, upon receipt. **Member English moved to approve the acceptance of a corresponding grant offer from the FAA for the reconstruction of the Main Apron Phase I. The motion was seconded by Member Shirk. Motion carried 5-0.**

Commissioner Shirk left at 8:29 p.m.

H. AIRPORT ENGINEER’S REPORT (8:28:29) – Chairperson Norvell introduced the item. Mr. Clague distributed the Airport Engineer’s Report, incorporated into the record, and discussed the following projects: Environmental Assessment Phase II; Taxiway B and C slurry seal and striping; the Main Apron reconstruction Phase I, the AGIS Survey, and the Pavement Maintenance Program. Mr. Clague also explained that he had included project summaries in his report per Member Di Loreto-Long’s request.

I. AIRPORT MANAGER’S REPORT (8:39:31) – Chairperson Norvell introduced the item. Mr. Rowe stated that he had met with Douglas County Emergency Management and the Carson City Assessor’s office to ensure compliance with NRS statutes. Mr. Rowe noted that he would receive a copy shortly and would distribute it to the Authority members. He also added that he had received \$3,876.08 from Cinderlite for the rock sales for March rock sales. Mr. Rowe announced that he had passed a test to become a Certified Airport Manager, though The American Association of Airport Managers.

J. LEGAL COUNSEL’S REPORT (8:36:29) – Chairperson Norvell introduced the item. Mr. Tackes stated that SB 270 would allow the Authority to ask for \$500,000 towards an existing project, and SB 385 would give a rebate on the sales track on aircraft parts.

K. TREASURER’S REPORT (8:44:02) – Chairperson Norvell introduced the item. Mr. Rowe noted that the total bank balance contained \$408,000.

L. REPORT FROM AUTHORITY MEMBERS

M. PUBLIC COMMENT (8:44:23) – Chairperson Norvell entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING (8:44:38) – Chairperson Norvell introduced the item. Mr. Tackes indicated that Mr. Di Loreto had requested being on the agenda for the following meeting.

O. ACTION ON ADJOURNMENT (8:45:01) – Chairperson Norvell entertained a motion. **Vice Chairperson Williams moved to adjourn. The motion was seconded by Member English. The meeting was adjourned at 8:46 p.m.**

The Minutes of the April 17, 2013 Carson City Airport Authority meeting are so approved this 16th day of May, 2013.

HARLOW NORVELL, Chair