

**CARSON CITY AIRPORT AUTHORITY  
MEETING MINUTES**

**WEDNESDAY, APRIL 18, 2007 – 6:00 P.M.**

***Public Meeting at:***  
**CARSON CITY COMMUNITY CENTER**  
**SIERRA ROOM**  
**851 E. WILLIAM STREET**  
**CARSON CITY, NEVADA**

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- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM. The regular meeting of the Carson City Airport Authority was called to order at 6:00 p.m. Roll call was taken, and quorum was determined:
- Present: Neil Weaver, Collie Hutter, Steve Lewis, Walt Sullivan, and Gary Handelin
- Absent: Richard Staub (*excused*)
- Staff: Mr. Tackes and Mr. Clague; Mrs. Weaver (*excused*)
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. No minutes had been submitted for approval. This item will be carried forward to the next regular meeting.
- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items.* No modification to the agenda was made at this time.
- E. PUBLIC COMMENT. *Members of the public who wish to address the Airport Authority may speak on non-agendized matters related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.* No members of the public were present for this meeting, and therefore there were no public comments at this time.

F. PUBLIC HEARINGS

- (1) ACTION TO CONSIDER THE STATUS OF THE MASTER PLAN (MP) AND AIRPORT LAYOUT PLAN (ALP); REPORT BY MASTER PLAN SUBCOMMITTEE (*C. Hutter*). Mrs. Hutter stated there was not much to report at this time, as a Master Plan Subcommittee meeting was not held this month. Mrs. Hutter reported on the trip to Gardnerville and the meeting with the FAA, stating that it was a good meeting and that everything appears to still be on track for the grant funding. Mrs. Hutter reported that the lots that were being filled are completed, creating leasable lots, and that a Master Plan Subcommittee meeting will be held next month to continue planning other areas of the Airport.

Mr. Lewis asked if there were any questions or comments. There were none at this time.

- (2) ACTION TO CONSIDER A REQUEST FROM STERLING AIR, LTD., TO INSTALL A "SWAMP COOLER" ON THE SOUTHEAST CORNER OF HANGAR ATOP A 8'x10'x9' HIGH (80 SQUARE FEET) FULLY ENCLOSED AND PERMANENT STORAGE ENCLOSURE, TO MATCH EXISTING BUILDING COLORS, AND TO ALSO ACCOMMODATE A PARTIALLY ENCLOSED 6-FOOT DUMPSTER ON THE EAST END OF THE ENCLOSURE (*S. Lewis*). Mr. Lewis stated that he would be abstaining from this item, since it is his item, and handed Vice-Chairman Mr. Sullivan the gavel. Mr. Sullivan read the item, and Mr. Lewis stepped down from the dais to present the item to the Board from the podium.

For the record Mr. Lewis introduced himself as the owner of Sterling Air. Mr. Lewis referred to the information placed in each member's packet, and then read the information aloud. Mr. Lewis then asked if there were any questions.

Mrs. Hutter asked Mr. Lewis if he meant that he would be building by the concrete ramp pony walls around the dumpster, and above it would be placed the swamp cooler. Mr. Lewis confirmed that this was the idea, and apologized for the poor quality of the plan drawing. He explained that the small structure, 8'x10'x9' high would be on the southeast corner of the existing Sterling Air hangar, above which would be the swamp cooler. To the east of this structure will be the 5'x6' pony walls that is designed to try to hide and contain the dumpster.

Mr. Sullivan asked if there were any other questions for Mr. Lewis. There were none. Mr. Sullivan asked Mr. Lewis if he would be obtaining a building permit from the City. Mr. Lewis stated that the structure was less than 100 square feet, and his understanding from his contractor is that the small size indicates that no building permit is required for this new construction; however, Mr. Lewis stated that if one were required he would get one.

There were no other questions, no public comment and no additional Board or Staff comment.

Mr. Sullivan called for the motion. Mrs. Hutter moved to approve the request from Sterling Air, Ltd., to install a swamp cooler on the southeast corner of the existing

hangar atop an 8'x10'x9' high fully enclosed and permanent storage enclosure, to match existing building colors, and to also accommodate a partially enclosed six-foot dumpster on the east end of the enclosure.

Mr. Handelin seconded the motion.

Mr. Sullivan asked if there was any further discussion. There was none. Mr. Sullivan called for the vote. The motion carried, with Mr. Lewis abstaining and Mr. Staub absent from this meeting.

Mr. Lewis returned to the dais and retrieved the gavel.

- (3) DISCUSSION AND ACTION REGARDING FUNDING OPTIONS TO HELP MAINTAIN AND IMPROVE AIRPORT SECURITY, INCLUDING GATE MAINTENANCE, REPLACEMENT, UPGRADES AND SECURITY FENCING; REVIEW OF PROPOSED ANNUAL GATE CARD FEE STRUCTURE AND SUGGESTED ALTERNATIVES; REVIEW OF DRAFT BUSINESS IMPACT STATEMENT; REVIEW OF RESPONSES TO RFP FOR AIRPORT GATES (*G. Handelin*). Mr. Handelin reported that 54% of the \$32,758 submitted in response to the RFP has been raised. McClellan Builders offered to sponsor Gate 1; Click Bond offered to sponsor Gate 3; Sterling Air contributed \$1,000; Carson City Sheriff's Aerosquadron contributed \$500; Toiyabe Group, Inc., contributed \$500; and Gary Phillips contributed \$300 for a total of \$17,676 in total contributions received thus far.

Mr. Handelin asked Mr. Tackes about the requirements of putting out the RFP. Mr. Handelin explained that he had solicited 13 different providers, but only received 2 responses. He asked if the Airport Authority was under any obligation to try to receive at least 3 responses, and if the Airport Authority would be in any type of legal problems since it only received 2 responses. Mr. Tackes explained that the requirement was only in the number of bids solicited, and that no contractor could be forced to respond.

Based on this information, Mr. Handelin stated that his thought process was to hold off assessing a gate card fee until after the Open House in June. Mr. Handelin stated that Gate 4 has not yet been fixed, although there was a motion to get it done. Mr. Handelin stated that he believed it needed to be fixed as soon as possible, since it was considered a liability in its present condition. Mr. Handelin suggested proceeding with Gates 1 and 3, and with the additional funding, when the vehicle gates are done the man gates should also be done at the same time and restructure that section of the fence.

Also, Mr. Handelin stated that the people who contributed the money needed to be acknowledged. He believed that the Airport Authority should write a new letter in the form of a progress report, and that it should be sent to all the users again, and should state progress to date and to also solicit funds so that the remainder of the project can be completed. Mr. Handelin suggested that an acceptable plaque or sign be created for installation on the new gates to acknowledge Click Bond and McClellan Builders for their contributions.

Mr. Lewis asked if there were any comments from Board or Staff.

Mr. Tackes asked if Mr. Handelin was heading toward an eventual fee, or if he was hoping there would be no fee change. Mr. Handelin stated that he was hoping there would be no fee at all. Mr. Handelin stated that there was only one vehicle gate left that is not addressed, and if additional funds are raised between now and the open house, it would be an opportunity to show where we're at in the fund raising, and maybe more funds can be raised from the community and a gate card fee can be completely avoided.

Mr. Tackes stated that he was asking the question because of the draft impact statement. When a new proposal is written, it will need to be re-noticed to the public, and a new draft impact statement created; however, if we do not have to raise the fee, then an impact statement is not required.

Mrs. Hutter stated that we have about half of the money raised already, and asked Mr. Handelin if he thought we could raise the remainder of the funds. Mr. Handelin thought that we could.

Mr. Lewis asked if it would be prudent to go out and solicit other bids, or is it too late. Mr. Handelin stated that we could possibly get cheaper bids at this point, but it would be a disservice to the one company that did respond since their numbers were already made public.

Mr. Sullivan pointed out that since we already have so many generous donations it would probably be cheaper to fix three gates all at once versus fixing one now, one later, and one even later.

Mr. Lewis called for the motion.

Mr. Handelin moved to proceed with issuing a purchase order to proceed with the replacement of Gate 1 and Gate 3; doing the upgrade to Gate 4 to bring it to current compliance; and to also take care of the man gate upgrades adjacent to Gate 1 and Gate 3.

Mr. Sullivan seconded the motion.

Mr. Lewis asked if there was any discussion.

Mr. Handelin asked if a motion was required to take care of the other things he had suggested, such as coming out with the update letter asking for additional donations. Mr. Tackes stated that such a letter would be an administrative item and did not require a motion.

Mr. Lewis called for the vote. The vote was cast and the motion carried with four ayes and one opposed (Mr. Weaver), with Mr. Staub absent from this meeting.

- (4) DISCUSSION AND ACTION REGARDING PROTOCOL FOR AUTHORITY SIGNATURE ON PLANNING COMMISSION PERMITS DIRECTED TO THE PLANNING COMMISSION BUT ARISING FROM PROJECTS LOCATED ON THE AIRPORT; PROCEDURE; AND AUTHORIZATION (*S. Tackes and W. Sullivan*). Mr. Tackes reported that this issue had arisen as a result of a recent project that went to the

Planning Commission. A project that is submitted for approval requires the property owner to sign off on it, but from the Airport standpoint technically the City is the property owner. Mr. Tackes discussed the situation, who should sign the application and what the protocol should be. Mr. Tackes stated that it makes sense to have a protocol in place so that the Airport Authority Board is aware of who is signing documents and why. Mr. Sullivan had recommended to Mr. Tackes that this protocol be outlined.

Mr. Sullivan stated that he did bring this situation to Mr. Tackes' attention. There has not been a specific protocol in place, and, since 1995, one City Manager has signed as the property owner, two lessees have signed thinking they were the property owner, and the Airport Manager has signed as the property owner. Mr. Sullivan stated that the process needed to be streamlined.

Mr. Sullivan stated that he always felt that the Airport Authority was the manager of the Airport, and that management of it was turned over to the Airport Authority. Mr. Sullivan stated that he thought that the succession of signers should be whoever is seated on the Board, beginning with the Chairman, then the Vice-Chairman, then the Secretary/Treasurer, and then fall back to the City Manager. Mr. Sullivan stated that from the City's standpoint, the Airport Authority would thus remain knowledgeable of projects coming before the Planning Commission.

Mrs. Hutter asked for confirmation that if someone were signing on behalf of the Airport Authority, it would only be after a motion of acceptance of the project. Mr. Sullivan stated that it could be arranged that way.

Mr. Tackes stated that it would only occur after Airport action, as this procedure was already in place.

Mr. Weaver asked why the Board wouldn't want Airport Counsel and his legal department to review the documents and sign for the Airport, rather than to have well-meaning individuals who aren't particularly qualified to do so reviewing the legal documents?

Mr. Lewis asked Mr. Tackes if he felt he was qualified to review the documents. Mr. Tackes stated that anyone at the Airport Authority level who would be reviewing the documents should be able to read them to ensure that the documents contained the same information that had been approved by the Board. Mr. Weaver stated he was concerned about someone coming to the Board with a nefarious purpose, and believed that Mr. Tackes was best qualified to catch anything that would otherwise be included in the documents that could be construed as untoward and deviated from what had been presented to and approved by the Airport Authority. Mr. Tackes stated that he did not have any objection to reviewing submitted documents.

Mr. Lewis asked if there were any other Board or public comments. There were none at this time.

Mrs. Hutter asked what form this new system would take, and whether it would be a list on a sheet of paper and whether it would be referred to as a "protocol." Mrs. Hutter stated that once we went through the process of getting it set up that she did not want it to be lost.

Mr. Tackes stated that this sounded like a good idea, and pointed out that the Title 19 Subcommittee was currently going through a re-write, and Title 19 would be a logical place for the protocol to appear. Mr. Tackes stated that this is essentially adoption of a procedure, and should be an ordinance or otherwise named to show that the Airport Authority Board has formally adopted it.

Mr. Tackes pointed out that when Mr. Corrao was Chairman of the Board, other things had been adopted but somehow got lost. All of the items that are adopted should be ratified into a public document upon which the Airport Authority relies, and this protocol should be included as well. Mr. Weaver suggested it could be included in the Airport Operations Manual. Mrs. Hutter stated that she thought Mr. Weaver's suggestion of including the protocol in the Airport Operations Manual was a good one. Mr. Sullivan stated that the Board was contemplating adding various appendices to Title 19, and it could also be added as an appendix.

Mr. Sullivan moved to adopt a Planning Commission application protocol that would have first the Chairman, then Vice Chairman, followed by the Secretary/Treasurer and the most senior (meaning, time on the Airport Authority Board) Airport Authority member, in alphabetical order to clarify seniority, sign a Planning Commission application after sufficient review by the Airport Authority.

Mr. Handelin seconded the motion, if Mr. Sullivan would clarify his motion to mean that the signers as listed in the order above were signing as the property owner.

Mr. Weaver asked if this signature line-up was for anything, or if it were just for a special use permit. Mr. Sullivan stated that it could be for anything, such as a subdivision of a hangar, but primarily was in consideration for a special use permit.

Mr. Weaver asked if the purpose should be specified. Mr. Sullivan stated that if a special use permit is submitted, then this protocol should be utilized to determine who should sign the document as the property owner.

Mr. Sullivan stated that the maker of the motion adopted the suggested clarification as stated by Mr. Handelin.

The vote was cast and the motion carried, with Mr. Staub absent from the meeting and this vote.

G. AIRPORT ENGINEER'S REPORT (*Non-Action Item*). Mr. Jim Clague, Airport Engineer, had nothing additional to report at this time.

Mr. Lewis stated that most of the Board and Staff had received a notice from Mrs. Weaver, Airport Manager, regarding a dust complaint on the land that had recently been filled. He asked Mr. Clague about that complaint, and the situation with the dust.

Mr. Clague said that he had not been out to look at that parcel today, but that dust is common when the winds are high. Water is typically used on the dust-prone or dusty

areas, and when it dries it forms a crust on the surface of the dirt and helps keep the dust down. Unfortunately when the winds are high, not much can be done.

Mr. Sullivan asked if kids riding bikes in that area caused the dust. Mr. Lewis stated that it was just new fill, and we hadn't yet had the opportunity to water it so it could crust over. The dust situation was caused by the super high winds we have recently been experiencing. Mr. Lewis stated that the Airport Authority has received a complaint, and we should be proactive to address it.

Mr. Sullivan stated that a water truck could be brought in as a temporary remedy. He also pointed out that if a palliative were put on the dirt it would cost money but would last substantially longer. Regardless if whether a palliative was placed on the dirt, bikers, walkers and trucks will break up the crust.

Regarding the comment about being proactive, Mr. Weaver pointed out that several years ago the Airport Authority went to the State and registered with the NDEP as a possible dust offender, and paid them a stipend. He asked Mr. Tackes if he recalled doing this. Mr. Tackes did recall it, as it was done during a construction period. In this case, Mr. Tackes pointed out that the NDEP officer was driving by when the winds were blowing, and *she* initiated the complaint. Regardless of how it comes up, Mr. Tackes stated that there is a permit-notification process, and we have to do dust control. Mr. Tackes pointed out that per the information in Mrs. Weaver's e-mail regarding the site, the moisture we received last night has wetted down the dirt, and right now it's looking good. Our area is scheduled for at least two or three more storms in the next week or so, and Mr. Tackes suggested waiting to see how those storms play out before hiring a water truck. If we start to get a dust problem after the storms, Mr. Tackes stated that it would need to be addressed. The dust would most likely affect those downwind of the fill area, and that would mostly likely include the porta-hangars. Regardless, we need to keep an eye on it and remain proactive.

- H. AIRPORT MANAGER'S REPORT (*Non-Action Item*). Mrs. Yvon Weaver, Airport Manager, was excused from the meeting this evening, and there was no Airport Manager report at this time.
- I. LEGAL COUNSEL'S REPORT (*Non-Action Item*). Mr. Steve Tackes, Airport Counsel, reported that the Airport Authority has received the second half of the payments for the fill area. Lumos has certified that the work that is done has met the CLOMAR requirements, and now Weikel can do whatever they need to do for their parcel.

Mr. Tackes stated that he didn't have much else to report, other than some correspondence about AB-289, which was a bill promoted by one of the rural airports to try to eliminate the appraisal process for small airports. Mr. Tackes stated that NAMA was going to take this one under their wing and try to solve the problem for all of us and

not just for individual airports. It now appears that NAMA was focused on other things, and apparently did nothing on this bill. Mr. Tackes explained that the bill came out of Yerington, although it wouldn't work for Yerington since their population count is wrong. There has been some recent activity to try to get the bill amended. Mr. Tackes stated that he would be happy to help the Airport Authority, except he is a registered lobbyist so he cannot lobby on behalf of the Airport Authority, but he could set up meetings for them if they are so inclined.

Mrs. Hutter stated that she had received an e-mail from Mrs. Weaver late in the day regarding a meeting in the legislative environment. Mr. Weaver stated that that is where Mrs. Weaver was at this time, at that meeting, which is why she was excused from this Board meeting.

Mr. Handelin asked Mr. Tackes for the status of the Jewett lease. Mr. Tackes stated there was no lease with Mr. Jewett, and explained the process through which Mr. Jewett's lease had been terminated. Mr. Tackes stated that to his knowledge Mr. Jewett no longer has a lease on Airport property.

- J. TREASURER'S REPORT (*Non-Action Item*). Mrs. Collie Hutter, Airport Treasurer, distributed the tentative budget pages for 2007/2008, and discussed at length the items contained on the pages. Mrs. Hutter stated that the budget would be approved at the NRS-appointed meeting date in May, which is the third Thursday of the month. Regarding the budget, Mrs. Hutter stated that if anyone had any questions they could contact her, as she keeps a duplicate set of books at her office. Mrs. Hutter thanked Mrs. Weaver for her help and stated that Mrs. Weaver was doing an extraordinary job of keeping the books.

Mr. Lewis thanked Mrs. Hutter and Mrs. Weaver for doing such a good job and running a tight ship with the Airport's finances and expenditures.

- K. REPORT FROM AUTHORITY MEMBERS (*Non-Action Item*). Mr. Weaver noted the passing of three long-time pilots and friends of the Carson City Airport community: Malcolm Redwine, Steve Brown and former Airport Authority Chairman George Weeks. Mr. Weaver expressed his sadness, and extended his condolences to their families.

Mr. Sullivan stated that he had been advised on behalf of Mr. Patrick Dang that Mr. Dang would be submitting his request for a hangar subdivision/condominium application to the Planning Commission, and is scheduled to be heard at the next Board of Supervisors meeting in May.

Mr. Handelin stated that his packet included a letter from NDOT, which says in part that the overall condition of the Airport is found to be "very good." Mr. Handelin stated that



this was a nice comment from NDOT, but not if they're referring to our ramps and taxiways, as that would be inappropriate.

Mr. Clague stated that he thought that they were inspecting the Airport for overall safety, and not the condition of the pavement. Mr. Clague stated that he could not speak for NDOT, but believed that is to what they were referring.

Mr. Handelin stated that he thought we should get clarification from NDOT on this comment, since we are looking for FAA funding for pavement rehabilitation and the FAA might look at NDOT's letter and ask why.

Mr. Tackes agreed with Mr. Handelin, in that we should follow up on the comment in this letter. He stated that we do our best to keep our Airport safe, and that Mrs. Weaver does a great job of so doing.

In looking to future agenda items, Mr. Handelin requested that the independent contractor agreement item be included in an upcoming agenda. Because the May meeting cannot be held in the Sierra Room of the Community Center, Mr. Handelin suggested that this item skip the May meeting and be heard at the June meeting instead, where it could be heard in a televised venue. No one objected to this suggestion.

Also regarding items for the next agenda, Mr. Tackes asked to add an item designating the hill material as surplus material, so that if we find an opportunity to get rid of it somehow we can do so and we don't have to undergo a long, involved process. Part of the reasoning is that the funding process is moving along, plus we are coming up on construction season. If there is an opportunity to move or utilize the dirt, Mr. Tackes thought we should position ourselves to take advantage of any situation, and once the funding is received we will want to be in a position to proceed full speed ahead. Mr. Tackes will review the statutes and provide proper verbiage for this item.

Mr. Lewis stated that he had attended the NAMA meeting, and did meet with the FAA. Mr. Lewis stated that the FAA seems to be on target with our funding, and did commit to try to accelerate the next grant for the coming year in an effort to try to save some of the interest expense relating to the Serpa land purchase.

Mr. Lewis reported that he had attended a 3½-hour emergency response training session at Fire Station 2. It covered various levels of command structures and was a very intense training session. Mr. Lewis stated that the instructor made it a point to thank Mr. Lewis for attending, saying that he was glad to see someone on-site from the Airport. Mr. Lewis stated that Mrs. Weaver was scheduled to attend this training, but did not attend. Mr. Lewis stated that another session is scheduled to be held later this summer, and felt it was well worth the effort to attend.

Mr. Lewis stated that the Title 19 Subcommittee would be meeting again on the 30<sup>th</sup> of this month.

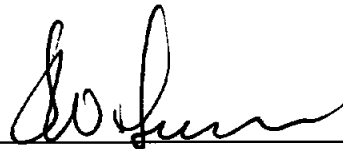
- L. ACTION ON ADJOURNMENT. Mr. Handelin moved to adjourn the meeting. Mr. Sullivan seconded the motion and the meeting was adjourned without objection at 7:00 p.m.

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**NOTE:** A tape recording of these proceedings is on file, and available for review and inspection at the Airport Manager's office during normal business hours.

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The minutes of the 18 April 2007 Regular Meeting of the Carson City Airport Authority are so approved on this 16<sup>th</sup> day of May, 2007.

BY: 

TITLE: Steve Lewis, Chairman