

CARSON CITY AIRPORT AUTHORITY
Minutes of the February 17, 2010 Meeting
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, February 17, 2010 in the Carson City 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	STAFF: Casey Pullman, Airport Manager Jim Clague, Airport Engineer Steve Tackes, Airport Counsel Jano Barnhurst, Recording Secretary
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NOTE: A recording of these proceedings, agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours.

A. CALL TO ORDER, ROLL CALL AND DETERMINATION OF QUORUM. (6:00:39) - Chairperson Norvell called the meeting to order at 6:00 p.m. Roll was called and a quorum was present. Member McClelland was absent.

B. PLEDGE OF ALLEGIANCE. (6:01:02) - Chairperson Norvell led the pledge of allegiance.

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. (6:01:37) - Vice Chairperson Kelly moved to approve the minutes of the December 16, 2009 meeting as presented. Member Saylo seconded the motion. Motion carried 5-0. Member DiLoreto-Long moved to approve the minutes of the January 20, 2010 meeting as presented. Member Saylo seconded the motion. Motion carried 5-0.

D. MODIFICATION OF THE AGENDA. (6:03:09) - None.

E. PUBLIC COMMENT. (6:03:22) - Ginna Reyes of El Aero Services acknowledged a note of thanks to Don Peterson for addressing the Board of Supervisors (BOS) regarding Silver State School and the CCAA's disapproval of relocating near the airport. She noted that he supported that stance before the BOS who denied the zoning change.

F. CONSENT AGENDA. All matters listed under the consent agenda are considered routine, and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Authority or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Chairperson or the Vice-Chairperson retains discretion in deciding whether or not an item will be pulled off the consent agenda. (6:04:56) - None.

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G. PUBLIC HEARINGS.

G-1. DISCUSSION AND POSSIBLE ACTION TO APPROVE CARSON CITY AIRPORT AUTHORITY FUNDING OF PROPOSED EAA/EL AERO RECORD OF SURVEY FOR CARSON CITY AIRPORT AND EL AERO LAND SWAP. (*R. Dickinson*) (6:05:03) - Chairperson Norvell introduced and Vice Chairperson Kelly recused himself from the item. Mr. Dickinson thanked PBS&J for completing the survey very quickly. He reviewed the discussions from previous meetings adding that they are requesting reimbursement of their portion of the survey. In response to a question, Mr. Clague replied that the record of survey was finished and given to El Aero for review. He explained that Mr. Tackes would prepare a lease agreement and once the boundaries were agreed upon, it would be submitted to the City for recording. Mr. Dickinson advised that EAA's portion ranged from \$2,700 to \$3,200. In response to a question, Mr. Clague advised that all field work has been completed. Chairperson Norvell called for comments from the Board. Member Carter opined that they should fund the EAA. In response to a question, Mr. Pullman replied that the expense would fall under the general engineering account which is non-reimbursable via the FAA. Mr. Dickinson added that the EAA has saved the Board approximately \$6,000 in various costs. Member DiLoreto-Long thanked the EAA for all they have done. Chairperson Norvell expressed his support for their contributions. Mr. Pullman added that he is looking forward to the project beginning. Chairperson Norvell called for public comment and seeing none, entertained a motion. **Member DiLoreto-Long moved to approve the Carson City Airport Authority funding of completed EAA/El Aero record of survey for Carson City Airport and El Aero land swap. Member Saylo seconded the motion. Motion carried 4-0.** Mr. Dickinson expressed his thanks to the Board.

G-2. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT AUTOMATED WEATHER OBSERVATION SYSTEM (AWOS) PROJECT (FAA AIP NO. 3-32-0004-17), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS. (*Jim Clague*) (6:12:42) - Chairperson Norvell introduced the item and Mr. Clague reviewed the staff report which is incorporated into the record. In response to a question, he replied that NDOT suggested connecting to the transformer adjacent to their hangar but later recommended tying into the transformer near College Parkway. He anticipated a status report next week. In response to another question, he replied that when power is provided to the electrical vault, they can hook up the AWOS and start getting it commissioned.

G-3. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT RUNWAY PROJECT (FAA AIP NO. 3-32-0004-18), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS. (*Jim Clague*) (6:15:03) – Chairperson Norvell introduced the item and Mr. Clague reviewed the work schedule and staff report which are incorporated into the record. He advised that they are currently in a winter shut down and expected the start date of the new phase to be pushed back due to inclement weather.

Mr. Clague anticipated a second change order in March including runway grooving. In response to a question, he replied that prices were obtained for open grade and grooving but open grade is more expensive. He added that while open grade can wear out over time and is higher maintenance in the long

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term, grooving is a more permanent friction course. In response to another question, he replied that grooving is very suitable for the local environment. He added that a grooved runway helps remove water from the pavement and snow seems to thaw faster. Chairperson Norvell added that grooving makes a huge difference in the winter. Mr. Clague stated that he will advise the FAA of their preference for the grooving but cautioned that due to budget constraints and unless it is required, it may not be funded. He then reviewed the remaining items in the proposed change order which is incorporated into the record. In response to a question, he replied that poles for the obstruction lights are not telescopic. Mr. Pullman added that it will be cost effective for the airport to change the light bulbs themselves. Mr. Clague then referred to the agenda materials including the budget and photos. He noted that because of the change order, the project may exceed available funding, but that he did not expect engineering services to use all of its budget.

Chairperson Norvell advised that the FAA is concerned about aircraft landing on 27, rolling out through the overrun to the old apron, to the northwest ramp and suggested issuing a NOTAM on the website. Mr. Pullman replied that a NOTAM was posted but cautioned that issuing NOTAM's is difficult because they are not necessarily approved in the desired manner. In response to a question, he acknowledged that it will remain in effect until the connector is constructed at the west end. In response to a comment, Mr. Clague expressed surprise that the FAA wouldn't fund the new connector, but noted that their interest was the runway and parallel taxiway. In response to another comment, he acknowledged that erosion on the south and north sides of the runway will be corrected. Chairperson Norvell called for public comment but none was forthcoming.

H. AIRPORT ENGINEER'S REPORT. (6:28:23) - Mr. Clague advised of a tenant meeting planned for the 23rd at 6:00 regarding a schedule update. He reviewed the staff report which is incorporated into the record. In response to a question, Mr. Pullman replied that February 18 is the deadline for qualifications to be submitted on RFP's for the AGIS survey.

I. AIRPORT MANAGER'S REPORT. (6:32:05) - Mr. Pullman gave an update on the straight-in instrument approach advising that the FAA's Flight Standards Office (FSO) may be able to implement a straight-in approach with the current survey. He noted that they were previously told that the new AGIS survey was required, but there is new criteria and the process would still take several months. He stressed the importance of having the approach for the airport's economy and the FAA believes they may be able to expedite it. He noted that the hill was a previous impediment but with it removed, they may be able to use the current survey information. In response to a question, Mr. Pullman acknowledged that the glide slope for a straight-in approach will go from 32:1. Mr. Clague expressed concern that the hill on the other side of Goni would become an obstruction. Chairperson Norvell commented that "the visual segment would be from the missed approach point to the runway threshold and up to that point, the slope is not related to the PAPI but inbound from the missed approach point for the VFR portion of that approach."

Mr. Pullman advised that he and Mr. Norvell attended the Reno Tahoe Airport Authority (RTAA) and Jet West FBO tenant meeting. He explained that RTAA wants Jet West to relocate to the Stead Airport but they are not interested in doing so. He noted that Carson City wasn't mentioned as an alternative for the relocation even though many tenants living in south Reno expressed concern about the commute to Stead. He advised that he will be marketing the Reno area to draw tenants to the Carson City airport and is

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considering hiring a professional marketing consultant. He added that if successful in relocating aircraft, it could potentially generate hundreds of thousands of dollars in new personal property tax, fuel consumption and increase business for local FBO's at the airport. He added that he wants to see everyone at the airport prosper and requested suggestions from the FBO's regarding marketing strategies. Chairperson Norvell added that they need to try to interest elements looking for a place to go. Mr. Pullman continued that he has heard from some tenants at Jet West but most don't seem to realize that Carson City exists. Chairperson Norvell asked Member DiLoreto-Long for marketing ideas in the Reno area noting that the matter will be agendized for the March meeting. He noted the need to focus on exposing the airport to regional elements. In response to a question, Mr. Pullman replied that NNDA can help in this matter and expects to get more involved with them.

(6:46:42) Mr. Pullman reported that planning has begun for the annual open house. He advised that the organizer suggested changing the name to the Carson City Airport Fly-In and expanding it to a two day event. He advised that the Arlington Group who organized the Silver Springs Fly-In, handles everything from liability to potential sponsors. He noted potential opportunities of expanding the open house to a two day event by bringing more revenue to the area and as another way to market the airport. In response to a question, he replied that they are considering the dates of June 19-20 for the event. Mr. Tackes suggested agendizing the matter for the next meeting. Member Carter suggested seeing what Silver Springs has done and obtaining a list of potential sponsors.

J. LEGAL COUNSEL'S REPORT. (6:54:05) - None.

K. TREASURER'S REPORT. (6:54:11) - Member Carter distributed a budget report for January and advised that money forecasted for fuel flowage isn't being made. He reported that available funds are \$551,815.46.

L. REPORT FROM AUTHORITY MEMBERS. (6:55:45) - None.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING. (6:55:53) – Chairperson Norvell noted the marketing and open house.

N. ACTION ON ADJOURNMENT. (6:56:20) - Chairperson Norvell entertained a motion to adjourn. Vice Chairperson Kelly moved to adjourn the meeting at 6:56 p.m. Member Saylo seconded the motion and it carried unanimously.

The Minutes of the February 17, 2010 Carson City Airport Authority meeting are so approved this 17th day of March, 2010.

Harlow Norvell, Chair