

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

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Thursday, May 17, 2012, in the Terminal Building, Carson City Airport, 2600 College Parkway, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell
Vice Chairperson John Kelly
Member Alex Carter
Member Ray Saylo
Member Guy Williams

STAFF: 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 (6:01:25) – Chairperson Norvell called the meeting to order at 6:01 p.m. Roll was called; a quorum was present. Members DiLoreto-Long and Thomason were absent.

B. PLEDGE OF ALLEGIANCE: (6:01:57) – Chairperson Norvell led the Pledge of Allegiance.

C. ACTION ON APPROVAL OF PAST MINUTES – There were no minutes to approve.

D. MODIFICATION OF AGENDA (6:02:31) – Chairperson Norvell introduced the item and noted that agenda item G3 would be addressed prior to item G2.

E. PUBLIC COMMENT (6:02:55) – Chairperson Norvell entertained public comments. Robert Dickinson, representing EAA Chapter 403 in Carson City, thanked Mr. Rowe and Gary Province, for the beautification of the airport terminal building. He also praised Dee Freewert and Jeff Rutan for the Lego models exhibited in the terminal building of the Carson City airport.

F. CONSENT AGENDA (6:05:07) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION TO APPROVE CLASS II FBO STATUS FOR GLOBAL RESOURCES & LOGISTICS TO CONDUCT BUSINESS AT THE CARSON CITY AIRPORT. (6:05:17) – Chairperson Norvell introduced the item and gave background, noting that all issues with the lease had been resolved. AJ Dicken introduced his company, Global Resources and Logistics, explaining that it was an asset protection company, providing airplane and personal security. He also added that the company provided community service self defense training to women and children. Chairperson Norvell thanked Mr. Dicken for his service as a US Navy Seal, and entertained public comments. Phil Stotts introduced himself as a hangar owner at the airport and noted that he had taken a course from Mr. Dicken, calling it one of the best courses he had taken and an asset to the airport. Chairperson Norvell called for further discussion and when none was forthcoming, a motion. **Member Saylo moved to approve the Class II FBO status for Global Resources and Logistics, LLC to conduct business at the Carson City Airport. The motion was seconded by Member Carter. Motion carried 5-0.**

2. DISCUSSION AND POSSIBLE ACTION TO AWARD THE CONTRACT TO ATKINS FOR SURVEYING SERVICES TO OBTAIN AN AIRPORT GEOGRAPHIC INFORMATION SYSTEM (AGIS)

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SURVEY FOR THE CARSON CITY AIRPORT. (6:55:06) – Chairperson Norvell introduced the item, and explained that one Request for Qualification (RFQ) had been received, from Atkins Global, for the AGIS survey, previously discussed in agenda item 3. Chairperson Norvell stated that Atkins was qualified to perform the survey and suggested several options to proceed. Member Williams believed Atkins was qualified to perform the survey and suggested the Airport Manager continue discussions with the company. Chairperson Norvell listed the airports that had been surveyed by Atkins. Mr. Clague suggested awarding the contract, contingent upon the scope, fee, and qualifications, which were review requirements by the FAA, even though they would not be funding the project. Vice Chairperson Kelly expressed his disappointment that only a single response had been received, and suggested a re-issue, with the assistance of Carson City’s Purchasing Department. Mr. Clague clarified that the survey was specialized and no local company was qualified to perform it. Mr. Dickinson received clarification on the RFQ process, and cost. **Member Saylo moved “to award the contract to Atkins for surveying services to obtain an Airport Geographic Information System (AGIS) survey for the Carson City Airport, contingent upon the adequate negotiations of the Airport Manager, to include scope of work, qualifications, and fee”. The motion was not seconded.** Chairperson Norvell suggested a decision on whether to accept the qualifications first. **Member Saylo withdrew his motion.** Discussion ensued regarding multiple motions versus a single motion. **Member Williams moved to “accept the Statement of Qualification (SOQ) submitted by Atkins, and in so doing, request that Atkins provide the required scope of work and submit to the FAA, pursuant to the procedures necessary, and during that timeframe we authorize the Airport Manager to negotiate with Atkins on a fee for said scope of work and bring that fee back to the Board for approval at our next meeting”. The motion was seconded by Vice Chairperson Kelly. Motion carried 5-0.**

3. DISCUSSION AND ACTION TO APPROVE THE CARSON CITY AIRPORT AUTHORITY TENTATIVE BUDGET AS THE FINAL BUDGET FOR FISCAL YEAR 2011 TO 2012. (6:10:05) – Chairperson Norvell introduced the item. Member Carter explained that the tentative budget, incorporated into the record, had been distributed and available for review for the past 30 days. He added that the revenue prediction was conservative and could be higher, referring to the Cinderlite agreement to purchase the airport surplus rock. Chairperson Norvell reminded the Authority members that a \$75,000 request for qualification (RFQ), approved during the previous meeting, was approved for the completion of the Airport Geographical Information Summary (AGIS). He added that this was an FAA requirement to improve the infrastructure of any public use airport, specifically for approach and departure procedure, giving an example of lost business due to the lack of a straight-in approach. He also noted that an AIP grant would take several years. Chairperson Norvell also commented that “certain entities and individuals” have expressed interest in assisting with the funds. Member Saylo noted an error in the agenda and requested that “Fiscal Year 2011-2012” read “Fiscal Year 2012-2013” for this agenda item. Discussion ensued regarding concerns expressed by Member Williams over expenses versus possible reduction of income due to the current economic environment. Chairperson Norvell entertained public comments. Mr. Dickinson received clarification that the tentative budget was posted on the airport web site. He also noted that the amount spent on the survey would generate future income, and inquired about several minutes that were missing from the web site. Discussion ensued regarding aircraft depreciation. In response to a question, Chairperson Norvell noted that the survey consequence would result in a category C approach; however, he cautioned that the area was “geographically challenged”. **Member Williams moved to accept the tentative budget as the final budget for Fiscal Year 2012-2013, with the \$75,000 AGIS survey. The motion was seconded by Vice Chairperson Kelly. Motion carried 5-0.**

H. AIRPORT ENGINEER’S REPORT (7:33:22) – Chairperson Norvell introduced the item. Mr. Clague stated that the Nevada Airports Association conference was held in Las Vegas the previous week, where he had inquired about slurry seal grant for Taxiways B and C, and was informed that it was “in process”. He also noted that he and Mr. Rowe had met with Barry Franklin of the FAA, and had discussed the second phase of the environmental study of the North Apron. Mr. Clague also announced that a new Airports District Office was planned, to be located in Phoenix, to serve Arizona and Nevada.

I. AIRPORT MANAGER’S REPORT (7:37:30) – Chairperson Norvell introduced the item. Mr. Rowe showcased the model airplanes donated by the High Sierra Flyers RC Club, and noted the terminal building improvements by many including Mr. Province and the Sherriff’s Trustees. He also announced that the airport open house would be

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held on June 16, 2012, from 8 a.m. until 3 p.m., citing some of the exhibitors and aircrafts. He also extended his appreciation to all those who were assisting with the open house.

J. LEGAL COUNSEL'S REPORT – Mr. Tackes was not present to report.

K. TREASURER'S REPORT (7:40:16) – Chairperson Norvell introduced the item. Member Carter noted that a proposed budget had been submitted to the Department of Taxation. He suggested setting aside a runway maintenance fund for the future. Member carter also distributed a budget report, incorporated into the record, and announced that the current bank balance was approximately \$309,000.

L. REPORT FROM AUTHORITY MEMBERS (7:40:58) – Chairperson Norvell introduced the item and instructed Mr. Rowe to look into the loose rocks on the ramp. Mr. Rowe believed that the rocks had been swept; however, Chairperson Norvell explained that the FBOs should not be responsible for the removal of the loose rocks. Several members also agreed with Chairperson Norvell, and it was suggested to utilize the trustees or hire several day laborers for the task. Chairperson Norvell also noted that the Authority was five percent under budget, and funds were available for day laborers to repair the drip irrigation, and to address other maintenance issues. Member Williams reported that the last of the four student sessions were successfully completed on Friday, adding that a similar program was planned for next fall, and, most likely, spring as well.

M. PUBLIC COMMENT (7:51:39) – Chairperson Norvell entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING (7:51:43) – Chairperson Norvell introduced the item and encouraged members to contact Mr. Rowe to place items on future agendas.

O. ACTION ON ADJOURNMENT (7:51:55) – Chairperson Norvell suggested a motion. **Member Saylo moved to adjourn. The motion was seconded by Vice Chairperson Kelly . The meeting was adjourned at 7:52 p.m.**

The Minutes of the May 17, 2012 Carson City Airport Authority meeting are so approved this 18th day of July, 2012.

HARLOW NORVELL, Chair