

CARSON CITY AIRPORT AUTHORITY
Minutes of the May 16, 2013 Meeting
Page 1

A special meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Thursday, May 16, 2013, in the Carson City Airport Terminal Building, 2600 College Parkway, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell
Member Ray English
Member Karl Hutter
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 (6:04:34) – Chairperson Norvell called the meeting to order at 6:04 p.m. Roll was called; a quorum was present. Vice Chairperson Guy Williams and Member Teresa DiLoreto-Long were absent.

B. PLEDGE OF ALLEGIANCE (6:05:19) – Chairperson Norvell led the Pledge of Allegiance.

C. ACTION ON APPROVAL OF PAST MINUTES (6:06:02) – Chairperson Norvell introduced the item. **Member English moved to approve the minutes of the April 17, 2013 meeting. The motion was seconded by Member Poscic. Motion carried 5-0.**

D. MODIFICATION OF AGENDA (6:08:14) – Chairperson Norvell introduced the item and suggested discussing agenda item G-3 prior to item G-2.

E. PUBLIC COMMENT (6:08:36) – Chairperson Norvell entertained public comments; however, none were forthcoming.

F. CONSENT AGENDA (6:09:06) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND ACTION TO APPROVE THE CARSON CITY AIRPORT TENTATIVE BUDGET AS THE FINAL BUDGET TO FISCAL YEAR 2013 TO 2014. (6:09:20) – Chairperson Norvell introduced the item. Mr. Rowe gave background and noted that the budget was “kept in line conservatively as we did last year, with some minor changes”. Beth Kohn-Cole, representing Kohn-Colodny, LLP, presented the Authority's 2013-2014 fiscal year budget, which is available to the public through the Airport Manager's Office. Chairperson Norvell entertained public comments; however, none were forthcoming. Member Hutter noted that the fund balance could change due to the reduced revenue based on the discussion of agenda item G2. **Member Poscic moved to approve the tentative budget, as modified, as the final budget for the 2013 – 2104 timeframe. The motion was seconded by Member English. Motion carried 5-0.**

2. DISCUSSION AND POSSIBLE ACTION REGARDING REQUEST BY AIRPORT STRUCTURES, LLC FOR A PARTIAL TERMINATION OF THEIR AIRPORT LEASE REDUCING THE LEASEHOLD SIZE TO THE EXISTING HANGERS AND TAXILANE; ASSIGNMENT OF RESULTING

CARSON CITY AIRPORT AUTHORITY

Minutes of the May 16, 2013 Meeting

Page 2

LEASE TO THE HERITAGE HANGARS CONDOMINIUM ASSOCIATION; EFFECT ON RENT, CCR'S, INFRASTRUCTURE AND OTHER RELATED ISSUES. (6:36:40) – Chairperson Norvell introduced the item. Perry DiLoreto, introduced himself as the Manager of Airport Structures, LLC and corrected, for the record, the correspondence from the Airport Manager referring to him as an individual. Mr. DiLoreto noted that in a past meeting he had requested a reduction in rent due to the “non-performance of the marketplace”. He acknowledged that the Authority’s response was that they were unable to grant that request, and that he had withdrawn it. Mr. DiLoreto requested that the Airport Structures, LLC lease be returned to the Airport Authority. He stated that his attorney, Mark Forsberg, had been working with Mr. Tackes to ensure an orderly transition involving the existing owners of the hangars and the Airport Authority. Mr. DiLoreto added that the Authority had received detailed information on the completed and paid for infrastructure improvements that would now become the property of the Airport. Chairperson Norvell requested clarification on the cost of removing the improvements should a potential lessee decide not to accept them as they are. Mr. Clague and Mr. Tackes stated that the structures would be an incentive rather than a deterrent to a potential lessee. It was noted that the existing owners of the structures purchased from Airport Structures had formed a condominium association and would now lease from the Airport Authority with no changes in the lease rate amount. Member Poscic received confirmation that the Heritage Hangars Condominium Association had already been formed, and would be controlled internally by the members. Mr. Tackes clarified that he had been in discussions with Mr. Forsberg regarding the Association, and noted that an amendment needed to be recorded to note changes in the CC&Rs as they “shrink” to accommodate the purchased hangars. Member Hutter stated that the location of the utilities represented the most optimal position on the lot and would represent a net benefit to the Airport. Member English received clarification that the property not leased by the Heritage Hangars Condominium Association would become Airport property. Discussion ensued regarding utility easements. Chairperson Norvell entertained public comments. Jeff Kirby, owner of one of the Heritage Hangars thanked Mr. DiLoreto for his efforts and stated that he had spoken with the other hangar owners and they were in support of this plan. Mr. Kirby stated that he would be the association contact. **Member English moved to approve the Agreement for Amendment and Partial Termination and Assignment of Lease subject to the minor modifications made at this meeting. The motion was seconded by Member Hutter. Motion carried 5-0.**

3. DISCUSSION AND POSSIBLE ACTION TO DIRECT ATKINS TO PREPARE PLANS AND SPECIFICATIONS TO RECONSTRUCT AN ADDITIONAL PORTION OF THE MAIN APRON AND ADVERTISE FOR BIDS AND TO AUTHORIZE THE CHAIRMAN TO SUBMIT AN FAA GRANT APPLICATION BASED ON THE LOWEST RESPONSIVE BID. (6:20:38) – Chairperson Norvell introduced the item. Mr. Clague presented the agenda materials which are incorporated into the record, and noted that the FAA had contacted the Airport to inform them of the availability of approximately \$900,000 - \$1,000,000 in discretionary funds that could be used for the reconstruction of additional areas of the main apron. He sought approval from the Authority to accept this grant, and presented a timeline for the design, bid, and construction. Mr. Clague also presented a project cost estimate, incorporated into the record. Discussion ensued and Member Poscic inquired about grade changes. Mr. Clague stated that there will be transitional areas with the grade changes, and that the maximum grade would be two percent. Member English was informed that the FAA timeframe required the bids to be out mid-July. Member Hutter commented that the FAA fund offer was a pleasant surprise and was informed that they were funds committed for another airport that was unable to come up with matching funds. Mr. Clague also noted that the \$66,062 match was in the budget that was approved this evening, and this grant would simply speed up the project. Ms. Kohn-Cole clarified that the funds were in the cash flow analysis but they were part of the 2015 budget. It was noted that the rock sale would contribute to the matching funds. Chairperson Norvell entertained public comments, and when none were forthcoming, a motion.

(6:33:26) – **Member Hutter moved to direct Atkins to prepare the plans and specifications for Phase Two of the Main Apron Reconstruction and to advertise for bids. The motion was seconded by Member English. Motion carried 5-0.**

(6:34:17) – **Member English moved to authorize the Airport Authority Chair to submit a grant application to the FAA, based on the lowest responsive bid. The motion was seconded by Member Poscic. Motion carried 5-0.**

(6:35:29) – **Member Poscic moved to notify the FAA that the Carson City Airport Authority will accept a grant in the approximate amount of \$1,000,000. The motion was seconded by Member English. Motion carried 5-0.**

CARSON CITY AIRPORT AUTHORITY

Minutes of the May 16, 2013 Meeting

Page 3

H. AIRPORT ENGINEER'S REPORT (7:18:70) – Chairperson Norvell introduced the item. Mr. Clague distributed the Airport Engineer's Report, incorporated into the record, and presented the agenda materials. He noted that an environmental assessment was no longer an FAA requirement on the west ramp area. He also added that the slurry seal and striping project for Taxiways B and C was underway, the Main Apron Design for Phase One had been completed, the Phase One Reconstruction grant application had been submitted to the FAA, and the AGIS survey had also been completed. Mr. Clague presented a project summary spreadsheet which is also incorporated into the record. Member Poscic received confirmation that tenants would not be "locked out" during the Phase One construction.

I. AIRPORT MANAGER'S REPORT (7:26:16) – Chairperson Norvell introduced the item. Mr. Rowe explained that the AGIS survey would be incorporated by the FAA into the approach development. He also stated that \$50,000 in FAA draw-downs should be available in a week. Mr. Rowe noted that Gary Province, Airport Maintenance Technician, would have hip replacement surgery on June 11, 2013 with an anticipated recovery time of six weeks, resulting in hiring someone "very part-time" to fill in. He also notified the Authority that he would be attending the American Association of Airport Executives Conference next week.

J. LEGAL COUNSEL'S REPORT (7:30:59) – Chairperson Norvell introduced the item. Mr. Tackes stated that a ground fuel tank must be removed and said he was working with the City regarding this item. Mr. Rowe noted that the area would be surveyed by the removing company on Friday. Mr. Tackes also updated the Authority on pending legislation, SB270 and SB385, and reminded them of the upcoming three Authority vacancies on October 1, 2013.

K. TREASURER'S REPORT (7:30:57) – Chairperson Norvell introduced the item. In the absence of Member DiLoreto-Long, Mr. Rowe advised that as of March 31, 2013 the Authority's balance was \$451,000.

L. REPORT FROM AUTHORITY MEMBERS. (7:39:13) – Chairperson Norvell introduced the item. Member Hutter wished to acknowledge the loss of Cory Marble, the son of the Click Bond corporate pilot Jere Marble, who lost his life in a plane crash on April 18, 2013, calling it a tragic loss.

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

N. AGENDA ITEMS FOR NEXT REGULAR MEETING – None.

O. ACTION ON ADJOURNMENT (7:44:27) – Chairperson Norvell entertained a motion. **Member Poscic moved to adjourn. The motion was seconded by Member English. The meeting was adjourned at 7:45 p.m.**

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

HARLOW NORVELL, Chair