

CARSON CITY AIRPORT AUTHORITY
Minutes of the August 18, 2010 Meeting
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, August 18, 2010 at the Carson City Community Center, Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell
Member Alex Carter
Member Ray Saylo
Member Teresa DiLoreto-Long (via speaker phone)

STAFF: Casey Pullman, Airport Manager
Jim Clague, Airport Engineer
Steve Tackes, Airport Counsel
Deborah Gottschalk, Recording Secretary

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's Office, and available for review during regular business hours.

A. CALL TO ORDER, ROLL CALL AND DETERMINATION OF QUORUM (6:00:36) - Chairperson Norvell called the meeting to order at 6:00 p.m. Roll was called; a quorum was present.

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

C. APPROVAL OF MINUTES - July 21, 2010 (6:01:36) - Member DiLoreto-Long moved to approve the minutes of the July 21, 2010 meeting. Member Saylo seconded the motion. Motion carried 4-0.

D. MODIFICATION OF THE AGENDA (6:02:54) - None.

E. PUBLIC COMMENT (6:03:02) - Mr. Welch addressed his concern on the dirt stock pile behind his home which is blocking his view. Mr. Welch stated this has been an ongoing problem for over two years and he has been in contact with the Airport Authority several times with no resolution. Chairperson Norvell suggested Mr. Welch schedule a meeting with Mr. Pullman.

Mr. Dickinson asked if the minutes are posted on the Airport website. Mr. Pullman stated the minutes are available at the Carson City website, and will be uploaded soon to the Airport website. Mr. Dickinson addressed the issue of the cost of gate cards due to his gate card not functioning properly. Mr. Dickinson was informed a few days ago by Mr. Pullman the cost of a replacement card is \$25.00. Mr. Dickinson recalled, from a previous board meeting, having been informed that a new card would cost \$25.00. He expressed the opinion that there should be no charge or a very low fee to replace a defective card. Chairman Norvell suggested Mr. Dickinson meet with Mr. Pullman to further address this issue and, if necessary, for Mr. Pullman to agendize an item for a future Airport Authority meeting.

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Mr. Block stated he was told by the previous airport manager that it was a \$25.00 deposit, which was refundable upon returning the card. Mr. Pullman replaced one of Mr. Block's defective cards at no charge.

F. CONSENT AGENDA (6:19:39) - None.

G. PUBLIC HEARINGS ITEMS:

G-1. DISCUSSION AND POSSIBLE ACTION TO APPROVE ASSIGNMENT OF DENNIS BUEHN SUBLEASE TO NICHOLSON ENTERPRISES, INC. AND ON COURSE AVIONICS, INC. AS REGARDS THE SUBLEASE FROM NEIL A. WEAVER UNDER THE MENTORS UNLIMITED, INC. AIRPORT LEASE (6:19:49) - Chairperson Norvell introduced the item, and Mr. Tackes explained the addenda. Chairperson Norvell opened this item to Airport Authority member and public comments. When none were forthcoming, he entertained a motion. **Member Carter moved to approve assignment of Dennis Buehn sublease to Nicholson Enterprises, Inc. and On Course Avionics, Inc. as regards the sublease from Neal A. Weaver under the Mentors Unlimited, Inc. airport lease. Member Saylo seconded the motion. Motion carried 4-0.**

G-2. DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF A GARAGE FOR MAINTENANCE SUPPLIES AND AIRPORT VEHICLE STORAGE (6:23:57) - Chairperson Norvell introduced the item, and Mr. Pullman provided information regarding the necessity for a garage and the cost estimate. The garage would go on the west side of the terminal building between the building and the fence. The building would interfere with the big gate, but there is an emergency gate available. In response to a question, Mr. Pullman reviewed cost estimates of \$9,781.00 and \$2,098.00 for the garage door. The electric garage opener would cost \$450.00, and an insulated door is \$175.00. Total cost is \$12,504.00, including taxes and shipping. The cost would be allocated from the repairs and maintenance budget, the budget for this fiscal year is \$30,000.00. In response to a question, Mr. Pullman stated that he, the maintenance man, and possibly one contract employee would build the garage.

Member Saylo expressed his concern in regards to the large gate not being accessible for certain aircraft to move off or into the airport. He suggested relocating the gate. In response to a questions, Mr. Pullman stated the garage is very durable, heavy duty, steel framing; it will hold up against high winds, and heavy snow. Discussion ensued. Chairperson Norvell requested Mr. Pullman to get specifications or certification on the structural integrity of the garage for the environmental conditions that exist at the airport. Mr. Clague advised that a building permit will be required, at which point the manufacture would be required to provide structural calculations. He noted the other large gate available off of the Bell Road access for large aircraft to use. Chairperson Norvell expressed his concerns as to the aesthetics of the garage, and requested Mr. Pullman to carefully consider the proposed location.

Chairperson Norvell opened this item to Airport Authority member and public comments. Mr. Welch commented on the structural integrity of the building. Mr. Block recommended a mutual agreement

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with the Fire Department to store a snow plow on their premises or an agreement with El Aero to use their space. He also recommended consideration of a Tanis Heater.

Mr. Dickinson expressed his concerns as to the aesthetics of the garage, and the opinion that the garage would not be conducive to the improvements he is planning for his hangar. Discussion ensued.

Mr. Clague advised that the FAA would fund a snow removal equipment building, but it would be a few years away. Chairperson Norvell noted that no action would be taken on this item, and requested Mr. Pullman to reagendaize it for the next meeting after the previously-stated concerns have been addressed.

G-3. DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF A NEW WINDSOCK OR RELOCATION OF AN EXISTING WINDSOCK TO BE LOCATED NORTH OF THE MAIN APRON AND SOUTH OF RUNWAY 9/27 (6:55:00) - Chairperson Norvell introduced the item, and Mr. Pullman provided background information. The estimated cost of a new windsock would be \$10,000.00, including foundation and electrical. Chairperson Norvell and Member Carter expressed their concerns regarding cost. Chairperson Norvell opened this item to Airport Authority member and public comments.

Mr. Pullman suggested relocating an existing windsock, welding an extension from the existing pole and installing an obstruction light on the top. The cost would be less than purchasing a new windsock. Mr. Block recommended taking the existing tower from the old NEXWOS and attaching a windsock to it since it already has a obstruction light. Mr. Dickinson recommended a solar battery to operate the light. Consensus of the Airport Authority was to take no action on this item.

G-4. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT RUNWAY (FAA AIP NO 3-32-0004-18), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDER, AND OTHER RELATED ITEMS (7:03:15) - Chairperson Norvell introduced the item. Mr. Clague provided a status report, written copies of which were distributed to the Airport Authority members and staff. Chairperson Norvell opened this item to Airport Authority member and public comments; however, none were forthcoming. Consensus of the Airport Authority was to take no action on this item.

G-5. DISCUSSION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH PBS&J TO PERFORM AN ENVIRONMENTAL ASSESSMENT FOR FUTURE PROJECTS (7:07:20) - Chairperson Norvell introduced the item. Mr. Clague provided a status report, copies of which were distributed to the Airport Authority members and staff. Chairperson Norvell opened this item to Airport Authority member and public comments; however, none were forthcoming. In response to a question, Mr. Clague advised that the “shelf life” of an environmental assessment is between 3 and 6 years.

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Chairperson Norvell entertained a motion. **Member Saylo moved to approve a contract with PBS&J to perform an environmental assessment for future projects. Member DiLoreto-Long seconded the motion. Motion carried 4-0.**

G-6. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT RUNWAY 9 CONNECTOR AND TAXIWAY D (FAA AIP NO. 3-32-0004-20), INCLUDING AUTHORIZING THE CHAIRMAN TO ACCEPT THE FAA GRANT OFFER, AWARDING THE CONSTRUCTION CONTRACT CONTINGENT ON FAA FUNDING, AND THE APPROVAL OF A CONTRACT WITH PBS&J TO PERFORM THE CONSTRUCTION MANAGEMENT, INSPECTION, AND MATERIALS TESTING DURING THE CONSTRUCTION OF THE PROJECT (7:12:44p.m.) - Chairperson Norvell introduced the item. Mr. Clague provided a status report, written copies of which were distributed to the Airport Authority members and staff. Mr. Clague recommended approving three separate actions relative to the subject agenda item. In response to a question, Mr. Clague stated the bid amounts are good for 120 days, and he will be informed if the funding has been granted from the FAA by the end of the month.

Chairperson Norvell opened this item to Airport Authority member and public comments. When none were forthcoming, he entertained a motion. **Member Saylo moved to approve a contract with Granite Construction, up to an amount of \$1,514,514.00 contingent on receiving a grant offer from the FAA. Member Carter seconded the motion. Motion carried 4-0.**

Mr. Clague discussed the FAA grant offer. Discussion ensued. Chairperson Norvell opened this item to Airport Authority member and public comments. When none were forthcoming, he entertained a motion. **Member Carter moved to authorize the Chairman to accept funds up to \$2,000,000.00 for the construction of Runway 9 Connection and Taxiway D. Member Carter amended his motion to include authorizing the Chairman to present this item to the Board of Supervisors. Member DiLoreto-Long seconded the motion. Motion carried 4-0.**

Mr. Clague presented, for discussion and possible action, Task No. 8 with PBS&J in the amount of \$170,000.00 to provide construction management, inspection, and materials testing during the construction project. Chairperson Norvell opened this item to Airport Authority member and public comments.

Ms. Reyes, El Aero Services, Inc., inquired as to the time frame of the project due to the impact on the businesses. Mr. Clague stated the project could begin about 3 - 4 weeks after the grant offer has been made and accepted by the Airport Authority. He further stated the Runway 9 connector will be done in two phases, the first phase will allow access from the North Apron to Runway 9, but it would cut off Taxiway "C". The first phase is 30 days. The second phase of the Runway 9 connector must be completed in 10 calendar days, including only one weekend. Liquidated damages, in the amount of \$15,000 per day, would be assessed if the contractor exceeded the 10 calendar days. Ms. Reyes requested the Board to consider making allowances for overtime to the contractor to curtail the impact to the business located on the north end.

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Chairperson Norvell conveyed that everything possible, within the limits of the contract, would be done to complete the work in an expeditious manner. Chairperson Norvell entertained a motion. **Member Saylo moved to approve a contract with PBS&J in an amount not to exceed \$170,000.00 to provide construction management, inspection, and materials testing, contingent on receiving the grant offer from the FAA. Member Carter seconded the motion. Motion carried 4-0.**

H. AIRPORT ENGINEER'S REPORT (7:35:40) - Mr. Clague provided this report, copies of which had been distributed to the Airport Authority members and staff. Chairman Norvell discussed the importance of getting a straight-in approach to runway 27 and advised that Mr. Pullman is working on this matter.

I. AIRPORT MANAGER'S REPORT - Mr. Pullman announced the retirement of John Collins, the Airport maintenance man. Mr. Pullman recommended hiring a permanent, full-time employee with maintenance and airport operations experience. The salary would increase from \$15.00/hr to \$17.00/hr, and include benefits. Chairman Norvell requested Mr. Pullman to agendaize an appropriate item for the next Airport Authority meeting. Mr. Pullman announced a cost savings of approximately \$1,000/year by switching phone service from AT&T to Integra. Mr. Pullman gave a status update on disposal of the old NEXWOS, and on METARs.

J. LEGAL COUNSEL'S REPORT - None.

K. TREASURER'S REPORT - Member Carter provided an overview of YTD figures. No comments were forthcoming.

L. REPORT FROM AUTHORITY MEMBERS - None

M. AGENDA ITEMS FOR NEXT REGULAR MEETING – Previously addressed.

N. ACTION ON ADJOURNMENT (7:47) - Vice Chairperson Kelly moved to adjourn the meeting at 7:47 p.m. Member McClland seconded the motion and it carried unanimously.

The Minutes of the August 18, 2010 Carson City Airport Authority meeting are so approved this 15th day of September, 2010.

HARLOW NORVELL, Chair