

CARSON CITY AIRPORT AUTHORITY
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, October 20, 2010 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell
Vice Chairperson John Kelly (via telephone)
Member Alex Carter
Member Teresa DiLoreto-Long

STAFF: Casey Pullman, Airport Manager
Steve Tackes, Airport Counsel
Jim Clague, Airport Engineer
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, ROLL CALL, AND DETERMINATION OF QUORUM (6:00:50) – Chairperson Norvell called the meeting to order at 6 p.m. A quorum was present. Members McClelland and Saylo were absent. Vice Chairperson Kelly participated via telephone.

B. PLEDGE OF ALLEGIANCE (6:01:36) – Chairperson Norvell led the pledge of allegiance.

C. ACTION ON APPROVAL OF MINUTES – September 15, 2010 (6:02:04) – Member DiLoreto-Long moved to accept the September 15, 2010 meeting minutes with changes proposed by Mr. Tackes via e-mail. Member Carter seconded the motion. The motion passed 4-0.

D. MODIFICATION OF AGENDA (6:03:50) – Chairperson Norvell indicated that Mr. Pullman had requested the postponement of item 3 until further information was received.

E. PUBLIC COMMENT (6:04:50) – There were no public comments on non-agendized items.

F. CONSENT AGENDA (06:04:57) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1) DISCUSSION AND POSSIBLE ACTION REGARDING APPLICATION BY JAMES M. LEWIS DBA AIRTRONICS FOR APPROVAL AS A CLASS II FBO TO PERFORM AVIONICS SALES AND SERVICE (6:05:05) – Chairman Norvell introduced the item and explained that he became aware that Airtronics was operating in the Carson City Airport, in early September, without a Carson City business license, and without the approval of the Carson City Airport Authority or the FAA. He also added that a complaint was filed by another Fixed Based Operator

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(FBO) on the airport. As part of Title 19 of the Carson City Municipal Code, he continued, any one who wishes to operate a business at the Carson City Airport, must first come before the Airport Authority and seek approval to operate as an FBO.

Mr. James Lewis, owner of Airtronics, explained that he had an FAA-approved repair station and had changed the address to reflect Calaveras airport instead of Reno. He also stated that a satellite application had been sent to the Sacramento Flight Service District Office (FSDO), which had been lost. He added that the application had recently been found and was being forwarded to the Reno FSDO. Mr. Lewis also said that he had been contacted by the FAA as a result of the complaint, and that they had notified Sacramento that all repair station operations had been ceased at the end of September, in Carson City. Mr. Pullman requested explanation on “why aircraft continue to go in and out of your hangar?” Mr. Lewis explained that an aircraft was in process “when this bubbled to the surface”. However, he stated, that was gone, and another aircraft had been turned over to Weaver Aircraft. Chairperson Norvell stated that they “require any business to enjoy some type of FBO status”. He also stated that he was aware of Mr. Lewis’ business and his good reputation in Reno. However, he continued, he was concerned about the process. He then asked for Mr. Tackes’ opinion, who explained that all FAA permits must be included with an application. Discussion ensued regarding FAA approvals, operating in satellite locations, appropriate equipment and personnel. Member Carter expressed concern about approving an application without hearing from the FAA first. Member DiLoreto-Long wanted clarification on the steps needed to be taken prior to approval. Chairperson Norvell explained that Federal Aviation Regulations (FARs) and Title 19 of the Carson City Municipal Code were the two requirements. He also stated that, per legal counsel, “the application for FBO status is largely complete. We just need whatever licensing documents are required by the FAA to go with that, and I think that we could undertake to vote on that. Should that vote be in the affirmative, then the business would be able to apply for a business license and begin to operate.” In response to a question by Mr. Lewis, Chairperson Norvell stated that when a final packet is submitted by him, they will verify with the FAA to ensure it meets the requirements, then schedule the item again for a vote.

2) DISCUSSION AND ACTION TO APPROVE THE SELECTION AND EMPLOYMENT OF THE AIRPORT MAINTENANCE SPECIALIST (6:28:47) – Chairperson Norvell introduced the item and iterated the decision made at the previous meeting, giving him and Mr. Pullman authority to announce the Maintenance Specialist position; conduct interviews; go through a selection process; develop a list of candidates; select a finalist, and designate a pay range. He then invited Mr. Pullman to elaborate. Mr. Pullman explained that the position was posted in a local newspaper, and at a “national airport-type agency” that had a job posting means. Almost one hundred applications were received, per Mr. Pullman, many of whom were highly qualified, and many with airport experience. Mr. Pullman explained the methodology by which the applications were reviewed, sorted and applicants interviewed. He stated that five interviews were conducted by him and Chairperson Norvell, and that they were all great candidates. He also said that airport experience was a must and, therefore, he had selected Mr. Gary Province. Due to his high level of experience, Mr. Pullman recommended an hourly wage of \$18/ per hour. Chairman Norvell opined that Mr. Province had approximately 30 years of experience in plumbing, carpentry, electrical and welding, 9.5 years of which were at McCarran International Airport in Las Vegas. He also solicited comments from the

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members of the Authority. Member DiLoreto-Long asked about start dates and contract information to which Mr. Norvell responded that the position was permanent full-time, therefore the employee would receive retirement benefits under the Nevada Public Employees Retirement System, and medical coverage for the employee and his family. In response to Member Carter's question, Mr. Pullman said that the candidate was local. Chairperson Norvell called for public comments, and hearing none, a motion. **Member Carter moved to hire Gary Province as the Airport Maintenance Specialist, per the terms suggested by Mr. Pullman. Member DiLoreto-Long seconded the motion. The motion passed 4-0.**

(6:41:57) – Chairperson Norvell said that he had to leave the meeting for an appointment, and asked Member Carter, the Secretary/Treasurer, to chair the remainder of the meeting. The meeting continued without a quorum.

3) DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF A GARAGE FOR MAINTENANCE SUPPLIES AND AIRPORT VEHICLE STORAGE – This agenda item has been deferred to a later meeting.

4) 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, AND OTHER RELATED ITEMS (6:42:32) – Member Carter introduced the item and invited Mr. Clague to elaborate. Mr. Clague stated that the project closure was being held by the PAPIs for Runway 9, which were flown by the FAA but required some adjustments. He also added that Change Order No. 3 had been approved on the previous day by the FAA, and financially, the project was approximately \$34,000 under the FAA budget. Mr. Clague's report is incorporated in the record. There were no questions from the Authority Members or from the public.

5) 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 MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS (6:45:18) – Member Carter introduced the item. Mr. Clague explained that the project had been started last week, and that they had allowed 20 calendar days to construct phase I, and 10 calendar days to construct phase II. He stated that Granite Construction would complete both phases at once, that night. Mr. Clague confirmed that only the electrical work around the pavement remained to be completed. His report is incorporated in the record. Member Carter called for public comments, and Mr. Clague was asked when they would have lines painted on the connector, to which he responded that they were already there.

H. AIRPORT ENGINEER'S REPORT (6:49:42) – Mr. Clague presented the Airport Engineer's report, which is incorporated in the record. He stated that they were continuing with the environmental assessment for four projects. He also expected the Goni Road project to be approved in the next 6 months. He updated the Authority on the upcoming ACIP process, where future projects with updated cost estimates on future work would be received.

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I. AIRPORT MANAGER'S REPORT (6:51:58) – Mr. Pullman said that the airport's AWOS system had problems, and that the tenants had been without a weather information system. He also stated that he had been working with the equipment manufacturer, regarding a blown out transformer. Member Carter asked for clarification on the service agreement. Member DiLoreto-Long was concerned about the expiration of the warranty system. Mr. Pullman thought it could be a lightning issue, and is looking at a lightning rod.

J. LEGAL COUNSEL'S REPORT (6:59:34) – Mr. Tackes offered his assistance to enforce the AWOS warranty, should the need arise. He also complimented Mr. Clague for a great job, on what the FAA had said could not be done.

K. TREASURER'S REPORT (7:01:23) – Member Carter provided an overview of the year-to-date figures, as incorporated into the record. No comments were forthcoming.

L. REPORT FROM AUTHORITY MEMBERS (7:03:03) – There were no reports from Authority members.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING (7:03:25) – Mr. Pullman said he would add the garage purchase to the agenda if he received additional information.

N. ACTION ON ADJOURNMENT (7:04:02) – **Member Carter declared the meeting adjourned at 7:04 p.m..**

The Minutes of the October 20, 2010 Carson City Airport Authority meeting are so approved this 17th day of November, 2010.

HARLOW NORVELL, Chair