

CARSON CITY AIRPORT AUTHORITY
Minutes of the January 16, 2013 Meeting

Page 1

DRAFT

A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, January 16, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Harlow Norvell
Vice Chairperson Guy Williams
Member Teresa DiLoreto-Long
Member Ray English
Member Karl Hutter
Member Stephen Poscic
Member Ray Saylo

STAFF: Steve Tackes, Airport Counsel
Jim Clague, Airport Engineer
Tim Rowe, Airport Manager
Kathy King, Recording Secretary
Transcribed by: 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 – Chairperson Norvell called the meeting to order at 6:00 p.m. Roll was called; a quorum was present.

B. PLEDGE OF ALLEGIANCE: – Chairperson Norvell led the Pledge of Allegiance.

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

D. MODIFICATION OF AGENDA – There were no modifications to the agenda.

E. PUBLIC COMMENT – Chairperson Norvell entertained public comments. Ryan Pritchett introduced himself and his firm; Armstrong Consultants based in Colorado, and noted that their duties were comparable to the Authority's current consulting firm. Dee Frewert introduced herself as one of the administrators at Carson Aviation Adventures (CAA), a flight school and plane rental firm located at the Sterling Hangar. Ms. Frewert wished to inform the Authority that their flight school would be expanding to offer a Part 141 flight academy, administered by CAA and called Clearwater Aviation, Inc. She also noted that the instruction would be provided utilizing planes currently leased or owned by CAA, stating that one of the benefits to the students would be high-altitude flying. Ms. Frewert indicated that they were also planning to offer program for youth and veterans. Chairperson Norvell thanked Ms. Frewert and suggested that she stay in touch with the Airport Manager to address any issues that may arise. In response to a question by Member English, Ms. Frewert clarified that they would offer veterans training opportunities to prepare them for career changes. Ginna Reyes, President of El Aero Services, announced that this year she would serve on the Board of the Nevada Airports Association. Ms. Reyes also sought sponsorship for an upcoming conference in Minden and in March 2013. She distributed a handout outlining support opportunities to the Authority members. At Member Hutter's request, Mr. Rowe and Mr. Tackes gave background on the Nevada Airports Association. It was agreed to agendaize the item for the February Meeting.

F. CONSENT AGENDA – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

CARSON CITY AIRPORT AUTHORITY
Minutes of the January 16, 2013 Meeting

Page 2

DRAFT

1. DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF THE FIFTH AMENDMENT TO THE EL AERO (AEROHEAD-JEWETT) LEASE CLARIFYING THAT THE TENANT IS LEASING THE TIE-DOWNS NOT THE UNDERLYING RAMP AREA. – Chairperson Norvell introduced the item. Mr. Tackes gave background on airport operations prior to the inception of the Airport Authority, noting that some of the older leases had been renewed without the removal of the archaic language of tie-downs. He also clarified that to ensure FAA grant funding, the language on the lease reflected that the area could only be used for tie-downs. Mr. Tackes also explained that the addendum on today’s agenda was to clarify to the FAA that the airport still maintained control and maintenance of the subject areas. Chairperson Norvell stressed that this was not a change or a conversion to accommodate the FAA, but a simple clarification. Mr. Tackes also explained that the next step would be to have the item approved by the Board of Supervisors, a requirement for all leases, adding that a signature line for the District Attorney was also required. Chairperson Norvell entertained public comments. Dirk Zahtilla asked several clarifying questions to several Title 19 sections and was informed by Mr. Tackes that the public comment section was to make comments and observations. Mr. Zahtilla expressed concern that the ramps at the airport were not maintained. Chairperson Norvell acknowledged the pavement challenges; however, he noted that priority was given to the construction of the runway. **Member DiLoreto-Long moved to approve the Fifth Amendment to the El Aero (Aeorhead-Jewett) lease as presented, and to specify that the lessee is renting the tie-downs only, and that they shall maintain tie-down mechanisms installed only by the lessor, and that the lessor continues to maintain control, possession, and ownership. The motion was seconded by Member English. Motion carried 7-0.**

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PURCHASE OF A NEW ¾ TON OR 1 TON FOUR WHEEL DRIVE UTLITIY TRUCK WITH ATTACHED SNOW PLOW FOR AN AMOUNT NOT TO EXCEED \$40,000, OR IFAVAILABLE A SIMILAR USED TRUCK OF LESSER VALUE. – Chairperson Norvell introduced the item. Mr. Rowe indicated that he had had a discussion with the airport manager in Truckee and head learned that a truck with similar specifications and with 68,000 miles was available for sale for \$5,000. He also explained that after checking its Blue Book value, the price seemed within range and he considered it to be fair. Mr. Rowe indicated that the truck was in good condition and recommended approval to purchase it. Chairperson Norvell received clarification that the snowplow was removable. Member DiLoreto-Long inquired about having the truck inspected, and Mr. Rowe indicated that the maintenance history of the truck was “impeccable”. Mr. Clague stated that he was familiar with the truck and its maintenance. Chairperson Norvell entertained public comments, and when none were forthcoming, a motion. **Member Poscic moved to approve the purchase of the recommended truck for the agreed-upon amount. The motion was seconded by Member DiLoreto-Long. Motion carried 7-0.**

3. DISCUSSION AND POSSIBLE ACTION TO TERMINATE THE CLASS II FBO STATUS OF GLOBAL RESOURCES AND LOGISTICS. – Chairperson Norvell introduced the item. Mr. Rowe stated that he had confirmed with El Aero Services that Global Resources and Logistics was no longer a lessee and suggested terminating their FBO status. **Vice Chairperson Williams moved to terminate the Class II FBO lease held by Global Resources and Logistics. The motion was seconded by Member English. Motion carried 7-0.**

H. AIRPORT ENGINEER’S REPORT – Chairperson Norvell introduced the item. Mr. Clague distributed the Airport Engineer’s Report, incorporated into the record, and discussed the following projects in progress; the Environmental Assessment Phase 2; the Main Apron Reconstruction; the Taxiway B and C Slurry Seal Striping; the AGIS Survey; and the Airport Capital Improvement Program (ACIP). In response to a question, Mr. Clague suggested holding off the Main Apron Reconstruction until the end of winter. He also clarified for Member Hutter, that the FAA would not fund costs related to utilities.

I. AIRPORT MANAGER’S REPORT – Chairperson Norvell introduced the item. Mr. Rowe stated that the rotating beacon was inoperable and that AT&T had been notified to repair it. He also noted that there had been an attempt to break into one of the hangars, but it was prevented by the deadbolt. Mr. Rowe added that he had notified the security company. He also indicated that the Airport Open House was scheduled for June 15, 2013; however, he cautioned that it may be canceled should the Main Apron Reconstruction takes place at that time. Mr. Tackes suggested having the open house purpose outlined prior to the event to better measure its success. Mr. Rowe also announced that the airport rock

CARSON CITY AIRPORT AUTHORITY
Minutes of the January 16, 2013 Meeting

Page 3

DRAFT

sale had generated over \$59,000 to date, and that the Terminal Area Forecast had been operating and that it was “pretty accurate”.

J. LEGAL COUNSEL’S REPORT – Chairperson Norvell introduced the item. Mr. Tackes stated that a refresher to the Open Meeting Law would be needed, especially for the new members. However, he wished to wait until a new City representative was appointed to the Authority to replace Member Saylo. Mr. Tackes thanked Member Saylo for his four-year service, calling him a “voice of reason”. He also reminded the Authority that the May meeting would take place on the third Thursday of the month in order to approve a final budget document, to be signed by all the Authority members.

K. TREASURER’S REPORT – Chairperson Norvell introduced the item. Member Di-Loreto-Long explained that she had met with the Authority’s accounting firm and Mr. Rowe regarding the budget and suggested taking a closer look at budgeted versus actual amounts. She wished to look at a full year’s snapshot and at a monthly budget. She requested that the Capital Improvement Program budget include an unpaid “local share” column to view the Authority’s exposure. She also suggested conducting a study to estimate future maintenance expenses, and recommended a clear check-signing procedure. Member DiLoreto-Long stated that the maintenance account contained \$56,059.24, the money market account contained \$314,452.65 and the checking account contained \$5,363.98 as of December 31, 2012. Discussion ensued regarding tracking budgeted versus actual dollars.

L. REPORT FROM AUTHORITY MEMBERS

M. PUBLIC COMMENT – Chairperson Norvell entertained public comments. Phil Stots apologized for his previous support of Global Resources and Logistics. He also noted that the mail service at the airport had been problematic and that there were no additional mailboxes available, per the US Post Office. He suggested that the Airport Manager request tenants to put identifying numbers inside their mailboxes. Chairperson Norvell suggested an action plan which included working with the Post Office and the tenants. Discussion ensued regarding mailbox ownership, and Mr. Rowe agreed to speak with the Postmaster to clarify the situation.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING – Chairperson Norvell introduced the item. Mr. Rowe suggested agendizing the Nevada Airports Association sponsorship and the Airport Open House.

O. ACTION ON ADJOURNMENT – Chairperson Norvell entertained a motion. **Member English moved to adjourn. The motion was seconded by Member Poscic. The meeting was adjourned at 7:49 p.m.**

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

HARLOW NORVELL, Chair