

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the February 20, 2013 Meeting**

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, February 20, 2013, in the Carson City Community Center, Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Harlow Norvell  
Vice Chairperson Guy Williams  
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 (6:01:40)** – Chairperson Norvell called the meeting to order at 6:01 p.m. Roll was called; a quorum was present. Members Teresa DiLoreto-Long and Ray English were absent.

**B. PLEDGE OF ALLEGIANCE: (6:02:35)** – Chairperson Norvell led the Pledge of Allegiance.

(6:02:51) – Chairperson Norvell expressed his and the Authority's condolences to Rachael McBride and her family, and to El Aero Services, for the loss of Ted McBride, an El Aero employee, who lost his life while conducting a re-seeding operation 50 miles west of Elko, Nevada. Chairperson Norvell called Mr. McBride's loss a saddening event for the entire aviation community in Nevada. He also informed the Authority and the audience that a celebration of Mr. McBride's life would take place at the El Aero Services Hangar in Elko on Saturday, February 23, 2013, at 2 p.m.

**C. ACTION ON APPROVAL OF PAST MINUTES (6:04:32)** – Chairperson Norvell introduced the item. **Vice Chairperson Williams moved to approve the minutes of the December 5, 2012 meeting. The motion was seconded by Member Hutter. Motion carried 5-0.**

**D. MODIFICATION OF AGENDA (6:05:43)** – Chairperson Norvell suggested addressing agenda item G3 prior to item G1.

**E. PUBLIC COMMENT (6:06:02)** – Chairperson Norvell entertained public comments; however, none were forthcoming.

**F. CONSENT AGENDA (6:06:37)** – There were no items on the consent agenda.

**G. PUBLIC HEARING ITEMS:**

**1. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE CLEARWATER FLIGHT ACADEMY AS A CLASS 2 FBO TO CONDUCT FAR PART 141 FLIGHT SCHOOL ACTIVITIES (PILOT TRAINING AND AIRCRAFT RENTALS) CONDUCTED FROM THE STERLING AIR CLASS 1 FBO FACILITIES. (6:27:12)** – Chairperson Norvell introduced the item and disclosed that he had reviewed this application, which had also been reviewed by Mr. Tackes, and had been deemed compliant with Title 19 of the Carson City Municipal Code. Member Poscic excluded himself of this discussion due to conflict of interest and left the dais. Dee Frewert, representing Clearwater Aviation, Inc., gave background and presented the application to the Authority. She outlined

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several programs and the audiences they planned to reach. Ms. Frewert clarified for Chairperson Norvell that by offering courses for disabled veterans, they could be eligible for grants. She also explained the role of Sterling Air and its hangar, noting that Clearwater Aviation would be a Class II FBO leasing from Sterling Air, which is a Class I FBO. Chairperson Norvell clarified that Clearwater Aviation was authorized to conduct many different types of training such as single-engine private pilot courses, instrument airplane, and commercial pilot training. Chairperson Norvell entertained public comments and when none were forthcoming, a motion. **Member Hutter moved to approve the Class II FBO operation for Clearwater Aviation to operate its flight school campus on the Carson City Airport. The motion was seconded by Member Shirk. Motion carried 4-0.**

(6:35:35) – Member Posic rejoined the Authority.

**2. DISCUSSION AND POSSIBLE ACTION FOR RENT ABATEMENT FOR THE HERITAGE HANGERS PROJECT FOR AT LEASE TWO YEARS OR UNTIL HANGAR SALES ARE GENERATED AND CONSTRUCTION BEGINS.** (6:35:40) – Chairperson Norvell introduced the item and explained that Member DiLoreto-Long had requested disclosure that she was an owner of these structures; however, she was absent from tonight’s meeting. Perry DiLoreto introduced himself and thanked the Authority for the opportunity to speak to them. He stated that when they had taken over the lease several years ago, they had letters of intent for each of the hangars, which did not materialize due to the economic decline. He also indicated that his engineers had prepared documents, incorporated into the record, to show the completed improvements, adding that one building had been constructed and four hangars had been sold at a considerable discount. Mr. DiLoreto stated that they had continuously tried to market their hangars with “generous” lease terms; however, they had not been able to attract new clients. Discussion ensued regarding the advantages provided by the Carson City Airport. Mr. DiLoreto asked the Authority to entertain ideas such as rent abatement to “give us some time to get on our feet”. Chairperson Norvell indicated that because of significant FAA funding and in order not to jeopardize those funds, they were required to be “fair and equitable” to all of the airport tenants and could not “advantage one business over another”. Member Hutter praised Mr. DiLoreto’s experience of property development and the quality business plan and tenants he had brought to the airport and wished to hear from airport council whether there were any US General Accounting Office (GAO) issues. Vice Chairperson Williams gave his personal experience on the difficulties of undertaking such a project and hoped for an economic recovery, and expressed concern that once abatement has been provided for one tenant, others would request it as well. Member Shirk inquired about other options Mr. DiLoreto had, and was informed that he could return the land to the Authority “in a much more valuable state” due to the improvements made. Chairperson Norvell thanked Mr. DiLoreto for his presence at the airport and recognized him as a quality developer. Member Posic inquired about a tradeoff, and was informed that every tenant would request a similar term. Discussion ensued and Mr. DiLoreto withdrew his request for rent abatement. Chairperson Norvell noted that the authority was “pained that this particular project has not come forth as you had hoped”. In response to a question by Member Hutter, Mr. Tackes noted that in the case of a lease termination, the existing hangar owners would be notified that their portion of the lease would still remain the same. He also stated that the remaining property would be appraised and “put out to lease”, and it could be conceivable that Mr. DiLoreto would wish to lease it due to his familiarity with the property. Mr. DiLoreto requested additional conversations with Mr. Tackes, and Chairperson Norvell suggested including Mr. Rowe in the discussions.

**3. DISCUSSION AND POSSIBLE ACTION REGARDING THE AGIS SURVEY FOR THE CARSON CITY AIRPORT.** (6:06:55) – Chairperson Norvell introduced the item. Mr. Clague gave background on the survey and introduced Adam Wilhelm, a Project Manager with Foth Infrastructure and Environment, in Des Moines, Iowa. Mr. Wilhelm delivered a presentation, incorporated into the record, titled Runway 9/27 Airspace Survey, Presentation and Findings. He gave an overview of the project, its scope, and its schedule, including the FAA approval timelines, noting that the project was on-time. He then presented the survey findings. Mr. Wilhelm indicated that this was one of the most exhaustive surveys performed by his firm, due to the terrain; however, he stated that “the 20:1 is clear for 10,000 feet”, which he called “very good news”. Mr. Wilhelm elaborated that the airport would accommodate “non-precision quality approaches, and potentially better”. He also indicated that he had spoken with an FAA flight procedure contact regarding the findings of the survey results, and had been told that new procedures were being developed for the airport, available on April 4, 2013 which would allow daytime circling, a lowered ceiling by 500 feet, and a numbered approach with a straight-in component. Mr. Wilhelm explained that this survey may open the airport to Category C

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aircraft, and to night operations. He also cautioned that the survey would provide the FAA exact data and depending on what is found, it may decrease the current capabilities as well. Chairperson Norvell received confirmation that the airport will continue to accommodate Category B aircraft and be subject to night restrictions for two years, or until the survey has been through the flight procedures. Mr. Wilhelm suggested contacting the FAA and lobbying for a shorter time frame. Discussion ensued on who would be best to contact the FAA and when. Mr. Tackes suggested a motion to authorize Chairperson Norvell to proceed with a request for procedure once Atkins and Foth notify the Authority of the data upload. Mr. Wilhelm clarified that the data would be uploaded next week. Chairperson Norvell entertained public comments. Perry DiLoreto commented on the in-depth discussion and inquired whether the survey addressed departure procedures. Mr. Wilhelm noted that the survey included that as well. **Member Poscic moved to authorize Chairperson Norvell to take action to request procedure once notified by Atkins and Foth that the data has been uploaded. The motion was seconded by Vice Chairperson Williams. Motion carried 5-0.**

**4. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SPONSORSHIP OF THE NEVADA AIRPORTS ASSOCIATION'S ANNUAL CONFERENCE FOR AN AMOUNT NOT TO EXCEED \$2,000 FOR THE CONFERENCE IN MINDEN, NV ON MARCH 20 THROUGH THE 22ND, 2013.** (7:07:41) – Chairperson Norvell introduced the item. Mr. Rowe gave background on the agenda item and noted that he attends the Nevada Airports Association's (NVAA's) meetings. He also stated that last year they had received matching funds in the amount of \$15,000 which were used for airport improvements. Mr. Tackes expressed his discomfort with the item, calling it a conflict of interest since he was the Association's attorney and a founding member. He also clarified that historically the Association had raised funds from membership and conference registration fees and from private companies such as Atkins or airport vendors. Member Poscic said he was in favor of the sponsorship, adding that he could also support the sponsorship as a leaseholder. Mr. Rowe explained that he favored that option which could also benefit the leaseholders' visibility within the Association. Member Shirk received clarification that the conference location rotated every year, and Mr. Tackes noted that the event was held in Carson City when the legislature was in session in order to invite them, adding that the \$15,000 mentioned by Mr. Rowe had come from the Aviation Trust Fund allocated by the legislature.

(7:20:17) – Chairperson Norvell turned the gavel over to Vice Chairperson Williams, noting that he had to leave the meeting early for a pressing engagement.

(7:20:56) – Vice Chairperson Williams continued the discussion of agenda item G4. Member Hutter received confirmation that Mr. Rowe was a member of NVAA and that the \$50 dues and \$250 conference fees were paid by the Authority. Mr. Tackes noted that he donated his time as the Association's attorney and personally incurred membership, conference, and annual filing fees. In response to a question by Vice Chairperson Williams, Mr. Rowe noted that he had not approached the airport businesses for sponsorship. He also requested to withdraw this agenda item and to pursue sponsorship opportunities from airport tenants.

**H. AIRPORT ENGINEER'S REPORT** (7:23:05) – Vice Chairperson Williams introduced the item. Mr. Clague distributed the Airport Engineer's Report, incorporated into the record, and noted that the draft Environmental Assessment for the reconstruction of the North Apron had been submitted to the FAA for review, and expected it "to go through quickly". He also stated that the Taxiways B and C Slurry Seal and Striping project was on hold due to the freezing temperatures. Mr. Clague also noted that the Main Apron Reconstruction was in the design phase and construction would begin this summer. He clarified the bid and recommendation processes, which would be contingent on FAA funding. Mr. Clague stated that the AGIS survey was a month ahead of schedule for submission to the FAA, adding that he had also attached a summary of active projects to his report. In response to a question by Vice Chairperson Williams, Mr. Clague stated that he did not believe sequestration would impact grants and AIP funding, which were derived from fuel and airplane ticket taxes.

**I. AIRPORT MANAGER'S REPORT** (7:32:06) – Vice Chairperson Williams introduced the item. Mr. Rowe stated that he had attended a meeting of the Southwest Association of Airport Executives and called it "a good information-gathering venture". He explained that there was no concern with sequestration at that meeting as well and noted that the Nevada airports will now fall under the Phoenix district office. Mr. Rowe also noted that he had attended

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an FAA flight standards district office roundtable today and had learned about a concern that many aircraft accidents were happening due to high-density altitude. He added that it was agreed that the pilot associations and organizations required training regarding this issue. Member Hutter suggested having a digital sign advising of high-density altitude.

**J. LEGAL COUNSEL'S REPORT (7:40:01)** – Vice Chairperson Williams introduced the item. Mr. Tackes informed the Authority that he had been informed by his law firm that a potential bill at the legislature would propose eliminating sales tax on aircraft parts to encourage repairs to be performed in Nevada. He agreed to follow this item and update the Authority as needed.

**K. TREASURER'S REPORT (7:42:48)** – Vice Chairperson Williams introduced the item. In Member DiLoreto-Long's absence Mr. Rowe provided the Treasurer's Report noting that as of January 31, 2013 all the accounts totaled to \$461,974.65, and stated that the rock removal had generated approximately \$1,300, with total rock sales amounting to \$59,055.10. Mr. Rowe also informed the Authority that the FAA draw-down amounted to \$126,717.

**L. REPORT FROM AUTHORITY MEMBERS (7:45:29)** – There were no reports from Authority members.

**M. PUBLIC COMMENT (7:45:35)** – Vice Chairperson Williams entertained public comments: however, none were forthcoming.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING (7:45:53)** – Vice Chairperson Williams introduced the item. Mr. Tackes noted that new officer election would take place in the June meeting. He also reminded the members that the May meeting will take place on the third Thursday of the month to approve the proposed budget.

**O. ACTION ON ADJOURNMENT (7:47:24)** – Vice Chairperson Williams entertained a motion. **Member Poscic moved to adjourn. The motion was seconded by Member Hutter. The meeting was adjourned at 7:47 p.m.**

The Minutes of the February 20, 2013 Carson City Airport Authority meeting are so approved this 17<sup>th</sup> day of April, 2013.

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HARLOW NORVELL, Chair