

**CARSON CITY AIRPORT AUTHORITY
Minutes of the September 18, 2013 Meeting**

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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, September 18, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Guy Williams
Vice Chairperson Karl Hutter
Member Teresa DiLoreto-Long
Member Ray English
Member Harlow Norvell
Member Steve 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 (6:01:36) – Chairperson Williams called the meeting to order at 6:01 p.m. Roll was called; a quorum was present.

B. PLEDGE OF ALLEGIANCE (6:02:01) – Chairperson Williams led the Pledge of Allegiance.

(6:02:36) – Chairperson Williams recognized outgoing members DiLoreto-Long, English, and Norvell. He thanked them for their service, and presented each of them with a plaque on behalf of the Authority.

C. ACTION ON APPROVAL OF PAST MINUTES (6:07:10) – Chairperson Williams introduced the item. **Member English moved to approve the minutes of the August 21, 2013 meeting. The motion was seconded by Member Norvell. Motion carried 7-0.**

D. MODIFICATION OF AGENDA (6:08:10) – There were no modifications to the agenda.

E. PUBLIC COMMENT (6:08:15) – Chairperson Williams entertained public comments; however, none were forthcoming.

F. CONSENT AGENDA (6:08:40) – There were no items on the consent agenda.

G. PUBLIC HEARING ITEMS:

1. DISCUSSION AND POSSIBLE ACTION ON DON PETERSON'S REQUEST TO BE REIMBURSED FOR COSTS OF TEMPORARY RELOCATION OF HIS AIRCRAFT DURING THE RECONSTRUCTION OF THE MAIN APRON PHASE I. (6:08:50) – Chairperson Williams introduced the item and invited Don Peterson to the podium. Mr. Peterson gave background and presented the agenda item, outlined in the Airport Manager's Report and the Airport Counsel Briefing, and incorporated into the record. Mr. Peterson noted that he was a tenant of Comstock Aviation, a lessee of the Airport. Additionally, he requested compensation for moving his plane and paying for its storage during the reconstruction of the Airport's Main Apron Phase I. Mr. Peterson requested \$63.36 for parking on a ramp for 11 nights, and not in his protected hangar. He stated his message to the Authority as "if we run off our customers, we're not gonna have a reason to be here". Mr. Tackes clarified that as a tenant of a lessee, Mr. Peterson must submit his claim to his landlord, adding that his interpretation of the lease would require a "rent abatement"

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only if the interruption of service was at least 60 days. Mr. Tackes advised that the Authority could pay Mr. Peterson; however, he noted that there was no legal obligation to do so. He also stated that the larger issue was a breakdown in communications. Member Norvell expressed concern that this could set a precedent to cover costs incurred by other tenants, rendering the appropriate lease clause ineffective. Vice Chairperson Hutter agreed, suggesting “creative and compelling solutions” to minimize impact to Airport tenants. Member Norvell noted that the Master Plan, approved by the FAA, demonstrated the Authority’s desire to improve the Airport for all tenants. Chairperson Williams thanked Mr. Peterson for illustrating that the communications by the Airport, “although well-intentioned didn’t work out the way we wanted them to work out”, adding that some changes had already been made, such as circulating the weekly reports from the construction company to the tenants. Mr. Peterson stated that he would be happy to withdraw his reimbursement request, commenting that the funds in the Authority’s account “came from the customers of the Airport”, and suggested every organization to “challenge itself aggressively” to provide excellent customer service. Chairperson Williams entertained public comments; however, none were forthcoming. Member Norvell indicated that this unfortunate situation would encourage the Authority to do “some work and more effective planning” in order not to inconvenience good tenants. Mr. Peterson thanked the Authority members for their time.

2. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT MAIN APRON RECONSTRUCTION PROJECT (FAA AIP NO. 3-32-0004-25), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, OTHER RELATED ITEMS, AND THE EFFECT ON THE TENANTS OF THE COMSTOCK AND SILVER FLITE AVIATION HANGARS. (6:32:20) Chairperson Williams introduced the item. Mr. Rowe gave background and explained that a reason for late communication had been the late receipt of a “notice to proceed” with the construction, which was received after the start of the construction. He believed that communication could have been better, adding that the situation had been remedied as tenants had already been notified of the October 7, 2013 Phase II construction. Mr. Clague stated that 7 percent of the project cost had already been expended. He also provided information on upcoming project start and end dates, adding that good weather was expected and therefore the projects would be completed on schedule. Discussion ensued and Mr. Clague explained that Phase II A and Phase I B would be paved by November 5, 2013 and that the grant had received. Chairperson Williams wished to ensure that “all the affected tenants had a way around construction-related issues”, and Mr. Rowe cited tenants who had already been informed of the upcoming construction projects. Member Shirk received confirmation that the grants had time limits; however, they would not expire for a few years. Mr. Clague also noted that he had not received confirmation whether tie-down chains were covered by the FAA or not. Vice Chairperson Hutter was informed that Phase IIA and Phase IIB had gone to bid separately and they involved “additional mobilizations”. Member Posic received confirmation that that tie-downs were included in the current phase; however, should the FAA approve the expenses for the chains, those would be included as well. Discussion ensued and Mr. Rowe noted that he was responsible for plowing the common areas, and that tenants such as El Aero only plowed taxi lanes. Mr. Tackes clarified that the lease stated that chains would be provided by the tenants, but hoped that the FAA would fund them regardless. Chairperson Williams entertained public comments. Phil Stotts stated that he preferred ropes over chains, as the latter could cause damage to aircraft, and Member Norvell noted that the tenants were responsible for the tie-downs. Member Norvell announced that he would leave the meeting and Chairperson Williams encouraged him to become an active participant in future Authority meetings as a member of the public.

Member Norvell left the meeting at 6:56.

3. DISCUSSION AND POSSIBLE ACTION TO DEVELOP ALTERNATIVE REVENUE GENERATING CONCEPTS UTILIZING THE CENTER TRIANGLE AND THE FORMER AIRPORT STRUCTURES LEASE. (6:56:23) – Chairperson Williams introduced the item and presented background and the agenda materials. He explained that the Authority had planned the Center Triangle area for hangars; however, he noted that there were many vacant hangars at this point. He also expressed the desire to attract service and support industries in anticipation of “where aviation is going and not where it’s been”. Member DiLoreto-Long disclosed that she was a partner of Airport Structures and received clarification from Mr. Tackes that since action had already been taken regarding the Airport Structures lease, she could participate in the current discussion. Member DiLoreto-Long suggested a multi-

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purpose and multi-use community facility to include a museum, an educational venue, or a restaurant. Vice Chairperson Hutter agreed, and believed the benefits should focus on education and the community. He also was in favor of having a manufacturer on the premises, adding that the Center Triangle had access issues that need to be addressed creatively. Discussion ensued regarding process. Mr. Tackes advised that a committee constituting a quorum would be subject to the Open Meeting Law, and suggested forming a body comprising one or two Airport Authority members and several community members to collect information and present it to this Authority for discussion and possible action. Chairperson Williams received confirmation that Airport community members could form a development committee that would be exempt from the Open Meeting Law. He also suggested discussing this item when the three newly-appointed members join the Authority in November. Mr. Rowe suggested that Chairperson Williams compose an email that he could send to the Airport tenants. Vice Chairperson Hutter suggested including the manufacturing community affiliated with Airport on the email distribution list. Mr. Rowe noted that he was also exploring other ways to generate revenue for the Airport.

H. AIRPORT ENGINEER'S REPORT (7:18:03) – Chairperson Williams introduced the item. Mr. Clague presented the Airport Engineer's Report and the project financial summaries, which are incorporated into the record. Chairperson Williams was informed that the "runway incursion" could not be corrected with grant funds, and Mr. Clague clarified that it was a policy decision.

I. AIRPORT MANAGER'S REPORT (7:21:28) – Chairperson Williams introduced the item. Mr. Rowe presented the Airport Manager's Report which is incorporated into the record.

J. LEGAL COUNSEL'S REPORT (7:26:28) – Chairperson Williams introduced the item. Mr. Tackes presented the Legal Counsel's Report which is incorporated into the record. Chairperson Williams received confirmation that the FAA would not pay for signage within a leasehold area.

K. TREASURER'S REPORT (7:34:28) – Chairperson Williams introduced the item. Member Poscic noted that the Authority's total assets were at \$531,300.09 and the liabilities were at \$122,690.91.

L. REPORT FROM AUTHORITY MEMBERS. – There were no reports from Authority members.

M. PUBLIC COMMENT (7:35:28) – Chairperson Williams entertained public comments; however, none were forthcoming

N. AGENDA ITEMS FOR NEXT REGULAR MEETING. (7:36:00) – Mr. Clague noted that the construction projects would be carried over. Mr. Rowe suggested discussing the upgrade of the gate-card system.

O. ACTION ON ADJOURNMENT – The meeting was adjourned at 7:40 p.m.

The Minutes of the September 18, 2013 Carson City Airport Authority meeting are so approved this 16th day of October, 2013.

GUY WILLIAMS, Chair