

**AGENDA ITEM #1**

**AIRPORT MANAGER'S REBUTTAL AND COMMENTS.**

**This is a rebuttal to the allegations being brought by the Chairman, Vice Chairman and Airport Counsel and request that the following be added to the Minutes of the Carson City Airport Authority Meeting on May 9, 2016.**

On April 22, 2016, 10:00 AM, Chairman Hutter and Vice Chairman Peterson came to my office. Present was my attorney, John Moore and Member Poscic.

Don Peterson opened the conversation with "The Authority has decided to move in a different direction with you as airport manager". Mr. Peterson then suggested that I resign and that if I did by the end of the day, I would receive two month's severance pay.

I refused to resign at which time Chairman Hutter reiterated that I had until the end of the day to resign. I again refused to resign, at which point Karl Hutter and Don Peterson left.

The following are my responses and comments regarding the charges:

**1. NEW AIRPORT SIGN. MARCH 2016 MEETING.**

I'm going to let the following minutes speak for themselves:

December 16, 2015 CCAA Meeting:

**DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REQUEST BY CARSON AVIATION SERVICES AND BILL HARTMAN FOR THE REIMBURSEMENT OF \$350.00 FOR THE COST OF THE NEW AIRPORT WELCOME SIGN ON THE RAMP.**

Mr. Hartman circulated a photograph of the new Carson City Airport sign and requested that he and Carson Aviation be reimbursed for the expenses. Chairperson Hutter inquired whether this expense would be considered part of the on-going Airport maintenance. Discussion ensued and it was agreed that no motion was necessary, as the expenditure was part of the Airport's maintenance budget.

Chairperson Hutter recessed the meeting.

March 9<sup>th</sup>, 2016 CCAA Meeting

**DISCUSSION AND POSSIBLE ACTION TO DISCUSS THE REMOVAL OR MODIFICATION OF THE RAMP SIDE AIRPORT SIGN.**

Chairperson Hutter introduced the item and noted that the Airport sign sponsorship phrase was inappropriate, adding that the Airport had purchased the sign. Discussion ensued regarding the labor provided to install the sign. Vice Chairperson Peterson explained that when the sign was approved, no discussion of payment had taken place; however, in a subsequent meeting, a bill was presented to and approved by the Authority. He also explained that any impression of favoritism should not be conveyed by the Authority. Member Poscic gave background on prior discussions regarding the sign. Vice Chairperson Peterson and Member White believed that since the Authority had reimbursed the Boy Scouts for the sign, no sponsorship should be listed. Chairperson Hutter suggested removal of the sponsorship and the modification of the sign, instead of its removal.

**PUBLIC COMMENT**

Bill Hartman introduced himself as an Assistant Scoutmaster of Troop 341 and explained that originally he had been approached by the Airport Manager to see if the Troop could paint the existing sign. Mr. Hartman noted that he had addressed the Authority during Public Comment regarding his conversation with Sign Pro to procure a new sign, adding that Member Poscic at that time had donated over half the cost of the sign. He also noted that he had covered the balance of the cost. Mr. Hartman clarified that once the Authority had voted to reimburse him for the sign, he and Member Pocsic had asked for their donations to be forwarded to the Boy Scouts. Chairperson Hutter explained that the Airport did not have a budget line item for donations. Mr. Hartman returned the donation to the Authority. Discussion ensued regarding defunding procedures and whether to keep the Boy Scouts sponsorship. Member Law suggested receiving the refund from the Boy Scouts and reimbursing Member Poscic and Mr. Hartman for their expenses.

**MOTION: I move to accept the return of the donation [check] from the Boy Scouts of America.**

**My Comments:** As noted in the December CCAA Meeting, the decision to reimburse the Boy Scouts was left up to my discretion as part of the maintenance budget. The Boy Scouts have always supported the Airport Open House and planning and organizing an airport walk to pick up trash and foreign object debris (FOD). The Airport has always, even prior to my arrival as airport manager, given a donation to the Boy Scouts for their help and participation at the airport.

Mr. Hartman has refused to accept a check from the Airport Manager due to an anonymous donor who reimbursed Boy Scout Troop 341 for the cost of the sign. The airport sign has been removed and Sign Pro is removing the lettering that is in question. Once the sign is completed, it will be restored to the airport. As for the original sign, it is still in place and was never removed in the first instance. The new sign was merely attached over the old sign. The Boy Scouts did design and develop the look of the new sign. It seemed only appropriate that the Boy Scouts be recognized for their contribution(s) to the airport. It makes little sense to alienate a community group that actively supports the airport.

## **2. ACTING CONTRARY TO AUTHORITY APPROVAL OF SECURITY FIRM CONTRACT AND PAYMENTS.**

In 2014, it was made known to me that there had been several break-ins surrounding the airport. I talked with Virgil Hammond of Capital City Security Patrol regarding this problem that he confirmed. He suggested that his company could double the patrols on the airport and I chose to be proactive to protect any airport property and aircraft from vandalism and damage that might occur on airport property. I believed that I could expend this additional expense without Airport Authority approval, because it is not a major expense. Notably, the CCAA has not established a policy for determining what expenses can be made in the discretion of the Airport Manager and which expenses require Airport Authority approval. Because of the apparent concern related to vandalism and break-ins, I acted on this issue and increased the patrols.

It was brought to my attention by the CCAA that this decision needed CCAA approval at a regularly scheduled meeting. If provided with appropriate written or even verbal policies related to these issues, this matter would have been presented to the CCAA. This issue was not raised as a concern related to my performance as the Airport Manager before now.

## **3. CORVETTE CLUB RALLY ON AIRPORT PARKING RAMP.**

**Title 19.02.020.040 Special Events** provides that the Airport Manager “OR” the Airport Authority may approve special events to be conducted at the airport.

**Title 19.02.020.050 Public Use** also provides that the Airport Manager “OR” the Airport Authority may approve the closing of the airport due to Weather, conditions of the landing area, **the presentation of special events** and like causes. With these regulations, I believed that I had discretion to hold special events without approval from the CCAA.

Upon learning of this rally, Chairman Guy Williams thought that I should have received CCAA approval for the Corvette Rally. I did not receive such authority and I did enter into a contractual arrangement with the Western States Corvette Club, but as a result of Mr. Williams and Mr. Tacke's objections, I cancelled the rally. This was not a race or a contest of speed, as alleged. It was a rally, similar to a "show and shine" that are prevalent in this area during Hot August Nights. I then negotiated a settlement with the Western States Corvette Club for \$1,800 dollars out of my own pocket to release any potential claims against the CCAA. This was paid by personal check and a release was issued. I obtained a release related to potential litigation on this issue and I forwarded a copy of the release to Steve Tackes.

#### 4. TWO CAR RACE ON ACTIVE RUNWAY DURING OPEN HOUSE

**Title 19.02.020.040 Special Events** states that The Airport Manager "OR" the Airport Authority may approve special events to be conducted at the airport.

**Title 19.02.020.050 Public Use** allows the Airport Manager "OR" the Airport Authority to close the airport due to Weather, conditions of the landing area, **the presentation of special events** and like causes,

For many years, during the Airport Open House, I have issued Notices To Airman (NOTAM) for aeronautical and non-aeronautical activities for very short periods of time to accommodate a sky-diving exhibition (an aeronautical activity), and model aircraft exhibitions. I did not issue a NOTAM for an impromptu exhibition of speed between a Corvette and a Tesla. Instead, during this event, three professional pilots were in attendance, including myself, and we were in possession of handheld radios to alert any approaching aircraft of the event. Also present at this event was an Operations Inspector from the FAA. At no time, was the public in danger as they were at least 200 feet away from the runway, not in close proximity, as alleged. I would not allow the cars to go onto the runway until ensuring that the runway and pattern was clear. I asked Wes Abendroth, a professional race car driver and tenant to not spin his tires "on my pavement". **He did not.** The race lasted no more than 20 seconds and would not have damaged and, in fact, did not damage any pavement at the airport. Strangely, this special event that now apparently calls into question my performance as the Airport Manager was not and never has been the subject of any action against me in my performance as the Airport Manager. For it to be an issue now, nearly a year after the event, is mind-boggling.

The Airport Open House has evolved into a community event educating the public of the opportunities available in aviation and STEM industries in Northern Nevada. This included Tesla and its battery plant at the Reno Tahoe Industrial Complex. UNR and its Mobile Engineering Van as well as other STEM programs are highlighted at the Open House to promote these

opportunities. These Airport Open House Events are approved by the Airport Authority and many times with Authority Members present.

On February 6<sup>th</sup>, 2016 a fireworks display was held on the airport as a celebration of life for Ted Melshiemer, a good friend and supporter of the Airport. Ted's son Stephen, hired a Reno company to put on the fireworks display and apply for all permits necessary. This was all done in accordance with Carson City Fire Department and Municipal Codes and with the approval of the Airport Authority. A NOTAM was issued for this event.

## **5. FAILURE TO MAINTAIN AND PROTECT AIRPORT PROPERTY**

The condition of the terminal building has been an oversight by the Airport Authority for many years and for the last 6 years Gary and I have tried to maintain the terminal given the limited budget that the Airport Authority has provided for Airfield Maintenance. In the CCAA meeting of October 21<sup>st</sup>, I outlined the roof leaks and mold growth in the terminal building requesting the authority to approve an environmental inspection of the terminal due to our concerns for possible health hazards. The CCAA approved the manager to seek bids.

This took another month, when at the November 18<sup>th</sup> meeting the lowest bidder was chosen for a cost of \$795.00. This item was not discussed at the December 16<sup>th</sup> meeting and was not heard until the January 20<sup>th</sup> meeting at which time I suggested that the roof be replaced and the Airport offices be moved. Mr. Peterson cited "a temporary move without a plan to deal with the problem that caused it" and because "we're facing a budget crisis", calling it a "knee jerk response". After seven months it is obvious that there have not been any "knee jerk responses".

I have sought other alternatives requested by Member White and have looked at the only other choice available and that is to tear the building down. I thought that a temporary solution could be to purchase a Mobile Office.

Mr. Peterson has continually caused delays in repairing or demolishing the terminal. His latest tactic in the March 18<sup>th</sup> meeting requested that a structural evaluation be conducted at a cost "not to exceed" \$2,500. The estimate came in at \$7,000 and will require another CCAA meeting to approve the expenditure. As of this time the cost of replacing the roof and mitigating the mold has increased to a cost over \$96,000 and does not include any expected repairs. I can have the terminal excavated and a mobile office installed for approximately \$70,000.

The only “fix” that Vice Chairman Peterson told me to do was to place visqueen over the terminal with 2X4 wood slats and cinderblock to hold the visqueen down. I was specifically instructed by Vice Chairman Peterson to install the wood slats, which were held down by screws to the roof. Conveniently, the instruction received from Mr. Peterson to install the wood slats to the roof is now being called negligence on my part and has been omitted from the briefing received from counsel. A small amount of water introduced at this location has not caused any additional damage to what was already present at the terminal, which has been in a state of disrepair that the CCAA has refused to address for years.

Gary Province has sealed the roof numerous times to try and stop the leaks. He has gone through **75 gallons of roof sealer in the last 5 years.**

*At the February 17th CCAA Meeting, Guy Williams, a past Chairman of the CCAA commented that in 2003 the Authority had discussed demolishing the building completely. Truly, the state of the terminal is not something that the Airport Manager caused, but has been an on-going concern that the CCAA has ignored for far too long.*

**NOTICE:** My position as Airport Manager and my responsibility to oversee the terminal rehabilitation is now out of my hands. The Chairman has given over management of the terminal construction to Don Peterson, apparently without Authority approval.

## **6. FAILURE TO ADEQUATELY SUPERVISE MAINTENANCE STAFF AND MANAGE EMPLOYEE SCHEDULES.**

The complaint that I have not submitted work schedules for maintenance staff is misleading. When I notified then Chairman Williams that I would be taking vacation time, Chairman Williams asked me to provide Gary’s assigned work schedule during the time I was to be gone. This work schedule included sealing the roof once again. At no other time did Guy Williams or any other chairman require a daily work schedule, or ever discussed a requirement for work schedules during an open meeting. Since March 2015 at my request, Gary has kept a daily journal of work tasks.

I have over time conducted in-house training with Gary Province as previously noted. Gary and I self-trained our Snow Removal Plan, Airport Inspection Plan, Airport Emergency Plan, and the Gate Card System maintenance. We have developed a good working relationship for airport maintenance procedures and equipment operation. The proof is the airport weed control, erosion control, and other issues that we have designed to keep the airport looking good. We had great comments from members of the Phoenix ADO, including Mike Williams, the ADO manager, on how well the airport was being maintained.

As a result of the Airport Authority's neglecting the establishment of a standard for employees and publishing work schedules, we have performed our duties as well as any other airport operations program in the area. No specific requests have been made by the CCAA for the creation of work schedules.

## **7. INABILITY TO PREPARE, MANAGE AND PRESENT A BUDGET.**

The tentative budget is just that, tentative. All that I usually focus on in formulating the airport budget are items such as airport maintenance and operations budgets. Airport Engineers have always worked with the accountant, Treasurer and me to enter all the pertinent information for the tentative budget. To determine the \$2.5 million one need only go back to the March 18<sup>th</sup> meeting where Vice Chairman Peterson, suggested holding off on approving the grant application for the North Apron Reconstruction Project citing a possible "reprioritization" between the north apron and the terminal rehabilitation. The deadline for the grant application was April 30<sup>th</sup>. From that point we would not receive a grant for this year. He also requested that the Engineers reduce their management fees 10%.

The Authority has over the last two years conducted workshops to ensure that the budget was within the parameters of revenue vs. expenditures as is their responsibility according to statute. This year's budget is not much different than last year's, however the CCAA has chosen to conduct another workshop. We are still online to fall within the budget parameters despite the threats by the Vice Chairman to cut maintenance staff. Even to his threats to go back to a part time manager.

I believe that my persistence in complying with the budget, the Airport's End of Year profit in 2015 was \$130,574. This was pretty good considering the Authority's wasted expenditure of the waterline to the center triangle.

On March 4, 2015 the Authority voted to pay \$46,000 for a waterline through the ClickBond property as they were replacing their parking lot. This waterline to "nowhere" was to make available a loop for water supply for future development. Note: There has been no hangar development on the airport since 2006. The Authority approved the expenditure despite the budget constraints and at a later meeting a budget augmentation was made to cover the expense to the Airport.

After asking questions of the Airport Engineers, I was informed that this waterline may have been incorporated into the North Apron Reconstruction project and most likely funded by the FAA at substantially less cost to the Airport.

**8. WITHHOLDING INFORMATION FROM THE AUTHORITY THAT IS CRITICAL TO THE SAFE OPERATION OF THE AIRPORT.**

Last year on Friday, September 25, 2016 while taking vacation time, there was a runway incursion incident that occurred late in the afternoon where a vehicle entered the active runway just as the State jet was landing. The Governor was onboard the aircraft. I did not hear about this until Monday the 28th when it was reported to me by a tenant on the Airport. I contacted the State dispatch office and spoke to the Chief Pilot who gave me a brief description of the vehicle. A grey or silver, Audi or VW. There was not much to go on until a couple of weeks later when I was at El Aero Services and was told that the girlfriend of a tenant was seen drunk and the car she was driving seemed to match the description of the vehicle.

I contacted Steve Lewis and he notified the tenant and it was confirmed that his girlfriend may have been responsible. A charge has been made that insinuates that I "knew" who this person was, accusing me of a criminal act. Mr. Lewis will comment on this at the meeting.

I did brief the Authority about the incident and what I found out but as I said, I don't have definitive proof of who the person was and there isn't much that I can do without concrete proof. It seems to me that it would be criminal or slanderous to make allegations against someone without proof to establish the facts.

I did place an item on the agenda to allow me more authority to remove someone from the airport for runway incursions and other more serious violations and it was approved by the Authority.

**9. INSUBORDINATION TOWARD AUTHORITY MEMBERS IN THE LEGITIMATE PURSUIT OF THEIR DUTIES.**

On March 7, 2016, I submitted my manager's briefing for the upcoming CCAA meeting. In the briefing I stated that I would be taking a vacation day the next day. The Vice Chairman did not comment on any other point in the briefing except to focus on my taking a vacation day. This accusation assumes that Vice Chair Peterson is my immediate supervisor and refers to his demand that I turn over my vacation time and all time off. Upon receiving a request to provide an accounting of my time off, I made it clear to Mr. Peterson that I would only do so in a public meeting if requested by the Airport Authority. Mr. Peterson did not place this item on the agenda or request it at any time during the public meeting. He only demanded this information after the meeting ended. After I refused to give this information to Mr. Peterson, he went over to Steve Tackes, and I heard Mr. Tackes say "He should be fired immediately for insubordination".



Regarding the **CHAIN OF AUTHORITY**. I work for the Airport Authority as a body corporate and politic according to NRS 844, not as individuals. In the job posting for the Airport Manager position that I responded to in 2011 or for which I was hired, under the "Supervision Received and Exercise" portion of this advertisement, it states that the Airport Manager "receives general direction from the CCAA." It does not state that I must answer to the whim of any single Airport Authority member, though through the years, I have been very responsive to reasonable requests made by individual members of the CCAA. The portion of this advertisement that states that I must "coordinate" with "Board members" only applies when we are conjunctively evaluating operations, maintenance, policies and procedures of the Airport. I do not need to report my activities to individual board members.

In the last 5 years as Airport Manager, I have always notified the Chairman that I would be taking vacation time. At no time in the past has any chairman required me or maintenance staff to get CCAA approval to take a day off. My vacation schedule has been made available to the CCAA in the past, as it was this year. I do receive 120 hours of vacation per year and 120 hours of sick leave per year as is normal for a City employee.

According to NRS 844 in the absence of the Airport Manager, the Chairman of the CCAA assumes responsibility. Previous Chairmen have taken an active role in regard to their position on the Authority and have stopped at my office, on average about 4 to 5 times a month to ask how things were going, or to be briefed on agenda items for upcoming meetings. Chairman Hutter has been to my office 5 times since beginning his tenure as Chairman.

Because this Chairman has been largely absent and not involved with the general operations of the airport. I have asked Member Poscic, who is present on the airport most days and many weekends, to stand in my place if there was an incident or accident on the airport when I was unavailable.

#### **10. FAILURE TO UNDERSTAND THE CONCEPT AND FIDUCIARY RESPONSIBILITIES OF "EXEMPT EXECUTIVE" EMPLOYMENT.**

Under Chapter 844, the Airport Authority is permitted to enact procedures regarding employment of its employee, including adding classifications for employees. The Airport Authority has never classified any of its employees, though it is seeking now to enact procedures in an effort to evaluate my performance as the Airport Manager. It is now claimed, for the first time ever, that I am an "exempt executive," when I have never been classified as an employee of the CCAA. The advertisement for the Airport Manager job does not state that I am an "exempt executive." Attempting to claim that I fall within this classification of employment,

when that has not been made clear to me in any way, cannot now form the basis of reviewing my performance as the Airport Manager.

According to the briefing provided by airport counsel, it sounds as though I should not have a life outside of the airport nor any time off. I have spent numerous hours at the airport beyond normal business hours, as I would have expected when I took the job. On one occasion, most of the night was spent at the Airport because a truck thief destroyed a fence and damaged a hangar, killing himself. I called in maintenance staff to help me construct a temporary fence only after the crime scene was cleared.

I have been called by the Airways Traffic Control Facility (NORCAL) searching for overdue aircraft on numerous occasions and sometimes in the middle of the night. I would go to the airport on these occasions searching for an aircraft, many times because a pilot simply failed to close a flight plan or cancel an IFR flight. I believe that this is part of my job and I have never complained about it and I am more than willing to put in the time needed to fulfil my duties.

Counsel tries to state that I am not allowed comp time. I have never taken comp time.

I am also tasked with being a liaison between the airport and Federal, State and Local entities in which I attend meetings and other functions. I am also involved in a few civic groups where I promote the airport and aviation. The Members of the CCAA will have to decide whether I meet my fiduciary responsibilities.

## **11. CONFLICT OF INTEREST AND VIOLATION OF TITLE 19 – JOB DISCRPTION**

I do not understand this allegations and it will have to be explained to me in more detail. The job description from 2011 provides that the Airport Manager cannot be “associated with, married to, or have been a CCAA member within the past four years or be a Carson City Airport FBO, or within the first level of consanguinity of a CCAA member.” Title 19 itself says nothing about this, or about perceived conflicts of interest. I am not a CCAA member nor have I ever been (yet). I’m not an FBO, and I’m not married to an airport tenant of any kind. My lovely wife is a teacher. Quite frankly, I have not violated any rules governing conflicts of interest.

Yes, about 3 years ago, the Chief Pilot position opened at NDOT and I applied. I was not interviewed, nor chosen. If I had been hired, I would have tendered my resignation and moved on. NDOT does not use contract pilots. I have never applied to be a contract pilot with NDOT.

I have flown a Cessna 421 for the owner of that airplane for six years. I was flying this plane when I was hired as the Airport Manager. I fly this aircraft on average twice a month. Per conversations with former Chairman Norvell, I have always understood that I could fly on a part

time basis to supplement my income. My salary has never increased nor have I ever received a cost of living increase during my tenure as Airport Manager. The Airport Authority has never established an employee compensation schedule based on years of service or COLA.

I do not do overnights and seldom fly on weekdays. When I do fly on a weekday, I take vacation time and always back in the office after returning. I have never neglected my position and responsibilities as Airport Manager when taking these flights.

**“Seeking and accepting paid employment from local operators permanently impairs the ability of the manager to effectively enforce the duties of his office. It is obvious that the manager’s duty to enforce safety and other airport regulations cannot be pursued with full vigor against someone he currently, ever, or hopes to work for”.**

This sounds like a big “what if”. I’ve never played favorites when it came to issuing warnings or taking action for violations of airport rules. A few who have received warnings have been friends. That has not stopped me from doing my job.

Over time, I have issued several warnings to people I didn’t know for what were safety violations. Many apologized and said they would be more careful next time. I have only called the FAA on one clear violation of the FAA Rules and regulations. That was about 3 years ago and that person was a tenant who departed in a Trike in Instrument weather conditions. I didn’t get the tail number so the FAA was unable to do anything. The type and color of the Trike is much like 4 others on the field and there was no definitive proof to accuse one particular person.

## **12. APPARENT FAILURE TO UNDERSTAND CHAIN OF AUTHORITY, REPORTING RESPONSIBILITY, AND SPECIFIC JOB DUTIES.**

I’ve addressed the issue with the Vice Chairman and will not do so again. As stated, I understand that I am a full time employee of the CCAA and work at the direction of the CCAA as a body. Not for individuals.

**Scenario:** Member Poscic comes to me and asked me to paint the terminal green. Member Stotts tells me that if I paint the terminal green and not orange that I will be terminated. Who has the authority?

Since becoming the Airport Manager and attending the seminars and training courses that allowed me to better understand airport management, I have implemented many policies and procedures for the operation of the Airport. The only requirement that I was given directive to implement was a snow removal plan that was written in the Job Announcement for the Airport Manager’s Position.

**Snow Removal Plan** - Working closely with the Airport Maintenance Technician, we developed a snow removal system that prioritized the snow removal and set standards for snow removal. It was revised after Taxiway D was constructed.

I've taken the Snow Removal procedure to the Chairman of the Airport Authority but the item was not placed on the agenda at the time as other items took precedence and it was not considered a priority.

Although, the procedure was not adopted, we use this program for snow removal today and it has worked well for us. By implementing the snow removal policy, we reduced the time to plow snow from 8 hours to 6 hours for the whole airport.

We have also made available plowing of certain taxi lanes in the associations for a fee to cover costs and help increase airport revenue.

**Gate Card Fees** – Due to previous poor accounting of the Gate Card Holders on the airport and the inability to program new and replacement cards in the card readers, I developed a data base of gate card holders. It became apparent that many card holders were no longer tenants of the airport. A decision had to be made in order to keep better track of the card holders and to help pay for gate maintenance.

I placed on the agenda the implementation of a \$10 fee for gate card holders that would guarantee an accurate accounting. it took about two years to bring the system to what I believe is an accurate accounting of card holders.

These proceeds from the fees are placed in a specific account to use for gate maintenance and for matching funds when the gates would be replaced using an FAA grant.

**Airport Inspection Program** – After attending the airport operations training seminars, Gary Province and I designed and implemented an airport inspection program designed specifically for the Carson City Airport. I patterned this program after the type used by FAR Part 139 airports. It has been a successful inspection program and has allowed Gary and I to keep track of issues like inoperative lights, pavement conditions, and foreign object debris among other items.

The runway and taxiways are inspected three times weekly. All lights are turned on and inspected for operation and obvious damage during these inspections. If an approach light system, runway end light, or any runway or taxiway light has an inoperative bulb, it is replaced immediately

**Airport Emergency Plan** – After an aircraft incident in 2013 where an aircraft went off the runway, I found that the airport had no emergency plan. After doing some research of other

general aviation airports, I typed up and implemented an airport emergency plan. Base on my past experience with the lack of follow through of Airport Authority committees, I chose to simply implement the policy. I briefed Gary Province and provided a copy to Steve Poscic with Carson Aviation Services, a tenant of the airport who is present at the airport most days and many weekends and adds an experienced hand for any emergency. This policy clearly defines the emergency contacts to be notified, including myself and the Chairman of any incidents or accidents occurring on the airport.

I have also placed other maintenance FBOs on a rotational contact list so that no maintenance shop is favored over another.

**Airport Traffic Pattern Procedure** – I was involved with a FAA Safety Team seminar on October 28, 2015 at the Mountain West FBO and discussed possible changes to the Traffic Pattern and clarifying Communications Procedures when operating in and out of the Carson City Airport.

Also discussed were Voluntary Noise Abatement Procedures for aircraft departing Runways 9 and 27. These procedures were designed to keep different types of aircraft separated base on speeds. We had input from pilots who operate these different types of aircraft and had a map drawn that all could get behind.

I took this procedure to the Airport Authority for implementation and it was approved with changes to the Airport Website and Title 19.

### **13. MISSING WORK DURING A TIME WITH THE GREATEST SAFETY RISK FOR THE AIRPORT.**

During the air races I was taking vacation time. That vacation time notice was given to the Chairman. If the Chairman had misgivings regarding my taking a vacation during this time, he should have mentioned those misgivings to me and I would have made adjustments.

Because of the lack of an employee handbook and proper procedure applying for and receiving days off and vacation time, I have always notified the Chairman over the years for proposed time off. In 2015, I took 13 days of vacation (104 hours) over the entire year. That is less than the 120 hours of vacation allotted for the year. I have accrued more than 200 vacation hours over the last 5 years. I do not take that much time off. This year I planned to take a total of 9 days of vacation and handed the Chairman a note with the proposed dates in April of 2016. If the Vice Chairman wanted to see my time taken off, he certainly could have asked Chairman Hutter for this information, who should have all of my requested time off noted in some way, unless prior Chairmen did not keep a record of the vacation time I requested and received in prior years.

No Chairman in the past has suggested that I notify in writing proposed time off with a proper form that doesn't exist. Former Chairmen have only requested to "let them know" the plans for time off. If the Chairman or Vice Chairman didn't like the time that I had planned to take off, they could have advised me that these proposed vacation dates were not advisable and I would have made adjustments. The only comments regarding my proposed vacation schedule is Mr. Peterson's objection that the CCAA need approve my requests. Nowhere within Title 19 or NRS 844 is that required. It is not required in my job description, and it has not been required of me by any other Chairman. If it is now being used against me to review my performance as the Airport Manager, then it is improper.

RE: gear failure while taking a day off. The aircraft in question was a float plane based at the Shadetree Hangar. One of the aircraft forward landing gear assembly wheels failed to extend but landed safely. There was no damage, nor injuries. I was notified by Gary Province immediately following and our Airport Emergency Plan procedure was followed. Steve Poscic was then called to render aid. The aircraft did not leave the runway; was lifted where its gear was extended and taxied off the runway under its own power. This took twenty minutes with Carson Aviation maintenance handling the situation with a radio on hand. I was available but not needed.

## **CLOSING STATEMENT**

I have always had a good working relationship with the FAA Flight Standards Office in Reno, The Airport District Office in Phoenix and Brisbane, CA. and worked closely with the Flight Procedures Office in Renton, WA. I've worked closely with the FAA for Grants, Construction Projects, Instrument Approaches and traffic pattern modification.

I've created a cordial relationship with city agencies such as the Public Works Department. Occasionally, a sweeper from Public Works is arranged to sweep the airport for FOD. As a fair trade for this and some other services I have provided them with rock for minor erosion projects which I felt was being a good neighbor and citizen of Carson City.

Speaking of rock. I was asked by then Chairman Norvell to find a way to remove the excess rock on the east side of the airport. I was able to sell small amounts of the rock to a couple of construction companies but I felt that the piece meal method was not going to work. It needed to be a larger, concentrated effort. An RFP was developed, noticed, and bids received. Cinderlite Trucking was chosen for the project paying the Airport a \$1.52/ton royalty. Over the last 4 ½ years, the airport has received in excess of \$170,000 from the rock sales that have been used to pay grant matching funds and to augment airport budgets. It is estimated that the airport will earn another \$150,000 to \$200,000 before the project is completed.

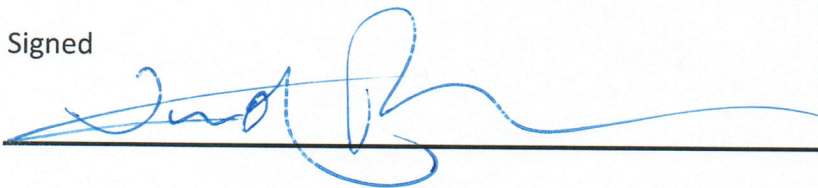
I have always sought to improve the airport and its viability in the general aviation community. I have strove to be proactive in promoting ideas for a new terminal and new land leases. Unfortunately, no land has been leased for hangar development on the airport since 2006. I have sought to begin a discussion two years ago to address NRS 496 that is largely responsible for the inability of the Airport to lease land for hangar development, while Minden Airport has leased 35 parcels in the last 5 years for hangar development. These discussions have still not been addressed publicly.

We have cooperated with airport tenants to provide services to them. When Roger Block passed away I saw Mrs. Block trimming weeds on her lease. I stopped her, called Gary, and we cleaned and trimmed her lot for her. I don't do these things because it's profitable, but because it is the right thing to do.

Gary Province and I have worked diligently to ensure a safe, clean and well maintained airport over the last 5 years. We have done a good job and have been complimented for our efforts by the FAA and tenants on the Airport. When runway or taxiway lights are found to be inoperative, they are replaced immediately. We always keep lights on hand and when they are used replacements are ordered. This was not the way things were done by previous managers.

In conclusion, without having a published employee manual or a written Airport Authority-approved set of guidelines, the "rules" appear to change with the change of Airport Authority members. Despite past Airport Authority efforts to avoid publishing an employee manual or set of guidelines that establish standards, I have always made managerial decisions based on what would be in the best interests of the airport, its tenants, and the surrounding community. I hope you do the same.

Signed



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Date

May 6, 2016

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