

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the February 16, 2011 Meeting**  
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, February 16, 2011 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Vice Chairperson John Kelly  
Member Alex Carter  
Member Teresa DiLoreto-Long  
Member Ray Saylo

**STAFF:** Steve Tackes, Airport Counsel  
Jim Clague, Airport Engineer  
Gary Province, Airport Maintenance  
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 AND DETERMINATION OF QUORUM** (6:07:38) – Vice Chairperson Kelly called the meeting to order at 6:07 p.m. Roll was called; a quorum was present. Chairperson Norvell and Member McClelland were absent. Member DiLoreto-Long attended via telephone.

**B. PLEDGE OF ALLEGIANCE:** (6:08:22) – Vice Chairperson Kelly led the Pledge of Allegiance.

**C. ACTION ON APPROVAL OF PAST MINUTES -** (6:08:40) – **Member Saylo moved to approve the January 19, 2011 minutes. Member Carter seconded the motion. Motion carried 4-0.**

**D. MODIFICATION OF AGENDA** (6:09:16) – None.

**E. PUBLIC COMMENT** (6:09:28) – Ken Welch, a Carson City resident on Apollo Drive, stated that last year he had asked the former Authority Chairperson and the former Airport Manager to remove a pile of soil, stockpiled at the end of the runway and behind his house, but nothing had been done so far. Mr. Clague clarified that the dirt was being used for construction, however, they were negotiating with contractor to have it removed. Mr. Welch explained that he was in possession of a letter confirming that the removal would take place upon the start of construction. Mr. Clague agreed that this was a high priority for them.

**F. CONSENT AGENDA** (6:12:35) – None.

**G. PUBLIC HEARING ITEMS:**

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**G-1. DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF A TRACTOR, INCLUDING ATTACHMENTS, REQUIRED FOR GENERAL AIRPORT**

**MAINTENANCE** (6:12:45) – Vice Chairperson Kelly introduced the item. Mr. Province updated the commission on his contacts with the City and State purchasing offices. He explained that the City no longer had vendor contracts. As for the State, Mr. Province said that they initiated their own bids, but could not assist him. He also mentioned that he had written to the General Services Administration (GSA) and was waiting to hear from them. In response to a question, Mr. Province stated that a bid package had not yet been started. Member Saylo suggested soliciting help from the City’s purchasing agent, and offered to give Mr. Province a contact name.

**G-2. DISCUSSION AND POSSIBLE ACTION REGARDING PERIMETER FENCE FAILURE; REPAIR; DETERMINATION OF CAUSE; WARRANTY RELIEF, AND OTHER RELATED ITEMS** (6:20:07) – Vice Chairperson Kelly introduced the item. Mr. Clague distributed an exhibit, incorporated into the record, depicting the erosion and fallen fence posts. He stated that 400 feet of fence had been damaged by the last storms. He also said that the concrete footing for the posts and the tie wires were a thinner gage than called for in the specifications. The sub-contractor did not follow the specifications, according to Mr. Clague, however, the contractor “will make it right” but he was uncertain about the extent. The point of contention, he added, was an earlier collision by a car that had destroyed 90 feet of the fence, which was replaced by the city. Mr. Clague also said that Mr. Tackes and he were to meet with Granite Construction next Tuesday for discussions. Member Carter insisted that since the fence was not done right in the first place, the contractor should be 100% responsible. Vice Chairperson Kelly called for public comments. Mr. Welch stated that he was a former inspector, and he believed that the inspection agency was responsible as well. He added that they had an obligation and a liability for their sub-standard work. Chairperson Kelly asked to continue this item in the next meeting.

**G-3. DISCUSSION TO APPOINT A COMMITTEE TO SCREEN CARSON CITY AIRPORT MANAGER APPLICANTS.** (6:31:39) – Vice Chairperson Kelly introduced the item. Mr. Tackes explained that Mr. Pullman, the former Airport Manager, had resigned. He added that the timeframe was too short to call a meeting before Mr. Pullman’s departure, therefore Chairperson Norvell had appointed Tim Rowe as an interim Airport Manager. Chairperson Norvell, according to Mr. Tackes, had also placed a notice on the Internet, with a deadline of February 15, 2011, for all applications. He stated that there had been four responses to the post, and suggested forming a working group of two members, per the open meeting law guidelines, to screen the candidates. Mr. Tackes suggested that the group talk to the candidates, check references, and bring their recommendations to the next Authority meeting, but without influencing their decisions. He indicated that the Authority members would formally interview the candidates during the open meeting, as the hiring action needed to be taken by the Authority. Mr. Tackes also requested direction from the Authority on whether to extend the requisitions, since only four candidates had applied. The Authority members consented to interviewing the four applicants and, if the need arose, to post the requisition again. Mr. Tackes suggested having Chairperson Norvell as one of the working group members. Vice Chairperson Kelly offered to be the second person. According to Mr. Tackes, now that they had a “game plan” to

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proceed, a vote was not required now and the Authority would take action during the following meeting.

**G4. 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, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS.** (6:38:59) – Vice Chairperson Kelly introduced the item. Mr. Clague explained that this was a carryover from last month’s meeting, and that they were still waiting for “the FAA to fly the PAPI (Precision Approach Path Indicators) for Runway 9 and certify it for use. Mr. Clague also advised that until that was completed, the status of this project would remain unchanged.

**G5. 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.** (6:40:24) – Vice Chairperson Kelly introduced the item. Mr. Clague clarified that this was an informational item. He added than the final inspection had been scheduled for last Monday, however, neither the FAA not the contractor could make it due to high winds. He also stated that Granite Construction would have to repair a few items prior to the final inspection.

**H. AIRPORT ENGINEER’S REPORT** (6:42:24) – Mr. Clague reviewed a previously distributed status report, incorporated into the record. Vice Chairperson Kelly entertained questions or comments; however, none were forthcoming.

**I. AIRPORT MANAGER’S REPORT** (6:44:55) – In the absence of an Airport Manager, Mr. Province stated that “things were moving along” as planned.

**J. LEGAL COUNSEL’S REPORT** (6:45:36) – Mr. Tackes informed the Authority that AB-103 has been introduced, and had been referred to the Assembly Government Affairs Committee. He also notified them of a meeting between Mr. Pullman, Chairperson Norvell, Mr. Tackes, Jeff Mains and Riley Beckett regarding a transponder landing system for portable precision instrument approaches. Mr. Tackes solicited feedback from the Authority members regarding a future agenda action item. Vice Chairperson Kelly commented that this approach would not help the charter market. Mr. Clague confirmed that the Truckee Tahoe airport had one for a while, but not any longer. Member Saylo was also opposed to it. Mr. Tackes then updated the Authority on the windmill project, stating that the applicant had informed the Planning Commission, at their last meeting, that the authority had “signed off on the project”. He believed that this was due to a letter sent to the applicant by Mr. Pullman, indicating that the project would not continue if the FAA denied permission. Mr. Tackes felt that several issues raised in the Authority’s last meeting were not addressed in the letter, however, he was able to refer to the meeting minutes for backup. The other parts of the project were approved, per Mr. Tackes, except for the windmill, per the applicant’s request.

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**K. TREASURER'S REPORT** (7:02:48) – Member Carter distributed a report, incorporated into the record, to the Authority members and staff prior to the start of the meeting. He reviewed available balances and stated that the balance is currently \$483,900.44. He added, however, that upon receipt of almost \$150,000 in reimbursements, the balance would increase. Vice Chairperson Kelly entertained questions or comments; however, none were forthcoming.

**L. REPORT FROM AUTHORITY MEMBERS** (7:03:36) - None.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING** (7:03:49) - Previously discussed.

**N. ACTION ON ADJOURNMENT** (7:03:52) – Member Saylo moved and member Carter seconded a motion to adjourn. Motion carried 4-0.

The Minutes of the February 16, 2011 Carson City Airport Authority meeting are so approved this 23<sup>rd</sup> day of March, 2011.

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HARLOW NORVELL, Chair