A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, April 20, 2011 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

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

**STAFF:** Steve Tackes, Airport Counsel
Jim Clague, Airport Engineer
Tim Rowe, Airport Manager
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** (6:02:33) – Chairperson Norvell called the meeting to order at 6:02 p.m. Roll was called; a quorum was present. Member McClelland was absent as excused.

**B. PLEDGE OF ALLEGIANCE:** (6:03:10) – Chairperson Norvell led the Pledge of Allegiance.

**C. ACTION ON APPROVAL OF PAST MINUTES -** (6:03:40) – **Vice Chairperson Kelly moved to approve the minutes of the March 23, 2011 meeting. Member Saylo seconded the motion. Motion carried 5-0.**

**D. MODIFICATION OF AGENDA** (6:04:32) – None.

**E. PUBLIC COMMENT** (6:04:43) – Chairperson Norvell introduced the item. Maurice White invited the Authority members and Staff to attend a general meeting of the Carson City Republican Central Committee on April 28, 2011at 7 p.m. in the Sierra Room of the Carson Plaza Hotel. Mr. White explained that State Senator Ben Kieckhefer would address any concerns or questions the Authority would have at that meeting. Felix Rodriguez introduced himself as a representative of Bristow Academy, the largest helicopter school in the country, and announced that they had selected Carson City airport as an operations base to conduct mountain training for 36 students within a six-month period. He added that $1.5 Million would be invested by Bristow Academy, half of which would be spent locally, in the form of salaries, rental units, sales taxes, etc. He thanked the Authority for the opportunity to address them, and stated that a future meeting was set up to review their application, which unfortunately was not filed on time for this meeting. Member Carter and Chairperson Norvell thanked Mr. Rodriguez and stated that this would be a great opportunity for the City.

**F. CONSENT AGENDA** (6:10:44) – None.

**G. PUBLIC HEARING ITEMS:**

**1) DISCUSSION AND POSSIBLE ACTION TO ESTABLISH A COMMITTEE TO MASTER PLAN THE LEASABLE PARCELS ON THE AIRPORT.** (6:10:50) – Chairperson Norvell introduced the item. Mr. Rowe explained that they would like to address hangar space designated for commercial storage only, and organize hangar space effectively. He suggested appointing a sub-committee to work with him to address the issues and bring back to the Authority for approval. Vice Chairperson Kelly volunteered to be on the sub-committee. Chairperson Norvell asked Member DiLoreto-Long to chair the sub-committee, who stated that she welcomed the opportunity. When asked, Member Carter stated that he would be pleased to serve as well. Chairperson Norvell stated that they would follow the Open Meeting Law and notice the meeting, to be held at the Airport Terminal Building, for the public's participation.

Chairperson Norvell also explained that the goal would be to "adopt a master plan for the remaining leasable property on the airport", during the Authority meetings. A copy of the2008 Master plan is incorporated into the record. Mr. Tackes advised that the sub-committee follow the Open Meeting Law, with minutes of meetings, since they would have recommendations to the Authority. In response to Mr. Clague's question, Chairperson Norvell stated that he or Mr. Fitzgerald would provide added expertise to the sub-committee, and suggested that one of them attend as well. Chairperson Norvell solicited public comments. Dirk Zahtilla asked whether the sub-committee membership would be available to the general public and volunteered to serve on it. Chairperson Norvell encouraged all types of involvement and deferred to Member Di-Loreto-Long, as sub-committee chair, to address the issue. Member DiLoreto-Long appreciated Mr. Zahtilla's offer and said that they would first address "how the committee is formulated". Chairperson Norvell encouraged meeting attendees and viewers interested in participating, to contact the Airport Manager and the sub-committee chairperson. **Member DiLoreto-Long moved to form a sub-committee to look into modifications to the existing Master Plan regarding to leasable parcels, and consider the possibility of "outside members to join us". The motion was seconded by Vice Chairperson Kelly.** In response to Chairperson Norvell's question, Mr. Tackes clarified that should the sub-committee's output involve changing the Master Plan, there may be a need to receive additional approved by the FAA, but suggested waiting for the output. **Motion carried 5-0.**

**2) DISCUSSION AND ACTION TO ACCEPT OR REJECT BIDS RECEIVED REGARDING THE PURCHASE OF A TRACTOR, INCLUDING ATTACHMENTS REQUIRED FOR GENERAL AIRPORT MAINTENANCE.** (6:23:41) – Chairperson Norvell introduced the item. Mr. Rowe said they had received two bids for new tractors. He stated that the first bid was from Smith Valley Garage for a Kubota M108SHDC tractor with all the attachments for $67,213. The second bid, per Mr. Rowe, was from a rental equipment company, for a John Deere 6115D tractor, for $71,600. However, he said he had identified used tractors with all the attachments for under $50,000, and that he would like to proceed with a purchase for that amount. Mr. Tackes clarified that if the bids were for $50,000 or less, they would need to submit two bids to the Authority for a decision. Mr. Province explained that the bids were good for 60 days. Member DiLoreto-Long cautioned against high servicing costs associated with the purchase of a used tractor. Mr. Province explained that they would require analysis prior to the purchase, and could require new attachments with the used tractor. In response to Chairperson Norvell's question, Mr. Rowe clarified that he would like the Authority to approve up to $50,000 for the purchase of a pre-owned tractor. Chairperson Norvell solicited public comments. Mr. Zahtilla stated that he agreed with the purchase of a used tractor and reminded the Authority, via the December 15, 2010 meeting minutes, that they had already approved the purchase of a tractor. Chairperson Norvell clarified that this was discussed in subsequent meetings, and that the Authority wanted to be clear on what was authorized. Mr. Tackes also clarified that the initial discussion had authorized a lease, and he wanted to have the item back on the agenda to be certain. Member Carter added that $50,000 for capital equipment had been added to the tentative budget. Chairperson Norvell reminded the public that the tentative budget was available for the public to view, and was up for discussion during the May 19, 2011 meeting, as required. **Vice Chairperson Kelly moved to authorize the Airport Manager to first seek bids, and then purchase a used tractor with new attachments for under $50,000. If this was not possible, then to authorize the Airport Manager to accept the most favorable of the bids discussed in this meeting. The motion was seconded by Member Carter.** Mr. Tackes clarified that Mr. Rowe could purchase a used tractor for under $50,000 but needed two required bids. **Motion carried 5-0.**

**3) DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT RUNWAY AND TAXIWAY PROJECTS (FAA AIP No 3-32-0004-18 AND -20), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS.** (6:38:10) – Chairperson Norvell introduced the item. Mr. Clague stated that this was an informational item and advised the Authority of a change order that has been sent to the FAA for approval in order to instruct the contractor to proceed. He added that the project was "in good shape and $40,000 under budget" and anticipated that the FAA would do a final inspection on the project to close it out. He added that there was no reason for the change approval to be rejected.

**4) DISCUSSION AND POSSIBLE ACTION RELATED TO` THE CONSTRUCTION OF TAXIWAY D WEST TO AWARD THE CONSTRUCTION CONTRACT AND APPROVE THE CONTRACT**

**WITH ATKINS TO PROVIDE CONSTRUCTION MANAGEMENT.** (6:40:25) – Chairperson Norvell introduced the item. Mr. Clague explained that they had held a bid opening with three bidders, however, a recommendation could not be made because a protest had been received. He stated that Contri Construction's base bid was for $1,263,770.70, Granite Construction's was for $1,296,296.00, and A&K Earthmovers' was for $1,330,000.00. Mr. Clague explained that the bids also included deductive alternatives. He added that all bids were below the Engineer's estimate. Mr. Clague also stated that there was an apparent discrepancy in the Conti Construction bid, but he suggested waiting for the bid protest period while they evaluated all discrepancies. Mr. Tackes stated that he had reviewed the Atkins contract, and that it fit the format utilized in the past. In response to Member DiLoreto-Long's question, Mr. Clague clarified that the areal mapping would be done after the project has been constructed. Chairperson Norvell solicited public comments and when none were forthcoming, a motion. **Member Saylo moved to approve the contract with Atkins North America, Inc., Reference Task No. 10, for Taxiway D West construction and miscellaneous drainage improvements, not to exceed $200,000. The motion was seconded by Member DiLoreto-Long.** Chairperson Norvell called for additional discussion and when none were forthcoming, a vote. **Motion carried 5-0.**

**H. AIRPORT ENGINEER'S REPORT** (6:52:36) – Mr. Clague distributed a status summary of current projects, which is incorporated into the record. He stated that the fence repair has not been completed because the fence contractor has no incentive to complete the work, as it was considered warranty work. He added that Granite Construction was to receive the materials and complete installing the fence this week. Mr. Clague also informed the Authority that the annual NvAA Conference would be held at the Atlantis Casino in Reno, on May 11-13, 2011. He added that they were planning to meet with their FAA representatives at the time. Mr. Rowe added that he had sent an e-mail suggesting they hire another fence builder to repair the fence and send Granite Construction the bill. Mr. Clague explained that they could hire another company, however, he felt that Granite Construction might not be obligated to pay the bill. Mr. Tackes offered to review the contract and the remedies.

**I. AIRPORT MANAGER'S REPORT** (6:57:30) – Mr., Rowe updated the Authority on the out of service airport rotating beacon. He stated that ATT has been contacted daily and was told that a new photocell was on order. Mr. Takes reported that he had followed up with ATT to find out that a circuit board was on order, and that they would call him the following day for a status update. Vice Chairperson Kelly wondered if ATT was in violation of their contract. Mr. Zahtilla believed that there was no circuit board involved. Mr. Tackes stated they would look into that. Mr. Rowe also updated that Endurablend, a company manufacturing a polymer blend slurry surfacing system, had demonstrated the product incorrectly, and they were to return next week to remedy the situation. In response to Chairperson Norvell's question, Mr. Rowe advised that the ARINC radio was working well and that there were "no dead areas on the airport". Chairperson Norvell asked the user community for feedback. Mr. Rowe reminded everyone of the airport open house on June 18, 2011.

**J. LEGAL COUNSEL'S REPORT** (7:08:50) – Mr. Tackes stated that AB103 was signed into law by the Governor. He added that the city had issued an announcement of the vacant position on the Airport Authority for a manufacturer, a category defined by city ordinance and state law. Mr. Tackes also advised that the final budget must be approved on the third Thursday in May, which falls on May 19th, the day after the scheduled regular meeting. He recommended moving the regularly scheduled meeting to that date, with the stipulation that, if needed, a special meeting can be scheduled to award the construction contract. He added that the current term of the Authority officers expires on July 1st of each odd-numbered year, suggesting that an agenda item for election of officers be included in the June agenda. Mr. Tackes also invited the members to the previously-mentioned NvAA meeting.

**K. TREASURER'S REPORT** (7:15:12) – Member Carter stated that a tentative budget had been submitted, and suggested reviewing it prior to the budget meeting. He also distributed the current Treasurer's Report. Chairperson Norvell advised coming up with a category for the additional income shown.

**L. REPORT FROM AUTHORITY MEMBERS** (7:18:45) – None.

**M. AGENDA ITEMS FOR NEXT REGULAR MEETING** (7:18:56) – None.

**N. ACTION ON ADJOURNMENT** (7:19:02) – **Member Saylo moved and Vice Chairperson Kelly seconded a motion to adjourn. Motion carried 5-0. The meeting was adjourned at 7:20 p.m.**

The Minutes of the April 20, 2011 Carson City Airport Authority meeting are so approved this 19th day of May, 2011.

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HARLOW NORVELL, Chair