

**CARSON CITY AIRPORT AUTHORITY
MEETING MINUTES**

THURSDAY, FEBRUARY 26, 2009 – 12:00 P.M.

Special Public Meeting at
**CARSON CITY AIRPORT
TERMINAL BUILDING
2600 E. COLLEGE PARKWAY
CARSON CITY, NEVADA**

- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM. The special meeting of the Carson City Airport Authority was called to order at 12:00 p.m. Roll call was taken, and quorum was determined:

Present: Don Peterson, Alex Carter, John Kelly, Steve Lewis and David McClelland

Absent: Walt Sullivan (*Excused*)

Staff: Steve Tackes, Jim Clague and Dirk Zahtilla

- B. PLEDGE OF ALLEGIANCE

- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. This item was not required for this meeting.

- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items.* There were no modifications at this time.

- E. PUBLIC COMMENT. *Members of the public who wish to address the Airport Authority may speak on non-agendized matters related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.*

Mr. Bob Lombard addressed the Board to provide an update on the museum project. Mr. Lombard stated that they were trying to build their facility on 1.25 of the acres they acquired beyond the NDOT building. They have acquired the property (1.4 acres), and have assembled a proposal for \$6M that has been submitted to a major foundation in Reno. Mr. Lombard reported that they want to build two buildings: One would consist of two hangars, and a main building with wings on either side. The additional building would be a restoration building where people could go to watch restoration being done on

the military equipment they have. The proposal has been submitted, but Mr. Lombard stated that he hasn't heard back from the foundation as yet. The foundation invited Mr. Lombard to submit the proposal to them, making it more likely that they will receive or secure the funding for these buildings. Mr. Lombard stated that he expects to hear back from them in early March.

Mr. Lombard stated that PBS&J (Mr. Clague) has been hired to do a record of survey for the property, but he is unsure if it is complete. Mr. Lombard stated that they currently have \$3M in equipment to put at the Airport, although none of it is on site as yet.

Mr. Lewis asked Mr. Lombard if he could include an agenda item on the next agenda so that Mr. Lombard could provide a full report on his project. Mr. Lombard stated that he would be delighted to do so.

Mr. Bill Hartman addressed the Board, and stated that a few months ago he had commented on how pleased the Henderson Airport people were with the contractor who had done the job on their new runway. Mr. Hartman did not know how to spell the contractor's name, but it sounds like "Key Wit Construction". Mr. Hartman commented that they finished their job on time and under budget, and requested that the Airport Authority remember them the next time they had a job to put out to bid. Mr. Hartman stated that he has no relation with this company, and has nothing to gain or lose by his suggestion. Mr. Hartman stated that he happened to be passing through Tucson last week, and there were four to five miles of interstate through Tucson that were being built by this same company. They're ahead of schedule on that project, too, and from what Mr. Hartman could see they are doing a great job. Mr. Hartman stated he would pass the information to Mr. Clague.

F. CONSENT AGENDA

All matters listed under the consent agenda are considered routine, and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the authority or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Chairman or the Vice-Chairman retains discretion in deciding whether or not an item will be pulled off the consent agenda.

- (1) This item was not required for this meeting.

**** END OF CONSENT AGENDA ****

G. PUBLIC HEARINGS

- (1) DISCUSSION AND POSSIBLE ACTION TO APPROVE AND ACCEPT FAA AIP GRANT IN THE APPROXIMATE AMOUNT OF \$270,000 (NOT TO EXCEED \$300,000) FOR AIRPORT DESIGN INCLUDING RECONSTRUCTION OF TAXIWAYS AND APRONS AS INCLUDED IN THE CARSON CITY AIRPORT AUTHORITY MASTER PLAN AND FAA ACIP (AIRPORT CAPITAL IMPROVEMENT PLAN) *(S. Tackes)*.

Mr. Tackes reported on the status of the grant, in that the FAA in Burlingame gave notice that the grant offer of \$270K was ready to go, but then gave notice that it was on hold pending receipt of the Environmental Assessment from PBS&J. Mr. Clague had tried to get the FAA to release the grant without the Environmental Assessment, but was unsuccessful. The Environmental Assessment has since been submitted, but the FAA officer in charge of Environmental Assessment review is out of the office, so Mr. Tackes is unsure of when the grant is coming, but it will be soon. Mr. Tackes stated that he has provided a similar item to this agenda item to the Board of Supervisors' office.

Mr. Tackes explained that the FAA is famous for releasing grant funds with a very short turn-around time for approval. Last year the FAA sent the grant on September 15, with approval needed by September 19 - four days later. Mr. Tackes explained that this type of timeframe is not amenable to the governmental process, and this is why we were having this meeting at this time, to approve in advance the receipt of the grant, and to approve the next item on the agenda. Mr. Tackes stated that the Board would need to make a motion to approve acceptance of the grant.

Mr. Lewis asked if there were any questions. Mr. Peterson asked if this was 5 percent money. Mr. Tackes stated that it was, and that the Airport Authority's portion of responsibility is equal to \$13,500.

There were no additional Board comments. Mr. Lewis asked for public comments. There were none. Mr. Lewis called for a motion.

Mr. Kelly moved to approve and accept the pending grant offer in the anticipated amount of \$270,000 up to \$300,000. Mr. McClelland seconded the motion. The vote was called and the motion carried 5 to 0, with Mr. Sullivan absent for this vote.

- (2) DISCUSSION AND POSSIBLE ACTION TO APPROVE AND ACCEPT FAA GRANT OFFER OF ECONOMIC STIMULUS FUNDS FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009, NOT TO EXCEED \$19,000,000 FOR AIRPORT CONSTRUCTION PROJECTS AS INCLUDED IN THE CARSON CITY AIRPORT AUTHORITY MASTER PLAN AND FAA ACIP (AIRPORT CAPITAL IMPROVEMENT PLAN) *(S. Tackes)*.

Mr. Tackes stated that this item came up because of the timeframe involved. The stimulus plan was signed on February 17, and it has a 120-day deadline for obligation of 50 percent of the funds. The only projects eligible to receive funding will be those shovel-ready projects. By the time the delegation process is completed and the funds are

awarded, we will be on a short string. Mr. Tackes stated that we would most likely see this grant in the next 2 to 3 months, and would be pressed to get it done.

In terms of the monetary amount, Mr. Tackes stated that a request has been made for \$19M, since that was the amount included in the request to Senator Reid's offices. Mr. Tackes commented that we probably will not receive that much, but instead will probably get around \$12M. The \$19M included all of the ACIP projects lumped together. The cost for those projects would be considerably less if we did them all at once, since mobilization costs would be minimized. Mr. Tackes stated that Mr. Clague has taken the lead with Able Tapia of the FAA on this one. Mr. Tackes stated that the house version of the stimulus bill had \$3B in it; the senate version had \$1.3B. A lot of projects will be cut out, since the budget has been trimmed.

Mr. Tackes requested that the Board approve and accept the FAA grant offer. Mr. Tackes stated that he has also asked the Board of Supervisors for approval at their next meeting, which is next Thursday.

Mr. Lewis asked if there were any Board questions. There were none. Mr. Lewis asked if there were any public comments. There were none. Mr. Lewis called for a motion.

Mr. Peterson moved to approve and accept ACIP money in an amount up to \$19M, such funds to be received from the American Recovery and Reinvestment Act of 2009. Mr. Kelly seconded the motion. There was no additional discussion. The vote was called and the motion carried, 5 to 0, with Mr. Sullivan absent for this vote.

- (3) DISCUSSION AND POSSIBLE ACTION TO REVIEW THE RESULTS OF THE AIRPORT MANAGER SUBCOMMITTEE SEARCH, TO CONSIDER EXTENDING AN INVITATION FOR PERSONAL INTERVIEW, AND/OR AN AUTHORIZATION TO EXTEND A HIRING OFFER. *(D. Peterson)*.

Mr. Peterson explained that a Subcommittee had been assembled in an attempt to find a new Airport Manager, and that meanwhile Mr. Zahtilla has been serving as the Interim Airport Manager. The Subcommittee consists of Mr. Kelly, Mr. Sullivan and himself. Mr. Peterson stated that resumes have been requested, accepted, and were being individually reviewed. A score sheet was established, and the resumes had been scored. Mr. Peterson stated that a line had been drawn where there was an obvious gap in rankings, which led to the reduction of applicants to 8 promising resumes.

Mr. Peterson stated that Mr. Sullivan is sick, so he (Mr. Peterson), Mr. Kelly and Mr. Lewis sat for several hours conducting personal interviews with these top 8 candidates. The goal was not to select a manager, but rather to eliminate any of the 8 who did not measure up to the next cut level.

Mr. Peterson stated that the individual scores have been tallied, and he would like to bring this information to the Authority for authorization to continue with the process. Mr. Peterson stated that Mrs. Weaver served as Airport Manager for 16 years without a lot of micro-management, but now, with Mr. Zahtilla as the Interim Airport Manager, he was learning what-all the job really entailed. Mr. Peterson stated that it was the sense of the Subcommittee that the job in the future will most likely be different from what it has

been in the past.

Mr. Peterson stated that he was asking the Authority to authorize the Subcommittee to invite the top three or four candidates to come to town for a serious interview. The expectation is that we will have these interviews done in the next two weeks, and come back to the March Airport Authority meeting to present the findings in an order of preference. At that time, the Subcommittee will ask the Board to authorize the Chairman to either extend a hiring offer, or to have the Authority make the decision as a group.

Mr. Peterson moved that the Airport Authority authorize the Subcommittee to extend the invitations to the top candidates selected, and to report back at a later Authority meeting.

Mr. McClelland asked if there were three finalists. Mr. Peterson stated that he thought there were three, but he could not be fully definitive. Mr. Peterson stated that the Subcommittee did not debate; they simply talked to the candidates, scored their answers, and added up the scores. Mr. Peterson stated that the candidates could be called again tomorrow, and they might have changed their minds, and so the Subcommittee could end up with 3 or 4 candidates willing to appear for a real job interview.

There were no additional Board questions. Mr. Kelly seconded the motion. Mr. Lewis asked if there were any public comments. There were none. Mr. Lewis called for the vote, and the motion carried 5 to 0, with Mr. Sullivan absent for this vote.

Mr. Peterson asked that an item be included on the next regular meeting agenda regarding a presentation by Mr. Zahtilla on what he is discovering are Airport Manager duties. Mr. Peterson stated that Mr. Zahtilla is using John quite a lot for the maintenance duties.

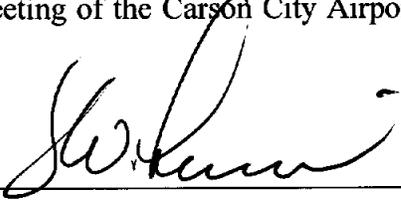
H. ACTION ON ADJOURNMENT. There were no objections, and the meeting was adjourned at 12:28 p.m.

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NOTE: A tape recording of these proceedings is on file, and available for review and inspection at the Airport Manager's office during normal business hours.

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The minutes of the 26 February 2009 Special Meeting of the Carson City Airport Authority are so approved on this 18th day of March, 2009.

BY: 

TITLE: Steve Lewis, Chairman