

**CARSON CITY AIRPORT AUTHORITY
MEETING MINUTES**

WEDNESDAY, OCTOBER 15, 2008 – 6:00 P.M.

Public Meeting at:

**CARSON CITY COMMUNITY CENTER
SIERRA ROOM
851 E. WILLIAM STREET
CARSON CITY, NEVADA**

A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM. The regular meeting of the Carson City Airport Authority was called to order at 6:01 p.m. Roll call was taken, and quorum was determined:

Present: Steve Lewis, Walt Sullivan, David McClelland, and Richard Staub

Absent: Don Peterson (*Excused*)

Staff: Steve Tackes and Jim Clague

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. At the 17 September 2008 Regular Meeting, minutes for the meeting of 20 August 2008 Regular Meeting were presented for review and approval, but were continued to this meeting. Mr. Lewis requested to continue approval of these minutes to the next regular meeting in November so that the Board could further review the August meeting audio tape and make a decision regarding how it wanted to document that meeting.

Regarding the minutes for the 17 September 2008 Regular Meeting, corrections had been received from Mr. Clague and Mr. Tackes. Mr. Staub moved to approve the minutes as corrected, Mr. McClelland seconded the motion, and the motion carried.

Regarding the minutes for the 25 September 2008 Subcommittee Meeting, the meeting notes will be submitted into the record; however, per Mr. Tackes, Airport Counsel, it was not necessary to approve the minutes since a quorum was not present for that 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 to the agenda 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.* There were no public comments at this time.

F. CONSENT AGENDA

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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.

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(1) APPROVAL OF THE FY 2009 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM FOR THE CARSON CITY AIRPORT. Authorize the Chairman of the Board of the Carson City Airport Authority to sign the DBE Program and submit it to the Federal Aviation Administration (FAA) Civil Rights Department (*J. Clague*).

Staff Summary: As part of the federal grant assurances, the FAA requires that we determine a DBE goal for the Airport. the program establishes a goal for the utilization of businesses owned by minorities and/or women on projects funded by the FAA. A goal of 5.1 percent has been calculated for the Carson City Airport. Currently, however, the calculated goal cannot be enforced because there has not been a disparity study performed for the airports in the State of Nevada. Consequently the FAA Civil Rights Department has directed us to indicate no goal in our bid documents until such time that a disparity study has been prepared for the airports in Nevada and a lawful goal can be established.

Mr. Clague had no additional comments regarding this item. Mr. Sullivan moved to approve the FY 2009 Disadvantaged Business Enterprise (DBE) Program for the Carson City Airport. Mr. Staub seconded the item. There were no additional Board discussion or public comment. The vote was called and the motion carried, with four ayes, no nays and Mr. Peterson absent for this vote.

** END OF CONSENT AGENDA **

G. PUBLIC HEARINGS

(1) DISCUSSION AND POSSIBLE ACTION AS TO WHETHER A CHANGE OF LAND USE IS APPROPRIATE, AND WHETHER ADDITIONAL FUEL FARMS SHOULD BE PERMITTED IN THE INTERIOR TRIANGLE AREA OF THE AIRPORT (*G. Reyes*). Ms. Ginna Reyes of El Aero Services addressed the Board, and read into the record the handout she had provided to the Board.

Mr. Lewis stated for the record that he had contacted Airport Counsel Mr. Tackes regarding Ms. Reyes' handout and Mr. Lewis' involvement in this issue. Mr. Lewis stated that, as agendized, the issue does not address the Jet Ranch. Mr. Lewis reminded the Board and members of the public that he has always recused himself from hearing items that deal with the Jet Ranch project, as he is involved in that project. However, after hearing Ms. Reyes' handout read aloud, Mr. Lewis asked Mr. Tackes for guidance on whether or not he should recuse himself.

Mr. Tackes stated he had understood that the item would in general be about fuel sales, but agreed that, after hearing Ms. Reyes' statement, it sounded like it was focused on the Jet Ranch proposal, and with that in mind it would probably be appropriate for Mr. Lewis to abstain from hearing this item and pass the gavel to the Vice-Chairman, Mr. Sullivan. Mr. Lewis did so, which left the Board without a quorum to act on this item.

Mr. Staub stated that this discussion should probably have been held prior to hearing Ms. Reyes' statement. Mr. Staub stated that we could listen to all the comments, but that no action can be taken since the Board has been left without a quorum since Mr. Lewis had to recuse himself from this item. Mr. Staub stated that by the time the Board meets in November, two new members will have been appointed to the Board, plus Mr. Peterson will have returned from travel. Mr. Staub stated that he could not see discussing this item any further at this time, since it's clear we cannot do anything about it. The testimony will have to be restated and reheard once the Board is whole again, and, based on this information, Mr. Staub suggested that this item be tabled to the next regular meeting.

Mr. Tackes concurred that the Board cannot act on this item, and recommended that the Board move on to the next item. Mr. Tackes stated that the only thing the Board could do about this item at this time is to take public comment, and pointed out that Mr. Sullivan, as Acting Chairman, would be the one to make that decision.

Mr. Sullivan called for public testimony.

Mr. Michael Golden of Mountain West Aviation addressed the Board, stating that he wanted to comment on what he believed was a reprehensible proposal. Mr. Golden stated that the fact that the Airport Authority would consider having a fuel farm built on an area designated for hangar space was wrong. Mr. Golden stated that in May 2007 he came before the Airport Authority and was put through the wringer on the matter of his fuel handling experience, insurance, fuel handling requirements, and how he would run his organization, and this was for a previously approved business. Mr. Golden pointed out that the Jet Ranch proposal did not get any of that scrutiny. Mr. Golden asked several questions, including how many years of experience he had (the owner of the Jet Ranch project), whether he would carry the \$50M in insurance that Mr. Golden was required to carry, who would attend to the fuel farm and what training they had to run the fuel farm, and what would their fuel flowage fee be. Mr. Golden asked how the Airport Authority would audit that fuel flowage fee.

Mr. Golden stated that these were rhetorical questions, but the answers should be sought by the Airport Authority, and the Jet Ranch should be held to the same standards as El

Aero Services and Mountain West Aviation have been. Mr. Golden stated that if they were not, then the Airport Authority was not doing its job.

Mr. Golden asked if the Fire Department had approved this area as a fuel storage facility. Mr. Golden stated that he did ask the Fire Department about this potential facility, and the Fire Department told Mr. Golden that there was no chance that a fuel farm would be allowed in that area. Mr. Golden stated that the ALP submitted to the FAA did not designate this property as a fuel storage facility, and that fuel storage facilities in that area may jeopardize any further AIP funding. Mr. Golden pointed out that the Board did not know the answers to either of these questions, yet this item was brought before the Board for consideration.

Mr. Golden stated that there was a more detrimental factor to consider, and that is that the proposer has seemingly orchestrated an excessive lease rate for that area, so that no other proposer but he could afford the lease. Mr. Golden pointed out that only two months prior this same proposer took issue with a lower rate being offered, and that this will serve as a nail in the coffin. As a business person, Mr. Golden stated that it was very smart of the proposer to do this, if he can get the Airport Authority to agree, as it will prevent future development in the area, and constrict the supply of hangars to the public, leaving the proposer in a lucrative situation. Mr. Golden stated that he finds the unintended consequences most disturbing. Mr. Golden stated that permitting a country club type of environment by accepting this proposal sets a terrible precedence. Mr. Golden asked how many additional fuel storage facilities would the Airport Authority permit, if it permits this one, and what is the message being sent to Mountain West Aviation and El Aero Services? Mr. Golden stated that he could not speak for El Aero Services, but that he would be hesitant to develop anything further on the Airport if the Airport Authority accepts this proposal. Mr. Golden stated that businesses plan growth, but that this proposal will limit growth. Mr. Golden stated that the message he is getting is that the only growth the Airport Authority would permit would be through higher prices as opposed to the potential for increased sales volume. Mr. Golden strongly urged the Airport Authority to reject any such proposal set forth for the reasons he has mentioned. Mr. Golden stated that the occupants of the Jet Ranch can purchase fuel from Mountain West Aviation and El Aero Services, which both provide a good product at a competitive price. Mr. Golden stated that no one has been turned away from doing business with either of them. Mr. Golden stated that to permit the proposer or any other proposer to develop a private fuel storage facility on the airfield for the sake of multiple users sends a message that there will be no growth allowed for our respective enterprises at the Carson City Airport.

Mr. Sullivan asked Mr. Golden if he could provide a copy of his written statement to the Recording Secretary for inclusion with the minutes. Mr. Golden stated that he would do so. Mr. Sullivan stated that since the Authority could not take action on this item the Board would entertain only five to ten more minutes of public testimony.

There was no additional public testimony, and this item was continued to the next regular meeting in November.

Mr. Lewis returned to the dais, and stated that had he known this item involved information regarding the Jet Ranch project it could have been calendared for a future meeting when a full quorum of the Board was present, but we did not know.

(2) DISCUSSION AND POSSIBLE ACTION REGARDING THE CENTER TRIANGLE, AS FOLLOWS: (1) OPENING, REVIEW AND CONSIDERATION OF THE SUBMITTED BIDS CONCERNING THE NOTICE OF INTENT TO LEASE LOTS IN THE CENTER OF THE TRIANGLE AS FURTHER DESCRIBED IN THE RESOLUTION AND NOTICE OF INVITATION TO BID ON CARSON CITY AIRPORT LEASES DATED JUNE 26, 2008; (2) DETERMINATION OF QUALIFIED BIDS; (3) CONSIDERATION OF LEASE RATES AND TERMS OF THE LEASE; (4) ORAL BIDDING; (5) CONSIDERATION OF AWARD TO THE MOST QUALIFIED BIDDER; (6) AUTHORIZATION TO PRESENT THE LEASE AWARD TO THE BOARD OF SUPERVISORS PER NRS CHAPTER 844; (7) DETERMINATION OF WHETHER TO RESUBMIT THE INVITATION TO BID; (8) APPROPRIATE MINIMUM LEASE RATE AND TERMS OF THE LEASE; AND (9) DETERMINATION OF WHETHER TO REQUEST A NEW OR UPDATED APPRAISAL (*S. Tackes*).

Mr. Tackes stated that only one bid package had been submitted in response to this item, and he opened the package, which had been submitted by KCXP LLC. Mr. Tackes distributed copies of the bid, but stated that Mr. Lewis would have to recuse himself from this item because it involved KCXP, and Mr. Lewis' involvement with KCXP and the Jet Ranch project has previously been disclosed. Mr. Lewis passed the gavel back to Mr. Sullivan, and stepped down.

Since Mr. Lewis stepped down, there was no longer a quorum of the Board, and no action could be taken on the bid award portion of the item. Mr. Tackes stated that Mr. Lewis could return to the dais and act on parts (7), (8) and (9). With Mr. Lewis' return to the dais, there would be a quorum, and action could be taken on this portion only, as they were not specific to any bidder.

Mr. Sullivan caused this item to be carried forward to the next regular meeting, and then recalled Mr. Lewis to the dais so that there would be a quorum and so that items (7), (8) and (9) could be acted upon.

Mr. Tackes explained that the appraisal was dated March 24, 2008, and would expire six months later (on September 24, 2008). An update to the appraisal could be done, which would cause the appraisal to be valid for an additional six months. Mr. Sullivan asked Mr. Tackes how long it would take to get the update, but Mr. Tackes stated that he did not know the timeline, but would follow up on this with the appraiser. Mr. Sullivan stated that he knew the appraiser, and would see if he could get the update done within a month's time or less, and bring that information back to the Board, counsel and engineer. At that time the Board could agree upon the appropriate minimum lease rate, terms of the lease, and resubmission of the invitation to bid.

Mr. Sullivan moved that the Board approve acquiring the update for the appraisal of the property in the Center Triangle area, and engage the appraiser for this purpose. Mr. Staub seconded the motion. There was no additional discussion. The vote was called and the motion carried with four ayes, no nays, and Mr. Peterson absent for this vote.

*** ***BREAK*** ***

Mr. Lewis stated that he wanted to take a break in the meeting, as he wanted to make a presentation. Mr. Lewis explained that members of the Board served a four-year rotation, and two members recently completed their rotation: Mrs. Hutter and Mr. Weaver. Mr. Lewis presented plaques to each member. Regarding Mrs. Hutter, Mr. Lewis stated that she had served as the seat for the Airport Industrial Park, and during her tenure on the Board served as the secretary/treasurer, doing an admirable job of bringing the house in order regarding the financial recordkeeping. Mr. Lewis presented Mrs. Hutter a plaque that read in part, "...In appreciation for your dedication and loyalty of service to the Carson City Airport, years of service 2004 through 2008." Mr. Lewis had an identical plaque for Mr. Weaver, and gave that to Mr. Tackes to deliver to Mr. Weaver. Mr. Lewis stated that this was Mr. Weaver's second term on the Board, and during his tenure he served twice as Chairman of the Board.

*** ***BREAK*** ***

(3) DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY HILL REMOVAL PROJECT, INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, ENGINEERING AMENDMENTS, AND OTHER RELATED ITEMS (*J. Clague*). Mr. Clague stated that he was notified this week that they will have to begin blasting, and would be going through the proper procedures to notify the community, the City and the Fire Department.

Mr. Clague stated that, as of the end of September, Peavine has earned about 46% of their contract amount, and used approximately 71% of the contract period, not including the change order. If the change order is factored in, then construction would be at 41% used and the contract period at approximately 61%. Either way, this indicates that Peavine is still behind schedule, but they are quickly picking up the pace.

Mr. Clague reported that he met with them recently to discuss this, and they recognize that they are behind, but they feel confident that they can get the project done on time. Mr. Clague stated that they are doing a great job and are definitely out there working. Mr. Clague stated that if anyone had any questions, he was here to answer.

Mr. Staub referred to Mr. Clague's project report, and the hill removal project sheet. Mr. Staub stated that the hill is a lot closer than depicted on the scale, and asked Mr. Clague to go out there to look at it. Mr. Clague agreed that it does look like that when he was there to review the site, stating that the bottom of the fill mark is the same alignment as the proposed connector road. Mr. Clague stated that he did not want to fill in that area, only to have to remove it later, and so that is how they arrived at the circular fill area.

Mr. Staub pointed out that the circular fill area was 11 feet higher than the original slope, and asked if it would remain 11 feet higher at the end of the project. Mr. Clague confirmed that it would, as the boulders at the bottom are oversized and cannot be used anywhere, so they will be left in that area.

Mr. Staub expressed concern for the residents in that area whose backyard view could potentially, significantly, change, and asked for the reason that the grade would be 11 feet higher after construction. Mr. Clague stated that it was because the fill was not needed. Mr. Staub asked if this 11 feet would impair the residents on Apollo Drive. Mr. Clague stated that he did not believe it would.

Mr. Lewis stated that he had driven down the perimeter road on the Airport side of the fence line about three weeks ago. Mr. Lewis stated that there is a natural slope at the fence line, and the ground drops off toward the north. If the plans show an increase of 11 feet in that area, Mr. Lewis stated that the increase should only raise the slope by a visible 2 to 3 feet.

Mr. Staub stated that he wanted to be sure that we was left there does not adversely impair the residents on Apollo Drive in any way, reminding the Board that we need to be cognizant of what we've told the residents, and that is that the hill is temporary, and when we're done we can go away and the residents will say that it's okay and that it does not impair the fence line or create adverse drainage issues into back yards, etc. Mr. Clague concurred that the current plan will do that.

Mr. McClelland asked about the anticipated blasting, and if Peavine planned to stick with the original plan of blasting one time per day, between the hours of 1 and 2 p.m. Mr. Clague concurred that this had been the specified plan from the beginning of the project, and that they also would not blast on Saturday or Sunday. Peavine is, however, working six days a week. Mr. Clague explained that after the blast, material can be removed at a much faster pace, and can be hauled and placed in the fill areas. Mr. McClelland stated that he has been fielding a lot of phone calls regarding the blasting, and he wanted to confirm his information was correct.

Mr. Lewis called for public comment.

Bill Hartman stated that was a pilot who liked to fly, and his concern is for the aircraft arriving and departing, that they would not be subjected to flying rocks. Bill Hartman asked how this would be accomplished.

Mr. Lewis explained that the UNICOM would get the notice, and that they would also be working with the radio so that within a minute or two of the blasts anyone in the pattern would be asked to hold off, or, if they could not, the blast would be held until the aircraft could land. Mr. Lewis stated that the Airport would be working hand-in-hand with the blasters, and would be quite cautious. Mr. Lewis explained that it takes time to prepare for a blast, and sometimes takes a day up to a week to prepare, and they would not be blasting every day.

Mr. Hartman asked if someone could be on the field to visually ensure that there was no traffic, since the Airport did not have a requirement for all aircraft to utilize a radio. Mr. Lewis stated that someone would be down at that end to watch, possibly the Airport Manager.

Mr. Robert Dickinson, an aircraft owner and Airport tenant, addressed the Board. Mr. Dickinson reiterated the concern that Mr. Hartman expressed, and stated that he had understood that they would not be doing any aboveground blasting, that it would all be

subterranean. Mr. Lewis explained the blasting process in some detail, describing how the charges would be set with an overburden of material, and that this might be why Mr. Dickinson thought the charges were subterranean. Filing a NOTAM was discussed. Mr. Clague stated that the FAA would not allow a generic blasting NOTAM to be filed, that language referring to blasting can only be included in a NOTAM until the actual blasting is scheduled, and that the NOTAM could only be posted 48 hours prior to the event. Mr. Tackes stated that there is a construction NOTAM currently in place.

Mr. Bill Abbott addressed the Board. He asked if Peavine could have a sweeper available to clear the runway immediately after the blast. Mr. Clague took note of this request and will ask Peavine to accommodate this request.

There were no additional public comments. No motion was required for this item.

(4) DISCUSSION AND POSSIBLE ACTION REGARDING A REPORT FROM THE SUBCOMMITTEE REGARDING THE MEETING HELD TO DETERMINE THE REQUIREMENTS FOR THE NEW AIRPORT MANAGER'S POSITION REQUIREMENTS AND DESCRIPTION (*W. Sullivan*). Mr. Sullivan stated that he and Mr. McClelland shared this item. Mr. Sullivan explained that the Subcommittee met on September 25th at the Terminal Building, and had a good representation. Comments were received from Mr. Tackes, Mr. Clague, Bill Hartman, Ted Melsheimer, Gary Phillips and Erich Laetsch, and the comments were included in the draft minutes. Mr. Sullivan stated that if anyone wanted a copy of the minutes to contact him and he would get them copies and would also provide them with a copy of the position description. Mr. Sullivan thanked each person for their comments, and for taking the time to attend the meeting.

Mr. McClelland stated that he was happy with the meeting, and that it was a good education for him. Mr. McClelland stated that he has the joy and benefit of being the interim Airport, learning and seeing all that goes into the job, and that it was quite an undertaking, to say the least.

Mr. Sullivan stated that the question was asked if this employee would be a City employee with City benefits, etc. Mr. Sullivan stated that the City has recently hired a new HR Director, and he was waiting for her to come on board so that he can discuss this aspect with her. Also, during the Subcommittee meeting, Bill Hartman mentioned a website to refer to for salary review and comparison, and Mr. Sullivan and possibly the HR Director would be doing that review. Mr. Sullivan stated that if anyone had any comments, to please e-mail or call him so that all comments can be included in this process.

Mr. Sullivan asked if any member of the Board had any comments. There were none. No action was necessary on this item at this time, and hopefully this could be heard at the next meeting, when a full board would be in place.

Mr. Lewis asked Mr. Sullivan if the Subcommittee planned to meet again prior to the next regular meeting, and review items such as the salary range, benefit package, and items such as if the new Airport Manager is housed in the Terminal Building, what

would it take to make that building habitable, etc., and other matters pertaining to the Airport Manager position.

Mr. Staub stated that he would like to get a budget established that goes three years into the future, addresses the salary and benefit package, and all other roll-up costs that a City versus a non-City employee might have. The budget should also address equipment and capital requirements of the position, and should also include within that three years the potential of whether additional staff may be needed to support what appears to be a full-time Airport Manager position with a benefit package, that may include bonuses, health insurance, retirement benefits, etc. Mr. Staub stated that he was looking forward to the efforts of the Subcommittee but would need to know how much this would cost now and in the future.

Mr. Sullivan stated that on pages 7, 8 and 9 of the minutes, there was a good discussion of the position being full time versus part time, and the general consensus was that it was a full-time position. Mr. Sullivan stated that the public comments demonstrated for the record the demands on this position, and that it is essentially a 24/7 job. Mr. Sullivan stated that he would relay this information to the other two members of the Subcommittee, but that he had been convinced that it was in fact a full-time position.

Mr. Lewis called for public comment.

Mr. Bill Hartman stated that he had attended the meeting, and complimented Mr. Sullivan on a great job. He stated that he appreciated that Mr. Sullivan did in having the meeting. Mr. Hartman stated that one of the duties mentioned by the Chairman was to manage the rolling stock of Airport trucks, etc., but that he (Mr. Hartman) did not see that included in the job description. It could be written as, “The ability to do...” and included under duties and responsibilities, so that the new person would not be shocked at having to do it, nor could they state that they didn’t know it needed to be done.

Mr. Bill Abbott stated that he was a private investigator and that he had done HR investigations in the past. Mr. Abbott stated that if this new person operates under a specific set of rules and guidelines in addition to the job announcement, then that person could be held accountable for their work. This would give the City certain rights regarding disciplinary action, etc. Mr. Abbott asked if items such as COLA, merit raises, etc., were addressed, as it would be important to have that information in place before the new person comes on board.

There were no additional public comments, and public comment testimony was closed.

Mr. Lewis stated that he was looking forward to next month’s report, and hopefully this item can move forward so that we can be in a position to post a job announcement.

Mr. Staub commented regarding conflicts of interest, stating that a category for conflicts of interest should be included in the job description, and that the applicant should be required to sign a conflict of interest statement. Mr. Sullivan concurred that members of the public had brought this up during the Subcommittee Meeting, indicating that the new Airport Manager needed to be transparent and have no apparent conflicts of interest with the Airport.

H. AIRPORT ENGINEER'S REPORT (*Non-Action Item*). Mr. Jim Clague, Airport Engineer, reported that the FAA desires to fund the runway reconstruction project in 2009, and he has therefore revised the ACIP. Mr. Clague provided an exhibit to reflect how the ACIP was changed. Mr. Clague explained that the first phase of the runway reconstruction was to include the easterly portion of the new runway, the northerly taxiway and the westerly portion of Taxiway Alpha. In 2010, the second phase would be funded, and would allow for further and final completion of the new runway alignment and the remainder of Taxiway Alpha.

Mr. Clague explained that he had called the FAA, asking about the plans on their meetings that they intend to hold in Burlingame in November. Mr. Clague stated that this is a yearly meeting, and that representatives of the Carson City Airport Authority attended last year. Mr. Clague suggested that a group is established that will attend the Burlingame meeting, and the meeting date can then be determined. The FAA is not assigning meeting dates to us, as in years past. The meetings will be held the first three weeks in November, and the first week is filling up fast.

Mr. Lewis stated that in the past three Board members, plus Mr. Tackes and Mr. Clague have always attended, and suggested that we do that again. Mr. Lewis stated that he would like to go. Mr. McClelland stated that he, too, would like to go. It was agreed that the Board would like to have Mr. Peterson attend as well. If more than three Board members attend, the meeting would have to be noticed. Mr. Tackes suggested that attendees be held to three to keep it manageable. Mr. Lewis stated that he would get back to Mr. Clague within the next seven days on the attendees and try to agree upon a preferred meeting date.

Mr. Clague stated that he had some recent information regarding grants, and that it sounded like the FAA planned to begin issuing the grants sooner rather than later. The first issue is sometime within the November timeframe. Determination of how to proceed with the proposed grant application can be resolved at the November meeting with the FAA.

I. AIRPORT MANAGER'S REPORT (*Non-Action Item*). Mr. David McClelland, Interim Airport Manager, reported that there was a lot to be done for this job. Mr. McClelland reported that the painting out front has been completed, and it now looks very clean. Mr. McClelland reported that the snowplow truck is serviced and ready for snow removal. Snow removal will not be contracted out, but between John and Mr. McClelland, the work will be done in-house. Mr. McClelland stated that he had recently walked the Airport, and noticed ditches and tarmac, and grates filled with dirt and debris that needs to be cleaned out.

Regarding complaints, Mr. McClelland stated that he is still fielding complaints about the low-flying aircraft, and still cannot get that one resolved. Mr. McClelland stated that he

is just asking pilots to fly the pattern. At the last EAA meeting, Mr. McClelland asked the observation team to regroup to put something together, and come back to the Board with a request.

Mr. McClelland stated that gate cards are a treat. For no apparent reason they just quit working. Regarding the hill, Mr. McClelland reported that he had met with PBS&J at their biweekly meeting, and Mr. Clague had covered that in his report.

The signs have been received from NDOT, but they are still short. Mr. Staub had volunteered his services, and will need to get with him on the remainder of the signs to see if we can get the rest painted.

Regarding snow removal, Mr. Lewis stated that a written plan of attack had always been put in place, and that certain areas were plowed first, then Taxiway Alpha, and then the outlying areas. The depth of the snow determined when plowing would begin. Mr. Lewis asked Mr. McClelland if he was changing the plan, or if he would still operate and do the same things that had been coordinated in years past. Mr. McClelland stated that he did not have that information, but that it did make sense. Mr. McClelland stated that the primary concern would first be the runway, then the center section, the terminal area, toward the fuel island... Mr. McClelland stated he would create a pattern. Mr. Lewis stated he would show Mr. McClelland what had been done in the past so that he did not have to recreate the wheel.

- J. **LEGAL COUNSEL'S REPORT** (*Non-Action Item*). Mr. Steve Tackes, Airport Counsel, stated that he had nothing further to report at this time.
- K. **TREASURER'S REPORT** (*Non-Action Item*). Mr. David McClelland, Interim Treasurer, reported that the Airport was on budget and everything looked good. Mr. McClelland stated that he had copies of the budget if anyone wanted to see it.
- L. **REPORT FROM AUTHORITY MEMBERS** (*Non-Action Item*). There were no additional reports at this time.
- M. **AGENDA ITEMS FOR NEXT REGULAR MEETING** (*Non-Action Item*). Among others, the annual audit item, plus Items (1) through (4) from this agenda.

***** RECESS TO A CLOSED SESSION *****

- N. **THE AIRPORT AUTHORITY WILL MEET IN CLOSED SESSION TO RECEIVE INFORMATION AND DIRECTION FROM COUNSEL REGARDING POTENTIAL**

OR EXISTING LITIGATION INVOLVING MATTERS OVER WHICH THE PUBLIC BODY HAS SUPERVISION, CONTROL, JURISDICTION OR ADVISORY POWER, AND TO DELIBERATE TOWARD A DECISION ON THE MATTER.

*** RECONVENE IN PUBLIC MEETING ***

TAPE CHANGE: *Tape 1, Side A, to Tape 1, Side B*

O. PUBLIC HEARINGS

(5) DISCUSSION AND POSSIBLE ACTION TO APPROVE AND AUTHORIZE COUNSEL TO PROCEED AS ADVISED DURING THE CLOSED SESSION; OR TO DIRECT COUNSEL TO RETURN WITH ADDITIONAL INFORMATION OR RECOMMENDATIONS (*S. Tackes*). Mr. Lewis read the item. The recommendations were regarding the information heard during the closed session. Mr. Lewis stated that the Chair would entertain a motion.

Mr. Staub moved to approve the item heard during the closed session, and to authorize Airport Authority Counsel to proceed as advised during the closed session. Mr. Sullivan seconded the motion. There was no additional discussion, and the motion carried with four ayes, no nays, and Mr. Peterson absent for this vote.

Mr. Bill Abbott asked why there was no discussion or public comment. Mr. Tackes stated that it was because the item was heard in a closed session, the item was not a public item, so therefore no public comment could be taken.

P. ACTION ON ADJOURNMENT. There were no objections, and the meeting was adjourned at 7:50 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 15 October 2008 Regular Meeting of the Carson City Airport Authority are so approved on this 19th day of November, 2008.

BY: _____

TITLE: Steve Lewis, Chairman