CARSON CITY AIRPORT AUTHORITY
MEETING MINUTES

TUESDAY, NOVEMBER 13, 2007 – 6:00 P.M.

Public Meeting at:
CARSON CITY AIRPORT
TERMINAL BUILDING
2600 COLLEGE PARKWAY
CARSON CITY, NEVADA

~ PLEASE NOTE SPECIAL MEETING LOCATION AND DATE ~

A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM. The regular meeting of the Carson City Airport Authority was called to order at 6:00 p.m. Roll call was taken, and quorum was determined:

Present: Neil Weaver, Collie Hutter, Steve Lewis, Walt Sullivan and David McClelland

Absent: Don Peterson and Richard Staub *(excused)*

Staff: Jim Clague, Steve Tackes and Yvon Weaver

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. Mrs. Hutter asked for clarification of a sentence on Page 3, Item F, Public Hearings, Paragraph 2 of the Audit item. The original sentence was, "One of them was caused because the audit standards changed in 2007 regarding the lack of segregation of duties for the organization. That is because the Airport has one Airport Manager who does everything." Mrs. Hutter changed the sentence to read as follows: "One of them was caused by the audit standards change in 2007 regarding the segregation of duties for an organization. The Carson City Airport Authority has only the Airport Manager, who does all of the accounting for the Airport Authority." There was no objection to this correction, and Mrs. Hutter moved to approve the minutes of the 17 October 2007 meeting as corrected. Mr. Sullivan seconded the motion. The vote was called and the motion carried, with Mr. Peterson and Mr. Staub absent for this vote.

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.

Mr. Ralph Smith of Valley Construction provided his monthly project update, with a project report timeline available for review. Mr. Smith reported that construction on Buildings 1 and 2 was progressing well, and he expected to turn over the buildings between February 15th and March 1St. Mr. Smith reported that Building 3 could possibly be ready to turn over by July 1st, but completion hinged on some interior design modifications.

Mr. Smith reported that the utilities are in, with the exception of water to Building 3. Mr. Smith also reported that the 24-inch storm drain at their property is half full of "stuff" but that they are flushing and cleaning it at their own expense, since it was very easy to do at this point in construction and the cost was minimal. Mr. Smith stated that he wanted to make sure everyone was aware that they were cleaning it out. Mr. Smith reported that they would be hydroseeding the area west of Crystal Bay Hangars, and would double-seed later to make sure it takes. Mr. Smith asked if there were any questions. There were none.

There were no other public comments at this time, and this portion of the meeting was closed.

F. PUBLIC HEARINGS

(1) DISCUSSION AND ACTION REGARDING APPROVAL OF TASK NUMBER 4 OF THE CURRENT PBS&J AGREEMENT FOR ENGINEERING SERVICES TO PROVIDE DESIGN AND BIDDING SERVICES FOR THE REMOVAL OF THE HILL TO THE NORTH OF RUNWAY 27 *(J. Clague)*. Mr. Clague reminded everyone that the FAA is proposing to fund the removal of the hill. What is necessary for this to happen is to prepare plans and specs for the removal, and put the project out to bit so that a grant application can be submitted to the FAA based on a qualified bid so that the FAA will officially offer a grant for removal of the hill. The purpose behind this agenda item is the task designed to compensate PBS&J for preparation of those plans and specs. Part of that task is to perform a geotechnical investigation, consisting of one core drilled to a depth of 70 feet, and some seismic refraction used to prepare a materials report so that the contractors bidding on the project have some idea of the hills' composition. The task will also give Mr. Clague some ideas on how the hill can be removed. Mr. Clague will use the existing aerial mapping provided by the City. It's relatively old, but the hill has not changed, so Mr. Clague sees no problem with using it. Mr. Clague reported that his company will conduct additional supplemental topography with surveyors to check out the fill area to see how much additional fill is necessary to bring the area up to grade. Mr. Clague stated that he anticipated preparing four sheets for improvement plans.

Electrical engineering will not be a requirement for the project, even though there is an obstruction light on top of the hill. The bidders will be alerted to be sure to remove the obstruction light once the process occurs.

The task includes preparing contract documents and technical specifications for the project, and performing earthwork calculations, especially on the fill area to verify the quantities for the fill. Mr. Clague stated that he anticipates that the City will require some drainage calculations to show how the drainage will work east of the runway after the area is filled in. Channels, etc., will have to be shown to illustrate drainage pathways after the hill is removed.

The FAA will require two reports: one is a design report, which summarizes the design for the project, and will include a field review, time to verify quantities, come up with a cost estimate and review it with his office manager. Mr. Clague has allowed time in his estimate for a couple of meetings with the Airport. He does not anticipate having to meet with the FAA, but does anticipate a lot of time talking with them on the telephone. There will also be some coordination with the City to expedite the grading permit and finalize the plans so that the building department will approve the permit application by the contractor.

The other report required by the FAA is the construction management plan, which is a summary of test requirements conducted during construction of the project.

PBS&J will conduct the bidding services, after the Airport Authority, City and the FAA have approved the plans. PBS&J will distribute the plans and specifications from their Reno office, charging $30 per set, and will return moneys received to the Airport Authority (so there is no perceived double-dipping).

A pre-bid meeting will be held at the Airport with interested contractors, and the bid opening will also be held here. After the bids are opened and concurrent with the award by the FAA, PBS&J will then assist the Airport Authority with entering in to a construction contract with the successful bidder.

This item of PBS&J's contract is a not-to-exceed amount of $50,000, on a time-and-materials basis. Mr. Clague stated that the item was distributed earlier to all Airport Board and Staff members. He asked if there were any questions.

Mrs. Hutter asked if the cost for this task is recoverable if we do not get the grant. Mr. Clague stated that it was, since it is engineering services for an approved project. Mrs. Hutter pointed out that we do have the cash available to cover this particular item, even though it has not been budgeted.

Mr. Tackes stated that if the FAA funds us in early March, as we have requested of them, then we are completely ready to roll.

Mrs. Weaver asked if there would be any concern that the FAA might come back later and not make reimbursement for this task because it was done in advance of the funding request. Mr. Tackes stated that it was not of concern because engineering and land acquisition tasks CAN be done in advance, per the FAA. Also, Mr. Tackes reported that he had met with Mr. Able Tapia and Ray Chang of the FAA. Mr. Chang is the second in command in the office, and told Mr. Tackes to "get cracking" and get the plans and engineering for this project done.

Mr. Sullivan had a couple of questions regarding Mr. Clague's Summary of Engineering Services. He noted that the design services were estimated at $44,330, and the bidding task was estimated at $5,838, for a subtotal of $50,168. Mr. Clague indicated that the total was rounded to $50,000 for ease of numbers. The FAA share at 95 percent is equal to $47,500; and the sponsor share at 5 percent is equal to $2,500. Mr. Sullivan confirmed with Mr. Clague that taking down the hill was already included in the Master Plan. Mr. Clague confirmed that it was. For the Board's consideration, Mr. Sullivan reported that he had taken Mr. Clague's proposal and reviewed it with Mr. Larry Warner, the Carson City Engineer, and Mr. Warner concluded that the proposal was satisfactory and on point, and stated that it was a very honest proposal at $50,000.

Mr. Sullivan asked Mr. Clague about the core samples of the hill material that had been submitted to NDOT for consideration in use regarding the first stage of the freeway work. Mr. Clague stated that those were not core samples. Mr. Clague explained that holes had been excavated to four feet before hitting rock and being unable to dig any deeper. Mr. Clague stated that he still had those test results, but they were inadequate for a contractor to use in preparing a bid, where he would have to bid on removing up to 70 feet of the hill.

Mr. Sullivan asked if blasting would be involved. Mr. Clague reported that the study would confirm whether or not blasting would be required, and that it would be important for a contractor to know whether or not it would be required prior to submitting a qualified bid.

Mr. Sullivan asked if taking down the hill would be done in concert with Mr. Serpa. Mr. Clague stated that the work is being prepared with the assumption that Mr. Serpa provides a construction easement. This easement would be included in the preparation of the plans. Mr. Tackes stated that he would also follow up with Mr. Serpa, since he was overdue for a meeting with him on other issues.

Mr. McClelland had no questions.

Once this item is approved by the Authority, Mr. Lewis asked Mr. Clague how soon he could start, when would the engineering study be complete, and for an estimation of the cost to remove the hill.

Mr. Clague stated that he anticipated the geotechnical investigation would take longer to conduct than it would to prepare the plans. The project will be put out to bid sometime in January or February, and Mr. Clague anticipated two to three months work to get the job completed.

Mr. Lewis asked Mr. Clague if he would be in a position to go out to bid by February. Mr. Clague confirmed that he would be ready by February. Mr. Clague stated that he planned to set it up so that the bidders have to hold their bids open for 120 days, just because the FAA takes so long to provide a grant; otherwise we could lose our bid.

Mr. Lewis asked if there were any other comments from the Board. There were none. Mr. Lewis asked if there were any public comments. There were none.

Mrs. Hutter moved to approve Task Number 4 of the current PBS&J agreement for engineering services to provide the design and bidding services for the removal of the hill to the north of Runway 27 at a time-and-materials cost of NTE $50,000, with the understanding that this is a reimbursable expense by the FAA upon conclusion of a successful grant application.

Mr. McClelland seconded the motion.

There was no further discussion. The vote was called and the motion carried, with Mr. Peterson and Mr. Staub not present for this bid.

Mr. Lewis asked Mr. Clague to make sure that Mr. Weaver is included on his e-mail list.

(2) DISCUSSION AND ACTION TO CONSIDER THE STATUS OF THE MASTER PLAN (MP) AND AIRPORT LAYOUT PLAN (ALP); REPORT BY THE MASTER PLAN SUBCOMMITTEE REGARDING PREPARATION OF THE PRESENTATION ON CARSON CITY AIRPORT'S 5-YEAR AIRPORT CAPITAL IMPROVEMENT PLAN, 2009 TO 2013, TO FAA ADO STAFF IN BURLINGAME, CALIFORNIA; APPROVAL OF PRESENTATION *(C. Hutter).*

Mrs. Hutter reported that a Master Plan meeting had been held last week, and at that meeting Mr. Frank Hublou made a very good presentation on improving the Airport through proper landscaping. The other focus of the meeting was the meeting anticipated on November 14th (tomorrow) with the FAA. The FAA had called and asked representatives of the CCAA to talk with them about our five-year plan, and scheduled a date and time to meet. Mrs. Hutter reported that the Subcommittee has been diligently working on the presentation planned for that meeting. Essentially the same presentation used for the last meeting with the FAA will be used again this time, with a few slight changes. That presentation was highly effective during the last meeting, and will no doubt be just as effective if not more so at this meeting.

Mr. Tackes has assembled the agenda, and will be the spokesman for the attendees. Those attendees will be Mr. Tackes, Mr. Clague, Mr. McClelland, Mr. Lewis, Mrs. Hutter and Mrs. Weaver. Mr. Tackes reviewed the agenda items that will be discussed with the FAA, discussing the presentation in some detail. The challenge that will be presented to the FAA is that our Airport, which is a fairly active general aviation airport and a reliever airport for the Reno-Tahoe Airport, has one primary runway that has a hump in the middle and desperately needs new pavement. The hump presents a significant risk of a high-speed incursion. Also up for discussion is the need for a GPS approach and weather reporting system, and the high altitude temperature swing. There is a need for runway/taxiway separation, which is below standards, and noise and flight path considerations.

Some of the solutions could be replacing the existing pavement in its place, but this does not address the hump, the risk of high-speed incursion, or runway/taxiway separation or alignment issues. There are several things that could be done that would cost as much as everything, but not solve the problems.

At the meeting, the proposal will be made for a final analysis of repair, and to do it the right way, including the taxiway on the north side, getting rid of the hill, and aligning the runway to best fit the area, away from adjoining property owners, which will also allow for adequate runway/taxiway separation.

After going through this part of the presentation, Mr. Tackes would then review the Airport's accomplishments, including the ACIP for FY 2008, demonstrating benefits of removing the hill, and both the AWOS and preferred pavement maintenance. Key to everything and removing the hill, and we also cannot keep postponing the AWOS and pavement maintenance. Mr. Tackes stated that the smartest thing to do is to ask for it.

The last slide discusses funding the ACIP and miscellaneous items. Mr. Tackes stated that there are opportunities involved for utilizing the material in the hill, including the freeway construction project currently underway. The FAA is always asking if we can get rid of it for free, and we've been hearing people claim they'll do it, but the only takers are those guys who want to spread out the project over 20 years – and that's not good for the Airport. Mr. Serpa wants it taken down all at once, and will not agree to its removal being spread out over an extended timeframe.

Mr. Lewis asked for Board comments.

Mr. Sullivan asked about the AWOS mentioned in the presentation, and whether it was the SuperAWOS as presented earlier this year. Mr. Tackes stated that it was not, that it was the traditional AWOS. Mr. Clague stated that it was the slightly more expensive AWOS 3. Mr. Sullivan asked if we went with the costs, could we buy the other system. Mr. Clague stated that we could, as the extra costs associated with the AWOS 3 included new fencing, a roadway and so on, and these items could be eliminated if we went with the SuperAWOS because of where it would be placed on the Airport.

A discussion ensued concerning the previous presentation to the FAA, and the pending FAA presentation. Mr. Tackes reported that he is also still working with Senator Reid's office regarding funding, and he does not know the status of the transportation bill. He is still diligently working to get "earmarked" funds, and has also been working with Bob Herbert and John Lopez of Senator Ensign's office to get it done. Mr. Tackes has also asked the City Mayor, the State Senators, Bill Raggio and a bunch of other people to write letters to the FAA in support of the funding request.

Mrs. Weaver asked about the FAA paying to remove the entire hill, and wondered if Mr. Tackes has had any feedback on how they feel about removing the half that belongs to a private citizen. Mr. Tackes stated that the hill has to be removed in its entirety; that half a hill cannot be removed, so it's a moot question.

Mrs. Weaver asked about the drainage that would be running across the Airport after the former obstacle (the hill) was removed, and what percentage of that would need to be accommodated by the Airport versus the industrial area. In the past the City has asked for percentages regarding the bordering areas, and with the pending changes Mrs. Weaver wondered how an equitable determination would be made.

Mr. Clague explained that we could demonstrate that there would be no way to take down our portion of the hill without removing Mr. Serpa's portion. Mrs. Weaver asked if Mr. Serpa would contribute to the matching funds to remove the hill. Mr. Tackes stated that he would contribute by allowing the Airport to use his property for the removal, by allowing a temporary crushing plant to be built on his side, and by allowing us to drive across his property to accommodate the plant and eminent removal. Mr. Tackes stated that Mr. Serpa would not pay money to have this done.

Mr. Lewis stated that at a minimum Mr. Serpa would have to provide the Airport a construction easement so that the work could be done. Mr. Tackes stated that he would not have a problem so doing, and that his only requirement is that the work would need to be done quickly and not strung out over several years. Mr. Tackes stated that Mr. Serpa is being very cooperative to the Airport's schedule and timeline.

Mr. Lewis asked for public comment.

Mr. Jerry Vaccaro addressed the Board. He asked if Mr. Serpa hadn't tried to obtain permission in the past to remove the hill and put in a rock crushing plant, and was denied his request. Mr. Tackes stated that it was Mr. Jim Boden, who worked with Mr. Serpa, who placed the request, which was withdrawn at the Planning Commission stage because he planned to place the plant on the extreme east side, where it would be visible to the residents. It was the residents who complained long and loud, so he withdrew his request.

Mr. Vaccaro asked for the timeframe for this proposal. Mr. Tackes stated that the item just agreed upon at this meeting was to have the engineering bid package ready for bidding by February, run the bids in March, and complete the project as early as possible. Mr. Clague stated that he was consulting with some experts in his company to determine a reasonable amount of time for completion of the project, sans rock crushing or other unusual circumstance, utilizing a 10-hour day, 5 days per week scenario.

Mr. Ralph Smith of Valley Construction addressed the Board. He stated that the timing is perfect to get the best price in relationship of the availability for that hill material for projects that are reasonably close to the source. If the timing were off, the prices would drastically increase to maybe double or triple beyond what was believed.

Mr. Tackes stated that Mr. Serpa needs to have the hill removed anyhow. If it is not removed, Mr. Serpa is zoned to allow building on the hill. He could conceivably flatten the top of it and put a 45-foot building on top of it – and that would be a dangerous thing to do with the hill in relation to the Airport location.

No motion was required on this item, and there was no additional discussion at this time.

(3) DISCUSSION AND ACTION TO CONSIDER, REVIEW AND COMMENT REGARDING MODIFICATION SUGGESTIONS TO TITLE 19 *(S. Lewis)*. Because of the late hour and that he was unable to assemble in advance all of the information he wanted to assemble for the public, Mr. Lewis suggested that this item be carried forward to the next regular meeting. There was no objection to this suggestion.

G. AIRPORT ENGINEER'S REPORT *(Non-Action Item).* Mr. Jim Clague, Airport Engineer, had nothing further to add at this time.

H. AIRPORT MANAGER'S REPORT *(Non-Action Item).* Mrs. Yvon Weaver, Airport Manager, had nothing further to add at this time.

I. LEGAL COUNSEL'S REPORT *(Non-Action Item).* Mr. Steve Tackes, Airport Counsel, had nothing further to add at this time.

J. TREASURER'S REPORT *(Non-Action Item).* Mrs. Collie Hutter, Airport Treasurer, provided the treasury report. Mrs. Hutter stated that Mr. Staub had asked for a standard accounting sheet. Mrs. Hutter stated that she was working on it, but it was not quite finished. Mrs. Hutter has questions for Beth Kohn, the auditor, before she can finish. Mrs. Hutter stated that she did bring a standard report to cover the first four months, and reported that we are on track with our budget. It looks like the operation income against the budget is up about 3 percent, the operating expenses are up about 4 percent, and we show an increase in the fund balance of about $10,000. Mrs. Hutter stated that October was not a perfect month, but that she is doing as Mr. Staub has requested, and is working on it.

K. REPORT FROM AUTHORITY MEMBERS *(Non-Action Item).*

Mr. Sullivan reminded everyone that there is no meeting on November 21st, nor is there a meeting in December, and that the sign on the Community Center building is wrong.

Mrs. Hutter reported that she continues to work with Edward of the City, who continues to work on business plans for the Airport, and has interesting input and some good ideas. Mrs. Hutter stated that Edward has provided some programs and spreadsheets so that they can do their own what-if scenarios. This will be the basis for a good business plan model for the Airport to use in determining where we'll be in 5 to 10 years from now. Mrs. Hutter reports that the City has been very supportive, and that Edward has a lot of information to offer.

Mr. Weaver and Mr. Lewis had nothing to report at this time.

L. AGENDA ITEMS FOR NEXT REGULAR MEETING *(Non-Action Item).*

The next regular meeting will be held in January. Mrs. Hutter asked to add an item to reconstitute the Master Plan Subcommittee, given the new Board members and the tenure of the current Subcommittee members.

Mr. Lewis asked to have the Title 19 meeting on the January agenda.

M. ACTION ON ADJOURNMENT. Mrs. Hutter moved to adjourn the meeting. Mr. McClelland seconded the motion. There was no objection, and the meeting was adjourned at 7:10 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 13 November 2007 Regular Meeting of the Carson City Airport Authority are so approved on this 16th day of January, 2008.

BY: ______________________________

TITLE: Steve Lewis, Chairman