

**CARSON CITY AIRPORT AUTHORITY
MEETING MINUTES**

WEDNESDAY, DECEMBER 13, 2006 – 6:00 P.M.

Public Meeting at:
**CARSON CITY AIRPORT
TERMINAL BUILDING
2600 EAST 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: Gary Handelin, Collie Hutter, Neil Weaver, Walt Sullivan and Steve Lewis

Absent: Harvey Hornung and Richard Staub (*excused*)

Staff: Mr. Tackes, Mr. Clague and Mrs. Weaver

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY. Mrs. Hutter moved to approve the minutes of the 15 November 2006 regular meeting of the Airport Authority. Mr. Handelin seconded the motion, and the motion carried. Mr. Weaver abstained from voting, as he was not in attendance at the 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. Bill Hartman addressed the Board regarding the agenda items scheduled on an agenda to be heard at a meeting, and then not being heard at the meeting for which they were scheduled. The item he was specifically concerned with was the gate card fee item that had appeared on several agendas, and was finally discussed at the last regular meeting. Mr. Hartman suggested that if an item was not intended to be heard at a meeting, then it should not appear on the agenda.

Mr. Weaver stated that agendas were scheduled in advance, but sometimes an item could not be heard for various reasons, including information that did not arrive on time, among other reasons. Mr. Weaver stated that the members of the Board were human, but they would still continue to do their best to ensure that items listed on the agenda were heard.

Mr. Harlow Norvell provided an update regarding the submitted application for a standard instrument procedure. In August 2005 Mr. Norvell had submitted the application on behalf of the Airport, and he was still monitoring its progress. At this time the Los Angeles Flight Procedures Office was working on it, but they have split up their team. The folks who were and are still working on our application have moved to Seattle. Mr. Norvell has been in communication with them, and we are at the point where the Instrument Flight Procedure Request Feasibility Study is underway, and has been forwarded to the Regional Procedures Team.

For the record, Mr. Norvell stated that the person responsible is Mr. John Urquhart at the Seattle Flight Procedures Office, whose telephone number is (425) 227-2229. Mr. Norvell is happy to remain in contact with Mr. Urquhart, and wanted to update the Board on the current status of the application. He feels confident this will happen within the next year.

On behalf of the Board, Mr. Weaver thanked Mr. Norvell for his work and perseverance.

F. PUBLIC HEARINGS

- (1) DISCUSSION AND ACTION TO CONSIDER THE STATUS OF THE MASTER PLAN (MP) AND AIRPORT LAYOUT PLAN (ALP); REPORT BY MASTER PLAN SUBCOMMITTEE (*C. Hutter*). Mrs. Hutter reported that the Master Plan Subcommittee had a good meeting earlier in the month. The meeting was primarily a discussion of gate cards, so she deferred further discussion on that to Item (3), below.

Mr. Clague reported that the ALP has been submitted and approved. The FAA wants four signed copies for finalizing. The center triangle was updated to show its current configuration for the lease parcel map, and the run-up area was also changed to reflect the current status.

Mr. Tackes suggested making a motion to approve the ALP subject to any minor changes.

Mr. Handelin moved to accept the ALP subject to minor revisions to be made by Mr. Clague and submitted to the FAA. Mrs. Hutter seconded the motion.

Mr. Weaver asked if there was any discussion. Mr. Frank Hublou asked if it was possible to see a copy of the updated drawing, and Mr. Clague passed out the extra copies he had to Mr. Hublou and Mr. Guy Williams.

There was no additional discussion. The vote was called and the motion carried without objection.

(2) DISCUSSION AND ACTION TO CONSIDER APPROVAL OF THE 2008-2012 CARSON CITY AIRPORT CAPITAL IMPROVEMENT PLAN; INSTRUCTIONS TO THE AIRPORT ENGINEER (*J. Clague*). Mr. Clague explained that he took last year's ACIP and focused on the 2008-2012 projects, adding a project for 2012 to reconstruct the main apron, which had not been on the list. He looked at the individual cost estimate for the items and updated the pricing to reflect his latest price experience in 2006. He then added a contingency for minor work items that might have been left off, or phasing, that might affect the price, then further adjusted the prices for the year in which the project will actually be constructed. For every year beyond 2006, prices were adjusted by adding 5% per year.

A discussion ensued concerning the dramatic price increase this year, and the differences in asphalt and aggregate base. Considering the price increase already in effect, and allowing for a 5% increase in prices over the five-year period, the total estimated amount for the ACIP for 2008-2012 is \$26,370,000. If the Board decides to not reconstruct the aprons, and simply do crack repairs – doing a good job on them and then seal coating the apron – the cost can be reduced by almost \$6,000,000.

Mr. Clague stated that the FAA won't be totally surprised by the prices, but the prices may cause them to re-think a couple of things.

A discussion ensued on the price increases, and the various costs of, for instance, repairing the aprons versus seal coating them. Mr. Lewis stated that he was not in favor of chopping the aprons out of the ACIP, as they are failing and need to be replaced, not band-aided again. He wanted to see them repaired. Other airports must be having the same price challenges that we are facing, and Mr. Lewis thought the FAA should be accepting the price increases. Mr. Clague concurred that they were so doing.

Mr. Weaver stated that we were doing what we could do to bring our Airport up to current standards, and doing a lot of marketing to bring in more revenue. It would do no good to bring in a lot of visitors to land at a beautiful airport with a beautiful view, but have them sink up to their axles on a degraded apron. We want to have the best airport we can have.

Mr. Clague concurred with the consensus, and stated that he had provided the alternative proposal just in case the Board wanted one. Mr. Clague stated that if prices only go up by 5% or less per year, then our estimates will be okay.

Mr. Lewis stated that Mr. Clague has raised the Board's awareness, and the Board needed to begin looking for additional matching funds.

Mr. Clague thought that a couple of projects could come off the list, since the Airport Authority was going to have those projects completed without aid.

There are two projects slated for 2007: Phase 2 of the Serpa property acquisition, crack repair and slurry seal of the runway and taxiway, and installation of the AWOS by the State hangar and the BLM parcel. Mr. Clague believes that we will be funded for the Serpa property acquisition, but thinks that the other two project should also be included in 2008, just in case. A discussion ensued concerning moving the AWOS, and whether a super AWOS would work for the Airport.

Mr. Bill Hartman asked if the City contributed to the matching fund account beyond the collected taxes. They do not. The FAA has rendered the opinion that all moneys raised on an Airport should stay on that Airport to fund that Airport; however, the State of Nevada has a different opinion, and so our Airport only retains a percentage of those moneys raised (the City's share, which is around 30%, and the remainder goes to the State).

Some discussion ensued about which year certain items should appear on the ACIP. Mr. Clague stated that he did not need a decision at this meeting, but wanted the Board to consider his proposal and let him know their suggestions for any changes. This item does not require approval, since it is part of the already-approved Master Plan; however, Mr. Sullivan suggested that if substantial changes were made, a special meeting should be called to approve those substantial changes, allowing the public the opportunity to review and comment on any changes.

(3) DISCUSSION AND ACTION TO CONSIDER ADOPTION OF AN ANNUAL FEE FOR GATE CARD HOLDERS TO HELP MAINTAIN AND IMPROVE AIRPORT SECURITY, INCLUDING GATE MAINTENANCE, REPLACEMENT, UPGRADES AND SECURITY FENCING; REVIEW OF PROPOSED ANNUAL GATE CARD FEE STRUCTURE AND SUGGESTED ALTERNATIVES FROM THE 15 NOVEMBER 2006 REGULAR MEETING AND THE 5 DECEMBER 2005 MASTER PLAN SUBCOMMITTEE WORKSHOP MEETING OF THE CARSON CITY AIRPORT AUTHORITY; REVIEW OF DRAFT BUSINESS IMPACT STATEMENT (*G. Handelin*). Mr. Handelin reported that at the last Master Plan Subcommittee meeting the majority of the time was spent discussing gate replacement. The general consensus is that we will issue an RFQ to determine the cost of replacing the current gates with state-of-the-art gates, which could possibly include a new card reader.

Since that meeting, Mrs. Weaver has obtained some information from Artistic Fence regarding repairs and upgrades to the fencing and other things that can be done with little to no associated costs. This is still a band-aid approach, and Mr. Handelin still plans to move forward with the RFQ process. His plan is to date the RFQ prior to the next regular meeting so that the results can be discussed at that meeting.

Unless action needs to be taken regarding the pending RFQ, no action needs to be taken on this item at this time.

Mrs. Hutter stated that she appreciated everyone who came to the Master Plan Subcommittee meeting. It was a very productive meeting with good discussion, and she thanked everyone for their fantastic ideas.

(4) DISCUSSION AND ACTION REGARDING VEHICLE ACCESS AND USAGE OF TAXIWAY CHARLIE; AIRPORT SIGNAGE REQUIREMENTS FOR VEHICULAR TRAFFIC; SPEED LIMITS WITHIN AIRPORT BOUNDARIES; PENALTIES FOR VEHICULAR VIOLATIONS ON AIRPORT PROPERTY; RELATED VEHICLE RESTRICTIONS (*G. Handelin*). Mr. Handelin reported that this item came up in an effort to alleviate some of the gate usage by opening Taxiway Charlie to vehicular traffic. Mr. Handelin stated that he wanted to go on the record as being in favor of it, with a caveat. If it is opened, appropriate signage needs to be put in place. Mrs. Weaver obtained information from other airports on how they handle similar situations. It was suggested that the signage state that the speed limit is 20 mph, unless otherwise posted, and that Taxiway Charlie is posted at 35 mph. Once the porta-hangars are moved, the ring road can bump up to 35.

The issue of what to do if people don't behave was discussed at the Subcommittee meeting. Mr. Handelin stated that it was not fair to put the burden wholly on the Airport Manager to enforce a speed limit and appropriate behavior. When we do signage, marks should be added to the roadway. Some of this will impact Title 19 workshop discussions on traffic, and we need to be sure it's consistent.

For the first offense, the offender would receive a written warning.

For the second offense, the offender's gate care will be deactivated. Deactivation would be brought about by Board motion based on information heard by the Board.

Mr. Handelin wants to defer discussion of this item and the final motion on it to the January meeting so that all the members can be present to hear the details, digest the information and be able to discuss the item.

Mrs. Hutter thanked Mrs. Weaver for collecting the information from the other airports. She stated that she respected the Airport Manager's opinion that opening Taxiway Charlie to vehicular traffic poses a safety hazard, and the Board is looking at this very seriously. Mrs. Hutter wanted to see it opened up to see if people would use it in the proper way, and not as a raceway. Mrs. Hutter stated that the Airport Manager takes safety at our Airport very seriously, and her best judgment is that this is not our best decision. However, many Airport users want to see it opened, and responsible use goes along with that. Mrs. Hutter also took the position that if the privilege is not used responsibly, it would be revoked and the Taxiway re-closed to vehicular traffic.

Mr. Lewis stated that he was also in favor of opening the Taxiway on a trial basis. He stated that he has heard many users complain about it being closed. Mr. Lewis stated that he was concerned about the liability issue, and was not sure if the Airport would need a waiver of liability. Taxiway Charlie is clearly a designated taxiway, but other airports use their taxiways for common use, and he was therefore in favor of opening it up.

Mr. Sullivan asked who would be the enforcer of the rules? He stated that he was in favor of opening it up under safe speed usage, but if someone's driving 50 mph down the Taxiway, who would enforce the speed limit.

Mrs. Hutter stated that enforcement would be made primarily under peer pressure. Mr. Sullivan stated that if someone was going to get a ticket or lose their gate card, you have to first be sure you can prove they committed the offense.

Mr. Weaver stated that he would like to hear each person's comments and their opinion as to how opening Taxiway Charlie would impact safety and security at the Airport – whether it would lessen it, increase it, or if they thought there would be a neutral impact. He stated that he did not like speed limits, and would like to see it be a "safe and prudent" speed, but was also aware that would not happen. Mr. Weaver's biggest concern is for safety, and he sees nothing but problems with opening Taxiway Charlie to vehicular traffic. It's been done in the past, and it did not work.

Mr. Guy Williams addressed the Board. He stated that he was in favor of opening Taxiway Charlie to vehicular traffic because of the idea that driving on pavement will help it remain intact. Regarding a speed limit, Mr. Williams suggested that initially it should be up around 50 mph to help blow off the pebbles and accumulated debris on the Taxiway. Regarding security, Mr. Williams believes this would enhance it, since there would be less associated gate openings. Lots of people piggyback in, so not having to go in and out of a gate should improve security.

Mr. Lewis asked Mr. Williams for his comments on enforcement of the rules. Mr. Williams agreed that at first we should start with self-enforcement, since most of the users want to use the Taxiway and don't want to lose it. Mr. Williams also believes that a hangar owner cannot have his gate card pulled.

Mr. Steve Lantz stated that Taxiway Bravo is the busiest taxiway on the Airport, but no one has worried about speed there. He stated that in 7 years he's met two airplanes, and he recommended forgetting about a speed limit, since we're all adults.

Mr. Sullivan stated that the concern was not with Mr. Lantz or the other users – it's the people who somehow find themselves driving on the Airport who are not regulars here, and who don't know how to behave and don't understand why they should.

Mr. Lantz said that when Taxiway Charlie was closed there were no signs in Spanish, and he did not see a reason to put any signs in Spanish.

Mr. Frank Hublou reminded the Board about a tenant who did not like the signs on the Airport and used to pull them out. He did it several times, but after several people on the Airport talked with him he stopped pulling out the sign. Mr. Hublou stated that self-policing will work, as it's been demonstrated that it has worked in the past. Mr. Hublou stated that he was in favor of opening Taxiway Charlie.

Mr. Bill Hartman stated that he was in favor of keeping Taxiway Charlie closed. Two years ago the FAA brought out a big program on airport incursion issues, which is why the Taxiway was closed. Also, when the winds are real strong, Mr. Hartman has heard that people are forced to land on Taxiway Charlie, and having cars there would make it too exciting.

The question was asked if the street sweeper operator observed on the Airport also sweeps the taxiway. Mr. Weaver stated that he does, and is supposed to sweep all of it.

if he didn't do a good job he could redo the work, since he just submitted his invoice and was supposed to have just swept it.

Regarding the ring road, Mr. Clague pointed out that taking that turn at 35 mph might not be doable, and recommended that warning signs with suggested speeds be placed in advance of the curves.

This item will be carried forward to the next regular meeting for additional discussion.

(5) **DISCUSSION AND ACTION REGARDING ELECTION OF OFFICERS OF THE CARSON CITY AIRPORT AUTHORITY FOR THE POSITIONS OF CHAIRMAN, VICE-CHAIRMAN AND SECRETARY/TREASURER.** (*G. Handelin*). Two of the Board members were not in attendance at this meeting, so without any objection, it was suggested that this item be carried forward to the next regular meeting so that all members could be present. There were no objections.

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

H. **AIRPORT MANAGER'S REPORT** (*Non-Action Item*). Mrs. Yvon Weaver, Airport Manager, addressed the Board. Regarding the piggyback entries, equipping automobiles with window stickers would come in handy, and that's an administrative item that she will look into.

Mrs. Weaver wants everyone to bring in their cards to reconfirm their card numbers, especially after Mr. Staub confessed that he had given his card away to someone else. Who knows who has what card anymore. Card numbers not brought in within a reasonable amount of time will be deleted from the card reader.

Mrs. Weaver met with Mr. Dennis Cassinelli of Caassinelli Landscaping regarding concerns about the trees in front of the Airport. She had previously spoken with Molly, the City's tree person, who had made some suggestions. Mr. Cassinelli thinks that the trees along the ditch have a bug problem. Also, when College Parkway was realigned, the City paid to have new trees put in, but those trees haven't grown. Mr. Cassinelli thinks that the sprinkler system is outdated and doesn't go deep enough to get to the tree roots, which is why they're not growing. Mrs. Weaver asked Mr. Cassinelli for a proposal to update the sprinkler system and to update the front of the Airport. She realizes we're trying to pinch pennies, but we also need to look good.

Mrs. Weaver and Mr. Weaver will be guests of honor at the Navy Seals Dining Inn, and wanted the Airport Authority to know that the Cadets have enjoyed having a home at the Carson City Airport.

Mrs. Weaver reported that the fence was hit again. The fence isn't down but the posts are bent, and the City keeps repairing it. Mr. Weaver asked if a letter should be sent to the City, requesting a guardrail. Mrs. Weaver stated that she has already mentioned it to Tony at the City but putting it in writing is probably a good idea.

Mrs. Weaver reported that she is still working with the power company to try to get them to paint the orange obstruction balls around the Airport. There are 28 of them. So far they've managed to put us off for over 2½ years, and three different people have held the position to which Mrs. Weaver has to speak. Mr. Sullivan suggested moving up the food chain so that this can get this done.

As a reliever airport for Reno, Mrs. Weaver has been invited to attend the Reno Airport Authority meetings. These are held at the Reno Airport on the second floor, and are public meetings if anyone else wants to attend.

Mrs. Weaver reported that she has in her possession the manual of instructions for programming the gate card readers.

Mrs. Weaver is working on next year's open house, and thanked Ms. Dori Goss for her assistance.

Last year the culvert between WT Investments property was identified as eroding, and Mr. Clague suggested repairing it with strategic placement of asphalt. Aviation barriers need to be placed, however, and Mrs. Weaver has obtained the name of a company that will send them a little more cheaply than the first company.

Mrs. Weaver reported that if anyone wanted to join in, she is having a pizza party for the NDOT personnel who patched the taxiway this past summer. She stated that it would be nice if a couple of Board members could show up to personally thank them for their work.

- I. **LEGAL COUNSEL'S REPORT** (*Non-Action Item*). Mr. Steve Tackes, Airport Counsel, reported that he has collected the rent from Cubix and deposited it, and sent out a letter to the City, asking them to pull down the rest of our AIP CIP funds.

- J. **REPORT FROM AUTHORITY MEMBERS** (*Non-Action Item*). Mr. Handelin had nothing further to add.

Mrs. Collie Hutter, Airport Treasurer, reported that the budget is on track and expenses are in line with calculations.

Mr. Lewis reported that Mr. Gonzales, who leases Lot 207, has asked to be placed on the next agenda to present his plans to the Airport Authority for approval, and that he is working with Mrs. Weaver to get that done.

Mr. Sullivan stated that he noticed an article in the paper that Reno is having a noise abatement study meeting, and suggested that we might want to revisit that issue with the neighbors to give them a briefing in the next couple of months. Also, on the acquisition of the Serpa property, Mr. Sullivan wants to work with the Chairman to get that property properly zoned to make the zoning consistent with zoning at the Airport.

Mrs. Weaver reported that she sent a letter to Mr. Jewett that was returned, and that Mr. Tackes had sent a letter that was also returned. Apparently we don't have a good address for him, but we need to put the Aerohead Aviation item back on the January agenda. Mr. Tackes stated that he had sent the letter to both addresses he has for Mr. Jewett, but only one of them was returned. He has to assume that Mr. Jewett or Mr. Jewett's representative has received the other copy of the letter he issued.

Mr. Weaver reported that during the previous month tasks were accomplished to lay the groundwork for affiliation with Reno Tahoe Airport Authority. We now have a better understanding of what constitutes a reliever airport, and what Reno Tahoe needs from us. Mr. Weaver reported that he and Mrs. Weaver were attending the Reno Tahoe Airport Authority meetings, and in the future Reno Tahoe Airport Authority would most likely be attending our meetings as well.

K. ACTION ON ADJOURNMENT. There were no additional items for discussion, and the meeting was adjourned without objection at 7:30 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 Director's office during normal business hours.

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The minutes of the 13 December 2006 Regular Meeting of the Carson City Airport Authority are so approved on this 17th day of January, 2007.

BY: Neil Weaver
TITLE: Neil Weaver, Chairman