

CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA

WEDNESDAY, APRIL 19<sup>TH</sup>, 2017 – 6:00 P.M.

Public Meeting at:

CARSON CITY COMMUNITY CENTER  
(Sierra Room)  
851 E. William  
Carson City, Nevada

This Agenda Prepared by Tim Rowe, Airport Manager

- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.
- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Authority; Items may be pulled or removed from the agenda at any time.*
- E. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak on *agendized and 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.

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- F. PUBLIC HEARINGS
  - 1. FOR POSSIBLE ACTION: TO DISCUSS AND MODIFY, IF APPROPRIATE, THE TENTATIVE BUDGET FOR FISCAL YEAR JULY 1, 2017 THROUGH JUNE 30, 2018. (T. Rowe, L. Harvey, B. Kohn)
 

Staff Summary: The tentative budget for FY 2017/2018 will be discussed for modification by Authority members in anticipation of its approval as the final budget at the Authority’s May meeting.
  - 2. FOR POSSIBLE ACTION: APPROVAL TO PROCEED WITH APPRAISAL FOR USE WITH THE REQUEST TO EXTEND THE LEASE OF THE MISER/PORTAHANGAR LEASE; CONDITIONED UPON ADVANCE FOR COST OF APPRAISAL; AUTHORIZE STAFF TO ENGAGE APPRAISER. (M. Golden, S.Tackes).
 

Staff Summary: Michael Golden of Mountain West Aviation, CXP, LLC is requesting to

extend the Miser/Portahangar lease which expires 12/4/2031. The CCAA is requested to authorize staff to commission an appraiser to define the fair market value lease rate to be discussed at the May CCAA meeting.

3. FOR POSSIBLE ACTION: TO APPROVE A COOPERATIVE AGREEMENT BETWEEN THE AIRPORT AUTHORITY AND CARSON CITY TO PERMIT USE OF THE CITY'S HEALTH, DENTAL, VISION AND LIFE INSURANCE FOR AIRPORT EMPLOYEES; DETERMINATION ON MEDICAL COVERAGE TO BE ELECTED, PAYMENT BY AUTHORITY. (L. Law)

Staff Summary: Per the Authority efforts to reduce administrative costs, this proposal to the existing interlocal agreement with Carson City would permit the Authority to utilize the City's health insurance program for coverage of the Airport employees in place of the insurance policies currently in place.

4. FOR POSSIBLE ACTION: ADOPTION OF UPDATED THROUGH THE FENCE FEES FOR THE CARSON CITY AIRPORT TO REFLECT THE CURRENT COST OF AIRPORT MAINTENANCE AND AMOUNT OF HANGAR SPACE AND AIRCRAFT PARKING; AND TO APPROVE AN AMENDMENT TO THE CARSON CITY MUNICIPAL CODE TITLE 19.03.060 FEES TO REFLECT THE UPDATE.

Staff Summary: This item was discussed previously in conjunction with the observation of the FAA Auditor that the fees are based on a calculation of the Airport operating costs and that the fees have not been updated since 2001. This fee adjustment is based on the same calculation method as the underlying fees, but updated for current costs.

5. PROGRESS REPORT FROM THE COMMITTEE ASSIGNED TO RESEARCH AND COLLECT INFORMATION AND REPORT TO THE AUTHORITY ALL INFORMATION SO THAT THE AUTHORITY CAN EVALUATE ESTABLISHING A HANGAR USE POLICY AND MONITORING PROGRAM THAT SATISFIES THE FAA HANGAR USE POLICY AND MEETS THE NEEDS OF THE AUTHORITY. (T. Rowe, J. Mayes)

Staff Summary: The committee assigned to research information regarding hangar use programs will brief the Authority with the information collected as to hangar use and monitoring programs.

6. FOR POSSIBLE ACTION: DISCUSSION, AND RECEIPT FOR CONSIDERATION, OF THE HANGAR MONITORING PROGRAM PROPOSED BY THE AIRPORT USERS GROUP. (E. Laetsch)

Staff Summary: An Airport Users Group has been working on a hangar monitoring

program that they feel would be effective and would minimize expense to the Airport. Mr. Laetsch has submitted a draft.

- 7. AUTHORIZE THE CHAIRMAN TO SUBMIT A FAA GRANT APPLICATION FOR THE AIRPORT MASTER PLAN UPDATE FAA AIP NO. 3-32-0004-31; AND APPROVE ACCEPTANCE OF THE GRANT OFFER FROM THE FAA FOR THE AIRPORT MASTER PLAN UPDATE; ALL CONDITIONED ON APPROVAL AND FUNDING BY THE FAA. (B.Fitzgerald; S. Tackes)

Staff Summary: The Authority previously submitted an application for an AIP Grant to conduct the Master Plan Update for the Carson City Airport. This item approves the acceptance of that Grant from the FAA which is conditioned on approval and funding by the FAA.

- G. AIRPORT ENGINEER’S REPORT (*Non-Action Item*).
- H. AIRPORT MANAGER’S REPORT (*Non-Action Item*).
- I. LEGAL COUNSEL’S REPORT (*Non-Action Item*).
- J. TREASURER’S REPORT (*Non-Action Item*).
- K. REPORT FROM AUTHORITY MEMBERS (*Non-Action Item*).
- L. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak on items discussed on the agenda 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.
- M. AGENDA ITEMS FOR NEXT REGULAR MEETING (*Non-Action Item*).
- N. ACTION ON ADJOURNMENT.

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**DELIVERED (via Facsimile and E-Mail) to the FOLLOWING LOCATIONS for  
POSTING by April 14<sup>th</sup>, 2017**

The Carson City Airport (CCA) Website: <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a>		
Airport Terminal Building 2600 College Parkway Carson City, NV	Community Center 851 E. William St. Carson City, NV	CC Permit Center 108 E. Proctor St. Carson City, NV
City Hall 201 N. Carson St. Carson City, NV	Public Library 900 North Roop St. Carson City, NV	Public Works Department 3505 Butti Way Carson City, NV

	Sterling Air, Ltd. 2640 College Parkway Carson City, NV	El Aero Services 2101 Arrowhead Dr. Carson City, NV
<i>~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~</i>		
<i>Supporting materials will be posted to the Carson City Airport website as available, and can be obtained from Tim Rowe, Airport Manager, 2600 College Parkway, Carson City, NV</i>		

**NOTE:** The Airport Authority is pleased to make reasonable accommodations for the public who are disabled and wish to attend this meeting. If special arrangements for the meeting are necessary, please notify the Airport Authority at (775) 841-2255 or [cxp-mgr@att.net](mailto:cxp-mgr@att.net).

Notice: NRS 241.020(3)(b) states that a request for mailed notice of meetings automatically lapses six months after it is made to the public body. A separate written request is not required for each meeting although requests are limited to six months at a time.

THE CARSON CITY AIRPORT AUTHORITY ENCOURAGES WRITTEN COMMENTS FROM THE PUBLIC. Comments should be addressed to the **Airport Manager**, and sent to the following address:

**Carson City Airport Authority 2600 College Parkway #6, Carson City, Nevada 89706**