

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

WEDNESDAY, JANUARY 18TH, 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.

- F. PUBLIC HEARINGS
 - 1. BRIEFING BY KOHN & COMPANY, LLP, THE CARSON CITY AIRPORT ACCOUNTING SERVICE ON THE STATUS OF THE FY 2016/2017 BUDGET. (B. Kohn)

Staff Summary: The CCAA has requested that Beth Kohn, Kohn & Co. LLP brief the status of the airport budget and the outlook of the budget for the 2016/2017 fiscal year.

- 2. FOR POSSIBLE ACTION: TO APPROVE A BUILDING AND HANGAR NUMBERING SYSTEM TO ASSIST CARSON CITY WITH ADDRESSING FOR EMERGENCY SERVICES. (T. Rowe)

Staff Summary: The Authority has previously met with representatives of the Carson City Fire Dept. and mapping personnel to develop an addressing system for hangars on the Airport to allow emergency service response to the correct hangar. After holding meetings and working through different numbering systems, it appears that the system

that would best achieve a unique numbering system and avoid disruption of current hangar numbers, would be to identify the building with alpha-numeric values and then use the existing hangar numbers that appear within the developed hangars. The map being presented by Staff accomplishes this goal, and could be provided to the Carson City Fire Dept and Sheriff's dispatch to assist with emergency calls.

3. FOR POSSIBLE ACTION: TO AUTHORIZE THE AIRPORT MANAGER TO INSPECT THE CARSON EXECUTIVE HANGAR CONDOMINIUM ASSOCIATION HANGAR (H-43) IDENTIFIED BY THE FAA AUDITOR AND CONDUCT THAT INSPECTION PURSUANT TO AUTHORITY APPROVAL UNDER CCMC 19.02.020.350(7)(h)20. (T. Rowe)

Staff Summary: The FAA Auditor identified a hangar that had boxes and other items blocking access of the aircraft located in the hangar and observed questionable electrical wiring. This was identified in the FAA Land Use Inspection Report by the Auditor with a compliance request that the Airport Authority follow-up with corrective action. The Airport Manager has indicated that he intends to bring a member of the Carson City Fire Department with him to assist with the safety evaluation and corrective action. Under CCMC 19.02.020.350(7)(h)20, such inspections may be made either if there is an emergency or if the Authority approves the inspection. This item requests Authority approval for the inspection.

4. FOR POSSIBLE ACTION: TO APPOINT A COMMITTEE TO RESEARCH AND COLLECT INFORMATION AND REPORT TO THE AUTHORITY ALL INFORMATION SO THAT THE AUTHORITY CAN EVALUATE ESTABLISHING A HANGAR POLICY AND INSPECTION PROGRAM THAT SATISFIES THE FAA REQUIREMENTS AND MEETS THE NEEDS OF THE AUTHORITY. (T. Rowe)

Staff Summary: The FAA Auditor requested that the Authority establish a hangar inspection program to prevent unapproved non-aeronautical uses of hangars and to assure compliance with the FAA Hangar Use Policy. CCMC Title 19 already contains provisions requiring aeronautical use and a program for hangar inspections. The FAA Hangar Use Policy issued in July 2016 states that ancillary storage of non-aeronautical items is permitted so long as the primary use is the storage of aircraft. The Committee will collect information and present that information to the Authority to enable the Authority to decide whether or how modifications should be made to Title 19 as regards hangar inspections. This Committee will have less than a quorum of Authority members and will be limited to data collection and fact-finding. The Committee shall not limit options or reject facts, but rather collect the data and return it to the Authority so that the Authority can make recommendations and deliberate in a future open meeting.

5. FOR POSSIBLE ACTION: TO PROPOSE AMENDMENTS TO CARSON CITY MUNICIPAL CODE CCMC 19.03 THROUGH-THE-FENCE (TTF) AIRCRAFT OPERATION TO UPDATE THE FEE AND (1) SET A DURATION OF THE PERMITS TO BE 5 YEARS, AND RENEWABLE, (2) RESTRICT ASSIGNMENT OR

SALE OF AT TTF PERMIT WITHOUT EXPRESS PRIOR WRITTEN CONSENT OF THE AUTHORITY, AND (3) REQUIRE SUBORDINATION OF THE PERMIT TO THE FAA GRANT ASSURANCES (S. Tackes)

Staff Summary: The FAA Auditor requested that the Authority require the above 3 conditions on each TTF permit. Since all such permits are required to comply with CCMC Title 19, amending that code is the most efficient way to require these conditions. Currently, the fees in Title 19 are based on 2001 operational costs of the Airport. The new fee will be based on current costs, and will amend CCMC 19.03.060. Currently Title 19 does not specify a duration of the permit. As proposed, the duration will be 5 years and may be renewed by the Authority. Currently, Title 19 provides for a transfer under certain conditions but does not require additional Authority approval. The new provision will require Authority approval. Currently, the Permits require the Permittee to comply with all FAA requirements and not take any action that would interfere with FAA compliance. As proposed the new language will also expressly state that the permit is subordinate to the FAA Grant Assurances.

6. FOR POSSIBLE ACTION: TO APPROVE THE UPDATED AIRPORT LAYOUT PLAN (ALP) PREPARED BY THE AIRPORT ENGINEER. (T. Rowe, S. Tackes, B. Fitzgerald)

Staff Summary: The Airport Engineer has updated the ALP to depict the Through-the-Fence operators and their access points. The Airport Engineer has also added a column to the legend table on the Exhibit A property map that references the corresponding Airport Improvement Project (AIP) grant that was used for the property acquisition. This information had been provided to the FAA Auditor but he has asked that it be added to the Exhibit A property map. Once approved, the Airport Engineer will work with the FAA Airports Division Office planner to integrate the updates with our upcoming Master Plan project.

- 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 January 13th, 2017**

The Carson City Airport (CCA) Website: www.flycarsoncity.com		
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.

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