

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

WEDNESDAY, JUNE 15TH, 2016 – 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. FOR POSSIBLE ACTION: REGARDING ELECTION OF A VICE CHAIRMAN IN ACCORDANCE WITH NRS 844, SECTION 6, PARAGRAPH 1. (S. Tackes)

Staff Summary: The CCAA will conduct nominations and election for the position of Vice Chairman as required by NRS 844, Section 6, Paragraph 1 until July, 2017.

- 2. FOR POSSIBLE ACTION: REGARDING THE MEMO OF UNDERSTANDING WITH STERLING AIR, LTD. FOR THE RELOCATION AND INSTALLATION OF THE AWOS SYSTEM IN THE STERLING AIR ELECTRONICS ROOM. (T. Rowe)

Staff Summary: In conjunction with the rehabilitation of the airport terminal building, a Memo of Understanding between Sterling Air, LLC and the CCAA provides for placement of the AWOS (Automated Weather Observation System) in the Sterling Air server closet with payment from the CCAA of \$30 per month with an agreement not to exceed 1 year. This arrangement will avoid a several month loss of the AWOS information used regularly by pilots.

- 3. FOR POSSIBLE ACTION: TO ESTABLISH A COMMITTEE TO FORMULATE AN EMPLOYMENT MANUAL FOR AIRPORT STAFF; TO FORMULATE A PERFORMANCE REVIEW CRITERIA FOR AIRPORT STAFF; AND TO CONSIDER AN EMPLOYMENT CONTRACT. (K. Hutter)

Staff Summary: The Authority will consider appointing a committee to establish an employment manual, a criteria or method to conduct a periodic performance review, and an employment contract or agreement. This was a recommendation from the May 9, 2016 Airport Authority meeting.

- 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 JUNE 10TH, 2016

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
~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~		
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		

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