

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

MONDAY, MAY 9TH, 2016 – 6:00 P.M.

Public Meeting at:

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

*This Agenda Prepared by Steven E. Tackes, Airport Counsel
At the request of the Chairman*

- 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.*
- 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. DISCUSSION AND POSSIBLE ACTION TO CONSIDER AIRPORT MANAGER PERFORMANCE INCLUDING THE CHARACTER, ALLEGED MISCONDUCT, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF THE AIRPORT MANAGER, TIM ROWE; (NRS 241). MAY INCLUDE SOME OR ALL OF THE FOLLOWING:
 - a. EVALUATION OF PERFORMANCE ON MANAGEMENT OF THE AIRPORT, EMPHASIS ON SAFETY, COMPLIANCE WITH FAA RULES, REGULATIONS, POLICES, SAFETY MEASURES AND LEASE REQUIREMENTS; WITHHOLDING INFORMATION FROM THE AUTHORITY THAT IS CRITICAL TO SAFE OPERATION OF THE AIRPORT; RUNWAY INCURSION OCCURANCES.
 - b. CONFLICT OF INTEREST; WORKING SIDE JOBS FOR PAY FOR TENANTS; APPLYING FOR CONTRACT AND PERMANENT WORK FOR TENANTS.
 - c. CLOSING AIRPORT FACILITIES FOR NON-AVIATION ACTIVITIES;
 - d. PROTECTION VERSUS WASTE OF AIRPORT FACILITIES; FAILURE TO MAINTAIN TERMINAL BUILDING; ACTIONS CONTRARY TO AUTHORITY DIRECTION WHICH HARMED BUILDING; RAMP MAINTENANCE FAILURES

- e. CONTRACTING AND MODIFYING CONTRACTS WITHOUT AIRPORT AUTHORITY APPROVAL; SECURITY CONTRACT.
 - f. UNDERSTANDING AND PREPARATION OF AIRPORT OPERATING BUDGET, ADJUSTING EXPENDITURES AS NECESSARY.
 - g. EVALUATE OPERATIONS, MAINTENANCE, POLICIES AND PROCEDURES AND MAKE OR RECOMMEND CHANGES FOR IMPROVEMENT TO AIRPORT AUTHORITY
 - h. SUPERVISION OF AIRPORT SUPPORT STAFF, ASSIGNMENT OF DUTIES AND RESPONSIBILITIES, CREATION OF WORK SCHEDULES AND TRAINING PLANS; FAILURE TO PROVIDE DESPITE REQUESTS FROM 2015 REPEATED IN 2016; TAKING UNAPPROVED VACATION TIME
 - i. REFUSAL TO PROVIDE INFORMATION REQUESTED BY AUTHORITY MEMBERS; FAILURE TO UNDERSTAND AND FOLLOW CHAIN OF AUTHORITY, REPORTING RESPONSIBILITIES, AND SPECIFIC JOB DUTIES.
 - j. UNAUTHORIZED COMMITMENTS TO CLOSE AIRPORT OR AIRCRAFT MOVEMENT AREAS FOR NON-AVIATION USE WITHOUT AIRPORT AUTHORITY APPROVAL.
 - k. UNAUTHORIZED ACTIONS WITH REGARD TO THE AIRPORT SIGN. (K. Hutter, D. Peterson, T.Rowe)
2. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE CHAIRMAN TO HIRE A TEMPORARY AIRPORT MANAGER PENDING REPLACEMENT OF AIRPORT MANAGER AND ADJUST DUTIES OF AIRPORT MAINTENANCE PERSON; AND AUTHORIZE CHAIRMAN TO APPOINT A SEARCH COMMITTEE FOR A NEW AIRPORT MANAGER THROUGH REGIONAL ADVERTISING (K.Hutter)
3. DISCUSSION AND POSSIBLE ACTION AND WORKSHOP REGARDING THE TENTATIVE BUDGET FOR FISCAL YEAR 2016/2017. (M. White, B. Kohn, T. Rowe)
4. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PROPOSAL BY THE U.S.M.C. TO CONDUCT OPERATIONS AT THE CARSON CITY AIRPORT BETWEEN JUNE 10TH AND 22ND, 2016; STAGING OF AIRCRAFT; THE BILLETING OF APPROXIMATELY 200 PEOPLE; MEMORANDUM OF UNDERSTANDING REGARDING LIABILITY ISSUES. (T. Rowe; S.Tackes)
5. DISCUSSION AND POSSIBLE ACTION REGARDING THE REPAIR OR REPLACEMENT OF THE ROOF AND TO MITIGATE THE MOLD HAZARDS PRESENT IN THE TERMINAL BUILDING; BID FOR STRUCTURAL ANALYSIS RECEIVED FOR \$7,150. (K. Hutter, D. Peterson, T. Rowe)
- 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.

* * * * *

DELIVERED (via Facsimile and E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am May 4th, 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
<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