

CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA

WEDNESDAY, OCTOBER 19TH, 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.

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- F. PUBLIC HEARINGS
  - 1. FOR POSSIBLE ACTION: TO APPROVE THE REQUEST BY GREAT IMAGES TO CONDUCT COMMERCIAL DRONE PHOTO OPERATIONS WITHIN A 5 MILE RADIUS OF THE CARSON CITY AIRPORT. (S. Jackson)

Staff Summary: Mr. Jackson is a commercial photographer who wishes to perform photo shoots using a drone within a 5 mile radius of the Carson City Airport. Mr. Jackson is requesting an agreement with the Airport Authority with the requirement that Mr. Jackson give proper notice to the Airport Manager before conducting drone operations.

- 2. FOR POSSIBLE ACTION: TO APPROVE THE REQUEST BY THE AIRPORT MANAGER TO SCHEDULE AND CONDUCT ANNUAL AIRPORT HANGAR INSPECTIONS TO INSURE COMPLIANCE WITH THE CARSON CITY MUNICIPAL CODE TITLE 19 AND IN COMPLIANCE WITH THE FEDERAL AVIATION ADMINISTRATION HANGAR USE POLICY DATED JUNE 15, 2016. (T. Rowe)

Staff Summary: The Airport Manager is seeking approval to annually inspect airport hangars in order to insure compliance of CCMC Title 19 and FAA Hangar Use Policies, The Airport Manager is requesting to include the Fire Marshal, a Building Department Inspector, The Tax Assessor and a member of the Airport Authority in the inspections.

3. FOR POSSIBLE ACTION: TO APPROVE AN AMOUNT NOT TO EXCEED \$11,000 IN EXPENDATURES FOR UPGRADING THE TERMINAL ELECTRICAL SYSTEM WIRING AND THE ADDITION OF BASEBOARD HEATING FOR THE WEST WING OF THE TERMINAL BUILDING. (T. Rowe)

Staff Summary: The rehabilitation of the terminal found that wiring throughout the terminal was not to code and an additional \$10,000 is needed to pay for the upgrades to the wiring. Also, it is requested by the Manager to install base board heating for a cost of \$600 in the west side of the terminal due to the inability of the gas heaters to heat the west side of the building.

4. FOR POSSIBLE ACTION: TO APPROVE AN AGREEMENT WITH TKDA TO PREPARE AN INDEPENDENT FEE ESTIMATE FOR THE AIRPORT MASTER PLAN UPDATE AT THE CARSON CITY AIRPORT. (J. Clague)

Staff Summary: The FAA requires that an independent fee estimate (IFE) from another airport planning firm be prepared to demonstrate to the FAA that the fee from Atkins to prepare the Airport Master Plan Update is fair and reasonable.

5. DISCUSSION AND POSSIBLE ACTION ON ITEMS RELATED TO THE CARSON CITY AIRPORT PROJECT TO REHABILITATE THE NORTH APRON (FAA AIP No 3-32-0004-30), INCLUDING MONTHLY STATUS REPORTS, POTENTIAL CHANGES TO THE WORK OR WORK SCHEDULE, CONSTRUCTION CHANGE ORDERS, AND OTHER RELATED ITEMS (J. Clague)

Staff Summary: The Airport Engineer will update the Airport Authority on the progress of the North Apron Rehabilitation Project and any potential change orders that may affect the 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 OCTOBER 14TH, 2016**

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**