

To: Airport Authority
From: Steve Tackes, Airport Counsel
Re: Airport Counsel Briefing for Meeting of Nov 15, 2017

1. FOR POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2016/2017. (B. Kohn)

Staff Summary. Kohn and Company accomplished the annual audit required by NRS 345 and found it to be a clean audit. The approval of the audit by the Authority is required under the statute.

Beth Kohn CPA will present this item. Audit Report has been posted to the webpage.

Proposed Motion: I move we approve the Audit Report as presented.

2. FOR POSSIBLE ACTION TO APPROVE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) SUBMITTAL TO THE FAA. (B. Fitzgerald)

Staff Summary: The Authority annually presents the FAA with an ACIP outlining the projects for which the Authority will be seeking federal grant monies. This item is for the upcoming five program years and prioritizes the projects by year.

Brian Fitzgerald (Airport Engineer) will present this item. The national Airports Capital Improvement Plan (ACIP) is an FAA process that serves as the primary planning tool for the FAA to identify and prioritize airport development and associated capital needs for the National Airspace System. It also serves as the FAA's basis for the distribution of grant funds under the Airport Improvement Program (AIP). As a result, it is important that we prioritize our planned improvements and get them approved by the FAA so that we can get the corresponding funding. FAA Order 5100.39A. Engineers Report has been posted to the webpage.

Proposed Motion: I move we approve the ACIP as presented. (or as amended during the meeting)

3. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE THE INSTALLATION OF A GREEN "LEARN TO FLY HERE" SIGN NEAR THE ENTRANCE TO THE AIRPORT. (B. Vowell)

Staff Summary: This item was carried over from last month to address the specifications and pictures of the sign and any city limitations.

Brian Vowell will present this item.

Proposed Motion: I move we approve the installation of the sign as presented. (or as amended during the meeting)

3. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A SCHEDULE OF TIE- DOWN FEES FOR AUTHORITY MANAGED TIE-DOWNS. (D. Zahtilla; S. Tackes)

Staff Summary: The Authority now has tie-downs that are not leased to FBOs as a result of lease expirations, and has unimproved areas where aircraft have historically been stored and charged. This action is to identify the current rates to be used based on size of aircraft and location in the various Authority-managed areas

The Airport Authority has utilized its unleased space for tie down of aircraft in the past and has charged a market rate for such tie-downs. This has occurred primarily on the dirt area east of Taxiway B. At the direction of the Authority, those aircraft were moved to the north ramp per a request from the adjacent property owner who was trying to market the property. Presumably, the FBO with the tie-downs for that area of the north ramp (Shadetree) made his own arrangements on those aircraft. When the north ramp reconstruction project started, the aircraft moved back to the dirt area, where they still remain. Based on the Interim Airport Manager review of airport records, rents were not re-instated nor collected for the aircraft now parked in the dirt area east of Taxiway Bravo. Those aircraft include several Grumman Albatross and 2 prop planes marked CDF. This agenda item was put forth to determine the current market rent to be charged so that the rents can be brought current.

This item also addresses the new tie-downs that the Airport Authority took over on September 1, 2017 that were formerly rented to Shadetree FBO. Those are improved tie-downs on the southwest portion of the north ramp. The Airport Authority also has some tie downs and parking circles on the south ramp. The tie-down fees also apply to those, and Authority action to approve the rates for those.

The Airport Manager will make recommendations based on his research of tie-down fees at area airports.

Proposed Motion: I move we approve tie-down fees of _____ on dirt areas and ___ on improved tiedown areas, and parking fees for improved parking areas of ____

4. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A WAGE SCALE FOR THE AIRPORT OPERATIONS AND MAINTENANCE SPECIALIST TO INCLUDE A SALARY ADJUSTMENT FOR THE CURRENT OPERATIONS AND MAINTENANCE SPECIALIST, MR. GARY PROVINCE. (D. Zahtilla)

Staff Summary: This is intended to provide a pay scale for the existing position of Airport Operations and Maintenance Specialist.

This will be presented by the Airport Manager.

Proposed Motion: I move we approve the pay scale criteria set forth by the Airport Manager. (or as amended during the meeting.)

5. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF JOB DESCRIPTION FOR AIRPORT MANAGER; REVIEW OF DRAFT EMPLOYMENT AGREEMENT; PLAN FOR FILLING THE AIRPORT MANAGER VACANCY; PUBLISHING OR POSTING OF JOB AVAILABILITY (L. Harvey)

Staff Summary: This is a continuing item for the Authority to address how it will proceed with filling the Airport Manager position on a long term basis, and may consider job responsibilities for Airport Staff and when to proceed with a request for candidates for Airport Staff.

This will be presented by either Authority Member Larry Harvey or Chairman Linda Law.

Proposed Motion: I move we approve the draft job description for Airport Manager, approve the draft employment agreement, and authorize Staff to issue and publish the Job Opening information with a deadline for applications of _____ (date).

