

To: Airport Authority  
From: Steve Tackes, Airport Counsel  
Date: 12-13-2017  
Re: Airport Counsel Briefing for Meeting of Dec 20, 2017

1. FOR POSSIBLE ACTION TO APPROVE REVISED AND CLARIFIED VERSION OF LEASE AWARDED TO SIERRA SKYWAYS, LLC, PREVIOUSLY APPROVED ON OCTOBER 18, 2017, FOR THE LEASE PARCEL LOCATED AT THE CORNER OF TAXIWAYS B AND C; APN 5-091-18/19; LOT E ON DOCUMENT 457163 RECORDED AUG 28, 2015; REVISIONS TO LEASE REQUESTED BY CARSON CITY (S. Tackes)

*Staff Summary: The Authority will consider minor changes to the lease awarded on October 18, 2017, per the request of Carson City staff and supervisor for clarification of terms and corrections of typographical errors.*

This item was initially approved at the October 18, 2017 meeting during which the Authority considered sealed bids to the Notice issued offering land for lease (the former Airport Structures LLC lease area with infrastructure already installed). During that meeting the Authority awarded the lease to Sierra Skyways, LLC (Dennis Giangreco). All leases on the Airport must also be approved by the Carson City Board of Supervisors per NRS 844. Upon submitting the lease for approval, one of the Supervisors and the City Finance Director requested minor changes to the lease to clarify some of the terms. The redline with changes is attached to this briefing and includes the requested changes. The redline has also been given to Sierra Skyways for their approval.

The changes are primarily to clarify the role of City (land owner) and the role of Airport Authority (Airport Operator per NRS 844); clarify time periods for when rent is to be paid; miscellaneous grammatical and clarifying changes.

**Proposed Motion: I move we approve the revised lease and authorize Staff to present it to the Board of Supervisors for their approval.**

2. FOR POSSIBLE ACTION TO APPROVE A REVISED 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.*

This is the Airport Engineer's item and identifies the changes to the ACIP that were recommended per the meeting with the FAA Airports Division on December 11, 2017. In short, the FAA believes that revised ACIP will receive a better chance of funding based on the current FAA requirements.

**Proposed Motion: I move we approve the revised ACIP and authorize Staff to file it with the FAA.**

3. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A SCHEDULE FOR GATE CARD RENEWAL FEES (D. Zahtilla)

*Staff Summary: This is a recommendation to make the annual gate card renewals due on July 1st of each year. Adjustments for partial year renewals while initiating the system would be prorated. New cards would have annual fee prorated at first renewal. This would include a thirty-day grace period for payments. On August 1 unpaid cards would be subject to deactivation and a \$25 reinstatement fee. They are currently based on the anniversary date of each card.*

This is the Airport Manager's item and seeks uniformity to the gate card renewal process.

Proposed Motion: I move we approve the schedule for gate card renewals and collection of fees and authorize Staff to implement it.

4. 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.*

This is Authority Member Vowell's item. It was previously heard at the October meeting and continued pending a visual representation of the sign and Member Vowell's followup on any City sign limitations or requirements.

Proposed Motion: I move we approve the sign as requested.

5. 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*

This is the Airport Manager's item and seeks guidance on the tie-down rates charged by the Authority for Authority managed tie-downs and aircraft parking on dirt areas such as the east side of Taxiway Bravo. Historically, the Airport Authority has charged aircraft owners for parking. This item is to address the appropriate rates. The Airport Manager has collected information from nearby airports to assist with a determination.

Proposed Motion: I move to approve rates of \$\_\_\_/day and \$\_\_\_/month for tiedowns; \$\_\_\_/day and \$\_\_\_/month for open area aircraft storage.

6. 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 item has been discussed at several prior meetings and has been progressing to the adoption of a job description and employment contract for the position of Airport Manager, or alternatively breaking the job duties up into separate employees who may be hired on part or full time basis. Attached are the last drafts of the Job Description and the Employment Agreement.

**Proposed Motion:** I move to approve the job description and employment agreement as discussed and authorize Staff to post and publish the job opening(s).

7. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF DIRECTION TO CONSULTANT AND ENGINEER REGARDING FAA AIP 31 MASTER PLAN. (B. Fitzgerald; S. Tackes)

*Staff Summary: This is a continuing item for the Authority to address progress and any directions appropriate to the Master Plan (FAA AIP 31).*

The Airport Engineer, along with Coffman and Associates, have begun the process of developing a new Master Plan for the Airport. This item is included so that the Authority can discuss progress on the Master Plan and provide feedback and direction. To date, there has been one meeting of the steering committee, with introductions of persons desiring to help give input, and a collection of information on Strengths, Weaknesses, Opportunities and Threats. (SWOT analysis).

**Proposed Motion:** (depends if there is input to give that is from the full Authority)

#### I. LEGAL COUNSEL'S REPORT (*Non-Action Item*).

1. Report on meeting with the FAA
2. Status of hangar inventory and aeronautical use survey