

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

WEDNESDAY, FEBRUARY 21, 2018 – 6:00 P.M.

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

This Agenda Prepared by Dirk Zahntilla, Interim 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: REVIEW AND EVALUATION OF RESUMES SUBMITTED IN RESPONSE TO JOB ANNOUNCEMENT AND INVITATION FOR RESUMES; RANK APPLICANTS; ADDITIONAL STEPS; AUTHORIZE AUTHORITY MEMBER AND COUNSEL TO MAKE JOB OFFER TO APPLICANT(S) IN RANKED ORDER; APPROVAL OF BASE CONTRACT FOR MODIFICATION AND USE WITH RANKED APPLICANT (L. Harvey, S Tackes)

Staff summary: The Authority posted the Job Announcement on Jan 4, 2018 with a Feb 5, 2018 deadline. The Airport Staff received 21 resumes from persons interested in the Airport Manager position. A grading tool to match the resumes against the advertised job criteria was provided to the Authority members as an aid; video interviews from the candidates best meeting the criteria, or otherwise identified by any Authority member, were requested. All information collected by the Authority committee and Staff are provided to the Authority members. The requested action is to rank the applicants, take additional steps and/or authorize an Authority member and Counsel to make a job offer based on the job announcement, Authority ranking and employment/contract agreement. The Authority will

also consider approval of a contract format that can be modified to fit the ultimate hire and allows for either independent contractor treatment or employee treatment based on negotiation with the ranked applicant.

2. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A SCHEDULE FOR GATE CARD RENEWALS AND POSSIBLE CHANGES TO FEES ASSOCIATED WITH GATE CARDS AND ANY OTHER RELATED ISSUES (D. Zahtilla)

Staff Summary: This is a recommendation to make all annual gate card renewals due on a specific date of each year with a deadline for renewal and to discuss and possibly make changes to the fees associated with gate cards.

3. FOR POSSIBLE ACTION: MANAGER REQUESTS GUIDANCE ON THE ISSUES OF INDIVIDUALS PERFORMING WORK FOR HIRE AS A/Ps WITHOUT APPROVED FBO STATUS AND INDIVIDUALS WHO USE HANGARS AS RESIDENCES. (D. Zahtilla)

Staff Summary: These issues have arisen by way of verbal complaints from FBOs and tenants of the Airport.

4. 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).

- 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*).
 - Status review of projects
 - Internal communications and administrative matters
 - Correspondence to the Authority
 - Status reports and comments from the members of the Authority
- 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 9am, February 15, 2018**

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	Mountain West 2101 Arrowhead Dr. Carson City, NV
City Hall 201 N. Carson St. Carson City, NV	Sterling Air, Ltd. 2640 College Parkway Carson City, NV	
State of Nevada Public Notice Website https://notice.nv.gov		
<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 www.flycarsoncity.com as available, and can be obtained upon request from the, 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 manager@flycarsoncity.com

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