

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

WEDNESDAY, JULY 20TH, 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.

- F. PUBLIC HEARINGS
 - 1. FOR POSSIBLE ACTION: TO APPROVE AMENDMENT OF CARSON CITY MUNICIPAL CODE SECTIONS 19.02.020.340 AND 19.02.020.200 TO INCORPORATE CARSON CITY BUILDING DEPARTMENT COUNTER PERMIT PROCEDURES INTO THE AIRPORT AUTHORITY CONSTRUCTION APPROVAL PROCESS, AND TO CORRECT THE REFERENCE TO THE LANDING PATTERN DIAGRAMS TO REFER TO THE AUTHORITY WEBPAGE, RESPECTIVELY. (T. Rowe)

Staff Summary: The Authority will consider approval of 2 changes to Carson City Municipal Code Title 19. The first allows the use of the City’s over-the-counter permit criteria for construction on the Airport. The second corrects the Code to direct users to the Authority’s webpage for an improved traffic pattern diagram instead of referring users to a chart that does not appear in the official version of Title 19. After approval by the Authority, the changes will be recommended to the Carson City Board of Supervisors to amend the Carson City Municipal Code, Title 19, “Airport Rules and Regulations”.

2. FOR POSSIBLE ACTION: TO APPROVE PIER 28, LLC. CLASS II FBO STATUS LOCATED AT 2600 E. COLLEGE PARKWAY SUITE 101 AND AT THE CARSON CITY AIRPORT TO CONDUCT IT'S FLIGHT SCHOOL OPERATIONS. (B. Bowell)

Staff Summary: Carson Aviation Adventures, LLC, wholly owned subsidiary of Pier 28, LLC. has leased office space from Mountain West Aviation (South Hangar) located at 2600 E. College Parkway, Suite 101 and 103. Brian Bowell, is acquiring Carson Aviation Adventures dba Carson Aviation Academy, LLC, and is requesting Class II FBO status for the flight school operation.

3. REPORT TO THE AIRPORT AUTHORITY OF THE STATUS OF THE CELL TOWER TENANTS, INCLUDING CURRENT LEASE RATES AND TERMS OF USE. (M. White, T. Rowe)

Staff Summary: As a result of the cancellation of the Clearwire/Sprint tower lease on June 11, 2016, Member White requested a report to the Authority on the current status of the remaining tenants, their current lease rates and terms of use.

4. FOR POSSIBLE ACTION: TO APPROVE THE SELECTION OF A SUBCOMMITTEE TO REVIEW AND EVALUATE CONTROLLABLE BUDGET ITEMS INCLUDING LEGAL FEES, ADVERTISING COSTS AND OTHER ADMINISTRATIVE EXPENSES; AND TO MAKE RECOMMENDATIONS TO THE AIRPORT AUTHORITY AT THE AUGUST 17TH MEETING. (L. Law, S. Poscic)

Staff Summary: A committee will be selected to study the controllable costs of the annual budget such as legal, advertising, marketing and other administrative expenses. The committee will then report to the CCAA at the August 17th meeting on its recommendations to reduce the budget items discussed.

- 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 JULY 15TH, 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
~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~		
<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