

MANAGER'S BRIEF

Fence Damage

The perimeter fence along College Parkway has experienced damage from two separate collisions. The first was on 12/25/16 at the east end of the perimeter fence where a vehicle crashed through the fence onto airport property. Damage to the fence was estimated to be \$1965.00 and an invoice was sent to the vehicle owner. Artistic Fence was called in to repair the damaged fence.

The second occurred on 1/2/17 at the intersection of College Parkway and Airport Road where a vehicle had crashed into the fence causing minor damage. This collision was a hit-and-run and a police report was made with the Sheriff's Office. The fence was repaired by Artistic Fence at a cost of \$676.00

Storms

It has been a wild couple of weeks with the stormy weather and although we had some big numbers with rain fall, the drainage on the airport has functioned well. Airport Staff have conducted plowing operations in order to keep the airport open. One area of concern was the area of the rock removal project. The ground east of the end of the runway is saturated and airport personnel and Cinderlite have been monitoring it for any sign of collapse. So far it has held up.

Agenda Items:

BRIEFING BY KOHN & COMPANY, LLP, THE CARSON CITY AIRPORT ACCOUNTING SERVICE ON THE STATUS OF THE FY 2016/2017 BUDGET. (B. Kohn)

Beth will brief the Authority on the status and outlook of the current fiscal year budget in lieu of payments made of the North Apron Reconstruction Project and the Terminal Building Rehab and other expected expenses vs. income that will be expected by the end of the fiscal year.

FOR POSSIBLE ACTION: TO APPROVE A BUILDING AND HANGAR NUMBERING SYSTEM TO ASSIST CARSON CITY WITH ADDRESSING FOR EMERGENCY SERVICES. (T. Rowe)

The Fire Department contacted the Airport in 2013 requesting the Airport establish an addressing system. The request was to assist emergency services to respond to emergencies on the Airport. This item was brought to the Authority in June of 2015 and at the time Douglas County GIS was contracted by Carson City to establish an addressing system for the Airport. Subsequent discussions proved to be very complicated and costly to the Airport. No action was taken.

Carson City has ended the contract with Douglas County GIS and have undertaken the services themselves although there is no GIS service in Carson City. According to Dave Ruben with the CCFD, several separate departments are undertaking GIS services. Dave also stated that it could be a couple of months before the city can sit down with the Airport to discuss their criteria for addressing the airport.

Brian Fitzgerald and I have been working on an airport map to address hangars and other structures on the airport. A rough draft will be provided for the CCAA for review.

FOR POSSIBLE ACTION: TO AUTHORIZE THE AIRPORT MANAGER TO INSPECT THE CARSON EXECUTIVE HANGAR CONDOMINIUM ASSOCIATION HANGAR (H-43) IDENTIFIED BY THE FAA AUDITOR AND CONDUCT THAT INSPECTION PURSUANT TO AUTHORITY APPROVAL UNDER CCMC 19.02.020.350(7)(h)20. (T. Rowe)

During the FAA compliance inspection between June 11 and 14th, Robert Lee inspected Hangar H-43 and found that the hangar did not fully comply with the FAA Hangar Use Policy by storing non-aeronautical items and impeding the movement of the aircraft inside the hangar. An aircraft was being stored inside the hangar but the hangar was cluttered with various storage boxes, tool benches, a truck, electrical equipment, and other items that surrounded the aircraft. Mr. Lee also noted that electrical wiring and lighting in the hangar may not meet building codes and recommended that a local building inspector be contacted to inspect the hangar.

I have contacted Raymond Appel, who is the owner of the hangar and was told that he was in the process of moving the items blocking the aircraft. He asked for information regarding the FAA's Hangar Use Policy and the FAA Inspectors complaint which I provided.

CCMC 19.02.020.350(7)(h)20 States:

To the extent necessary to protect the rights and interests of the Airport Authority or to investigate compliance with the terms of these rules and regulations, the Airport Manager, any member of the Airport Authority, the City Manager, the City Engineer, the District Attorney and Sheriff's Officer and any other agent of the Airport Authority shall have the right to inspect at all reasonable times all airport premises together with all structures or improvements, and all aircraft, equipment and all licenses and registrations. Neither the Authority nor any individual Authority member shall initiate an inspection of any hangar or groups of hangars without there first being a hearing before the Authority to show cause and an affirmative vote by the Authority to initiate the inspection. In the event an urgent situation requires the Airport Manager to initiate an inspection, the cause for the inspection and the results shall be presented at the next Authority meeting, allowing public comment, and the action either ratified or redressed as appropriate.

It is recommended that the Airport Manager and a Carson City Building Dept. inspector inspect the hangar at a convenient date and time that is acceptable to the hangar owner.

FOR POSSIBLE ACTION: TO APPOINT A COMMITTEE TO RESEARCH AND COLLECT INFORMATION AND REPORT TO THE AUTHORITY ALL INFORMATION SO THAT THE AUTHORITY CAN EVALUATE ESTABLISHING A HANGAR POLICY AND INSPECTION PROGRAM THAT SATISFIES THE FAA REQUIREMENTS AND MEETS THE NEEDS OF THE AUTHORITY. (T. Rowe)

The Carson City Airport Land Use Inspection Report issued by Robert Y. Lee of the FAA Compliance Office at the San Francisco Airports District Office recommended that the Airport establish an airport inspection program to monitor hangar use and to prevent unapproved non-aeronautical uses of hangars. At this time there is no hangar use policy guidance of hangar uses nor a hangar inspection program that is in compliance with Title 19, the FAA Hangar Use Policy, and the FAA Grant Assurances.

It is recommended that the Airport Authority establish a committee to write a hangar use policy in compliance with Title 19, the FAA Hangar Use Policy and the FAA Grant Assurances, and bring the recommendations to the Airport Authority for adoption.

The Airport Manager is compiling hangar use and inspection policies from other airports to provide guidance to the committee members for their review in formulating a policy.

FOR POSSIBLE ACTION: TO PROPOSE AMENDMENTS TO CARSON CITY MUNICIPAL CODE CCMC 19.03 THROUGH-THE-FENCE (TTF) AIRCRAFT OPERATION TO UPDATE THE FEE AND (1) SET A DURATION OF THE PERMITS TO BE 5 YEARS, AND RENEWABLE, (2) RESTRICT ASSIGNMENT OR SALE OF AT TTF PERMIT WITHOUT EXPRESS PRIOR WRITTEN CONSENT OF THE AUTHORITY, AND (3) REQUIRE SUBORDINATION OF THE PERMIT TO THE FAA GRANT ASSURANCES (S. Tackes)
This item will be briefed by Steve Tackes.

The FAA Auditor requested that the Authority require the above 3 conditions on each TTF permit. Since all such permits are required to comply with CCMC Title 19, amending that code is the most efficient way to require these conditions. Currently, the fees in Title 19 are based on 2001 operational costs of the Airport. The new fee will be based on current costs, and will amend CCMC 19.03.060. Currently Title 19 does not specify a duration of the permit. As proposed, the duration will be 5 years and may be renewed by the Authority. Currently, Title 19 provides for a transfer under certain conditions but does not require additional Authority approval. The new provision will require Authority approval. Currently, the Permits require the Permittee to comply with all FAA requirements and not take any action that would interfere with FAA compliance. As proposed the new language will also expressly state that the permit is subordinate to the FAA Grant Assurances.

FOR POSSIBLE ACTION: TO APPROVE THE UPDATED AIRPORT LAYOUT PLAN (ALP) PREPARED BY THE AIRPORT ENGINEER. (T. Rowe, S. Tackes, B. Fitzgerald)
The Airport Engineer has updated the ALP to depict the Through-the-Fence operators and their access points. The Airport Engineer has also added a column to the legend table on the Exhibit A property map that references the corresponding Airport Improvement Project (AIP) grant that was used for the property acquisition. This information had been provided to the FAA Auditor but he has asked that it be added to the Exhibit A property map. Once approved, the Airport Engineer will work with the FAA Airports Division