

CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA

WEDNESDAY, SEPTEMBER 20, 2017 – 6:00 P.M.

Public Meeting at:

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

This Agenda Prepared by Steve Tackes, Airport Counsel

- 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.

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- F. PUBLIC HEARINGS
  - 1. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF PLAN FOR FILLING THE AIRPORT MANAGER VACANCY; REALIGNMENT OF DUTIES AND POSITIONS; CONSIDERATION OF PART TIME POSITIONS; PUBLISHING OR POSTING OF JOB AVAILABILITY (L. Law)

*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.*

- 2. FOR POSSIBLE ACTION: APPROVAL OF A REQUEST BY GEORGE BYARD ON BEHALF OF THE BYARD FAMILY TRUST FOR AN EXTENSION OF THEIR AIRCRAFT STORAGE ONLY LEASE TO SET A NEW 50 YEAR TERM UPON RAISING THE RENT TO THE CURRENT APPRAISED VALUE ALONG WITH THE

OPPORTUNITY COST PAYMENT AND OTHER CONDITIONS REQUIRED OF PREVIOUS LEASE EXTENSIONS (S. Tackes)

*Staff Summary: Per the recent MAI appraisal of this leasehold, and following the same conditions approved for the lease extensions approved in January of this year on comparable aircraft-storage only leases, the proposed action is to approve an extension of this lease by resetting its 50 year term, increasing the rent to \$0.13/sqft/yr, plus a one time opportunity cost payment of \$14,306.95, use of the standard CPI clause adjustments requirement plus a 10 yr reset to fair market value, a requirement of ongoing investment in the property, and a rate reset if the use limitations are changed.*

3. FOR POSSIBLE ACTION: ADOPTION OF RESOLUTION AND NOTICE OF INVITATION TO BID CARSON CITY AIRPORT LEASE ON 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; APPROXIMATELY 95,774 SQ FT; DETERMINATION OF APPROPRIATE MINIMUM LEASE RATE AND TERMS OF LEASE AND PERMITTED USES; SET DEADLINE FOR BIDS AND THE DATE FOR THE BID OPENING AND CONSIDERATION. (S. Tackes)

*Staff Summary: Per NRS 244.283, the required process for leasing airport land is via a public offering and sealed bid process upon adoption of resolution by the Authority. The Authority had previously identified this parcel for lease and obtained an MAI appraisal showing that this lot, in its current improved state, has an appraised rental rate of \$0.24/sqft/yr. The proposed resolution will: (a) Describe the property proposed to be leased in such manner as to identify it; (b) Specify the minimum rental, and the terms upon which it will be leased; and (c) Fix a time, not less than 3 weeks thereafter, for a public meeting of the board to be held at its regular place of meeting, at which sealed proposals to lease will be received and considered. The Authority will consider a phased development offering option.*

4. FOR POSSIBLE ACTION: APPROVAL OF TASK NO. 7 TO THE ATKINS ENGINEERING CONTRACT TO PROVIDE DESIGN SERVICES FOR THE REHABILITATE TAXIWAYS A & D PROJECT WITH A NOT TO EXCEED AMOUNT OF \$26,900. (B. Fitzgerald)

*Staff Summary: The Authority will consider approval of Task 7 for the rehabilitation of Taxiway A and Taxiway D and associated connectors. It is anticipated that the work will be performed in two phases that will include rack sealing, pavement rejuvenation, and new striping. Also included are bidding services for the construction. This project is depicted on the Airport Layout Plan, the Airport Capital Improvement Program, and received NEPA clearance in June 2017. Approval is requested contingent on FAA funding of the Project.*

5. FOR POSSIBLE ACTION: APPROVAL OF THE PURCHASE OF A BLOWER FOR CLEANING THE RUNWAY AND TAXIWAYS WITH A NOT TO EXCEED AMOUNT OF \$10,000; APPROVAL OF AN EXPENDITURE OF \$4,000 FROM THE

GATE ACCOUNT TO REPLACE GATE 2. (D. Zahtilla)

Staff Summary: The Authority will consider the need for, and whether to authorize, these purchases.

- 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, September 15, 2017**

The Carson City Airport (CCA) Website: <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a>		
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	Public Works Department 3505 Butti Way Carson City, NV
Carson Aviation Adventures 2600 College Parkway Carson City, NV		

*~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~*

*Supporting materials will be posted to the Carson City Airport website as available, and can be obtained from the, Airport Manager, 2600 College Parkway, Carson City, NV*

**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](mailto: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**