

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

WEDNESDAY, OCTOBER 18, 2017 – 6:00 P.M.

Public Meeting at:

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

This Agenda Prepared by Dirk Zahtilla, 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 AWARD LEASE BASED UPON THE 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, AS FOLLOWS: (a) OPENING, REVIEW AND CONSIDERATION OF THE SUBMITTED BIDS; (b) DETERMINATION OF QUALIFIED BIDS AND RESPONSIBLE BIDDERS; (c) CONSIDERATION OF LEASE RATES AND TERMS OF THE LEASE AND PHASING; (d) ORAL BIDDING; (e) CONSIDERATION OF AWARD TO THE HIGHEST BID FROM A QUALIFIED BIDDER; (f) AUTHORIZATION TO PRESENT THE LEASE AWARD TO THE BOARD OF SUPERVISORS PER NRS CHAPTER 844; (g) DETERMINATION OF WHETHER TO REJECT ALL BIDS AND RESUBMIT THE INVITATION TO BID. (S. Tackes)

Staff Summary: The Authority will follow the procedure in NRS 244.283 to consider the sealed bids received and award the lease to the highest bid from a responsible bidder whose bid meets the terms and conditions set forth in the Resolution adopted September 20, 2017. Per NRS 244.283, the Authority reserves the right to reject all bids and/or re-issue an Invitation to Bid.

2. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE PURCHASE OF A TOW BEHIND BLOWER FOR CLEANING OF RUNWAY, TAXIWAYS, AND APRONS. (D. Zahtilla)

Staff Summary: Last month the Authority considered the purchase of a Buffalo Turbine Model CKB5EFI Debris Blower. Upon further research Staff recommends purchase as proposed at the last meeting at a cost of \$8,913.91

3. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE PURCHASE OF A CANTELEVER GATE TO REPLACE GATE #2. (D. Zahtilla)

Staff Summary: The Authority has received bids from Artistic Fence Co. Inc. and Tahoe Fence Co. Inc. The Artistic Fence Co. bid came in at \$4412.00 but included approx. \$250.00 in sales tax which would be deducted from the bid. The Tahoe Fence Co. was bid at \$3685.00. Staff recommends the Tahoe fence bid. The Authority will retain the current gate for use on the fenced in area at the AWOS blockhouse.

4. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A DRONE AND LASER AWARENESS OUTREACH PROGRAM. (B. Vowell)

Staff Summary: Based on recent events, the Authority will consider an outreach and educational program. Estimated printing costs and postage, less any labor, is estimated at \$565.00 The intent is to target approx. 1000 homes in proximity to the airport and educate them as to the dangers and penalties for misuse of these items.

5. 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: The Authority will consider approval of the sign. Carson Aviation Adventures would bear the cost of the sign and installation. Recommend approval of the sign size, design and installation location by the Airport Manager and CCAA board Chairman. Carson Aviation Adventures would also secure any required signage approval by Carson City Building or Planning Departments.

6. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF JOB DESCRIPTION FOR AIRPORT MANAGER; REVIEW OF DRAFT EMPLOYEMENT 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.

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, October 13, 2017

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	Carson Aviation Adventures 2600 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 as available, and can be obtained 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