

AIRPORT COUNSEL BRIEFING

From: Steven E. Tackes, Esq., Airport Counsel (10-16-2017)

To: Carson City Airport Authority members, staff

Re: October 18, 2017 CCAA MEETING

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

At the last meeting, the Authority adopted a Resolution (copy attached) to offer for lease the area of the former Airport Structures lease (what is remaining after breaking off the Heritage hangars) at the corner of taxiways B and C. The Resolution set forth the lease terms (aircraft storage; model lease) and a minimum rate of \$0.24/sqft/yr based on the appraisal. The Resolution also allowed for a phasing of the project.

The Invitation to Bid Resolution was advertised in the Nevada Appeal for 3 successive weeks (affidavit attached), posted per NRS, and set forth a deadline for receipt of bids by Oct 16, 2017. To date, we have received one bid package. (This briefing is being sent out prior to the end of business today, so I don't know if there will be more.)

The NRS 244.283 process for the Authority to follow is that the Authority will at its meeting consider each of the bids received. The Authority will determine if each bid meets the requirements of the Resolution. If more than one bid, the Authority will allow the lower bidder to outbid the higher bidder, and then back and forth via an auction process. If there is only one bid, the Authority may award the bid to that bidder.

The Authority also has the power to reject all bids and determine whether it wants to re-issue the Resolution on different terms. law <https://www.leg.state.nv.us/NRS/NRS-244.html#NRS244Sec2795>

Proposed Motion: (After bidding process) I move we award the lease to _____ on the basis of the bid submitted and at the rate of _____ (\$0.24/aqft/yr), and authorize Staff to present the lease to the Carson City Board of Supervisors for their approval.

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

This is Dirk's item that was carried forward from last month to do some additional research.

Proposed Motion: I move approve purchase of the blower as presented.

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.

This is Dirk's item that was carried forward from last month to do some additional research.

Proposed Motion: I move approve purchase of the replacement gate as presented

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.

This is Member Vowell's item based on some recent incidents with unauthorized drones operating in the Airport area.

Proposed Motion: I move approve the Drone and Laser Awareness Outreach Program as presented

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.

This is Member Vowell’s item.

Proposed Motion: I move approve installation of the Learn to Fly Here sign as presented.

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

This is Member Harvey’s item.

Proposed Motion: I move approve the draft employment agreement subject to minor adjustment by legal staff, and proceed with posting the job opening.

Airport Counsel briefing.

1. We continue to work through the new Carson City Ordinance that implements the FAA Hangar Use Policy. We have completed our population of the database, and the crosscheck against City tax payments, FAA n-number searches and other databases to corroborate information on as many of the hangars as we can. We are in the process of asking for additional information so that we can bring this matter to the Authority to determine the next steps, which may be hangar inspections, enforcement actions or other actions.
2. The Carson City Board of Supervisors will be considering applications for the vacancies on the Airport Authority at their meeting on Thursday, Oct 19, 2017. If they approve new members, we could be back at a full board by the November meeting.