

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

WEDNESDAY, NOVEMBER 15, 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: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2016/2017. (B. Kohn)

Staff Summary. Kohn and Company accomplished the annual audit required by NRS 345 and found it to be a clean audit. The approval of the audit by the Authority is required under the statute.

2. FOR POSSIBLE ACTION TO APPROVE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) SUBMITTAL TO THE FAA. (B. Fitzgerald)

Staff Summary: The Authority annually presents the FAA with an ACIP outlining the projects for which the Authority will be seeking federal grant monies. This item is for the upcoming five program years and prioritizes the projects by year.

3. 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: This item was carried over from last month to address the specifications and pictures of the sign and any city limitations.

4. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A SCHEDULE OF TIE-DOWN FEES FOR AUTHORITY MANAGED TIE-DOWNS. (D. Zahtilla; S. Tackes)

Staff Summary: The Authority now has tie-downs that are not leased to FBOs as a result of lease expirations, and has unimproved areas where aircraft have historically been stored and charged. This action is to identify the current rates to be used based on size of aircraft and location in the various Authority-managed areas

5. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A WAGE SCALE FOR THE AIRPORT OPERATIONS AND MAINTENANCE SPECIALIST TO INCLUDE A SALARY ADJUSTMENT FOR THE CURRENT OPERATIONS AND MAINTENANCE SPECIALIST, MR. GARY PROVINCE. (D. Zahtilla)

Staff Summary: This is intended to provide a pay scale for the existing position of Airport Operations and Maintenance Specialist.

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.

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, November 9, 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 www.flycarsoncity.com as available, and can be obtained upon request 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