

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

WEDNESDAY, DECEMBER, 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 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 APPROVE REVISED AND CLARIFIED VERSION OF LEASE AWARDED TO SIERRA SKYWAYS, LLC, PREVIOUSLY APPROVED ON OCTOBER 18, 2017, FOR 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; REVISIONS TO LEASE REQUESTED BY CARSON CITY (S. Tackes)

Staff Summary: The Authority will consider minor changes to the lease awarded on October 18, 2017, per the request of Carson City staff and supervisor for clarification of terms and corrections of typographical errors.

2. FOR POSSIBLE ACTION TO APPROVE A REVISED 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 A SCHEDULE FOR GATE CARD RENEWAL FEES (D. Zahtilla)

Staff Summary: This is a recommendation to make the annual gate card renewals due on July 1st of each year. Adjustments for partial year renewals while initiating the system would be prorated. New cards would have annual fee prorated at first renewal. This would include a thirty-day grace period for payments. On August 1 unpaid cards would be subject to deactivation and a \$25 reinstatement fee. They are currently based on the anniversary date of each card.

4. 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.

5. 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

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.

7. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF DIRECTION TO CONSULTANT AND ENGINEER REGARDING FAA AIP 31 MASTER PLAN. (B. Fitzgerald; S. Tackes)

Staff Summary: This is a continuing item for the Authority to address progress and any directions appropriate to the Master Plan (FAA AIP 31).

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, December 15, 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		
~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~		
<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