

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

TUESDAY MARCH 13, 2018 – 6:00 P.M.

Public Meeting at:

CARSON CITY AIRPORT TERMINAL BUILDING
2600 College Parkway
Carson City, Nevada

This Agenda Prepared by Dirk Zahilla, Interim 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: REVIEW AND EVALUATION OF INTERVIEWS; RANKING OF APPLICANTS; AUTHORIZE AUTHORITY MEMBER AND COUNSEL TO MAKE JOB OFFER TO TOP CANDIDATE WITH THE OPTION TO MAKE OFFER TO SECOND CHOICE CANDIDATE SHOULD THE TOP CANDIDATE DECLINE THE OFFER (L. Harvey, S Tackes)

Staff summary: The Authority posted the Job Announcement on Jan 4, 2018 with a Feb 5, 2018 deadline. The Airport Staff received 21 resumes from persons interested in the Airport Manager position. A grading tool to match the resumes against the advertised job criteria was provided to the Authority members as an aid; video interviews from the candidates best meeting the criteria, or otherwise identified by any Authority member, were requested. All information collected by the Authority committee and Staff were provided to the Authority members and made available to the public. The requested action is to rank the applicants, take additional steps and/or authorize an Authority member and Counsel to make a job offer based on the job announcement, Authority ranking and employment/contract agreement.

- G. AIRPORT MANAGER’S REPORT (*Non-Action Item*).

- H. 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
- I. 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.
- J. AGENDA ITEMS FOR NEXT REGULAR MEETING (*Non-Action Item*).
- K. ACTION ON ADJOURNMENT.

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DELIVERED (via Facsimile and E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, March 8, 2018

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	
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