

To: Airport Authority  
From: Steve Tackes, Airport Counsel  
Date: 3-15-2018  
Re: Airport Counsel Briefing for Meeting of Mar 21, 2018

1. FOR POSSIBLE ACTION: APPROVAL OF CONTRACT OF EMPLOYMENT OF NEW AIRPORT MANAGER (L. Harvey, S Tackes)

*Staff summary: The airport authority ranked the two top choices for airport manager and authorized Member Harvey and Airport Counsel Tackes to make the job and salary offer to the top candidate and failing coming to an agreement make the offer to the second candidate. Job and salary offer requiring approval by the Airport Authority.*

This item follows from the Action taken at the Special Meeting held March 13, 2018, during which the Airport Authority received all information collected as to the candidates for Airport Manager, ranked the candidates, and authorized Member Harvey and Airport Counsel to offer the position to the highest candidate, along with obtaining an employment contract per the model approved at the February Authority meeting. We modified the agreement to fit the candidate (employment vs independent contractor treatment), negotiated the terms and now present the Employment Agreement to the Authority for approval. By way of highlights, the salary was set in the range previously approved (\$80,000, ie. slightly less than he requested but slightly more than RTA paid him); Ken notified us that he would continue with his federal-based health insurance in lieu of PEBP insurance and take the equivalent payment instead (which we inserted a \$557.38, this is slightly more than the \$500 we had in the draft contract in lieu of insurance but tracked the PEBP schedule) ; we modified the term so that after the first year it is a year to year renewal (instead of month to month) unless terminated by either party. Attached is the Employment Agreement agreed to by Member Harvey, Counsel Tackes and Ken Moen.

Note: Ken did advise us of previously planned trips on April 20-24<sup>th</sup>, and a vacation with his family in late August-September approx. 14 days. Ken also advised us of the upcoming aviation conferences that he intends to participate in:

Nevada Airports Association March 27-30, 2018 - Minden  
American Association of Airport Executives April 15-18, 2018 San Diego, Ca  
Southwest Chapter of American Association of Airport Executives July 22-25, 2018 Sacramento, Ca

**Proposed Motion: I move we approve the Employment Agreement and authorize the Chairman to sign.**

2. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE A CLARIFICATION OF THE GATE CARD RULE ALLOWING “TEMPORARY CONTRACTORS WHILE PERFORMING WORK ON THE AIRSIDE” TO BE ISSUED GATE CARDS (D. Zahtilla)

*Staff Summary: This is a recommendation to clarify this section of the rule. The original intent of this rule was to allow access to contractors performing construction work on behalf of the airport. It was not intended for employees or contractors of FBOs. Recommendation to change the wording as follows “TEMPORARY CONTRACTORS EMPLOYED BY THE CARSON CITY AIRPORT” and add*

*the statement “EMPLOYEES AND CONTRACTORS OF FBOs MUST OBTAIN ACCESS THROUGH THAT FBO WHILE EMPLOYED AS SUCH”.*

This is the Interim Airport Manager’s item and follows the action last month which achieved uniformity for the gate card renewal process so as to reduce time consumption and complexity of fee calculation and collection by having all gate cards renew on the same date. The Interim Airport Manager will address this.

Proposed Motion: I move we approve the language change to the gate card rule.

3. 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).*

This is the Airport Engineer’s item. No action is being proposed at the time of this briefing.

I. LEGAL COUNSEL’S REPORT (*Non-Action Item*). Reminder that the proposed budget needs to be filed with the Tax Dept by April 21. The final budget will be approved at the May meeting. No other new information to report.