

**CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA**

**WEDNESDAY, APRIL 18, 2018 – 6:00 P.M.**

***Public Meeting at:***

**CARSON CITY COMMUNITY CENTER  
(Sierra Room)  
851 E. William  
Carson City, Nevada**

***This Agenda Prepared by Kenneth G. Moen, 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.

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- F. AWARDS AND PRESENTATION
- G. PUBLIC HEARINGS

1. FOR POSSIBLE ACTION: DISCUSS AND MODIFY, IF APPROPRIATE, THE TENTATIVE BUDGET FOR FISCAL YEAR JULY 1, 2018 THROUGH JUNE 30, 2019 WHICH HAS BEEN SUBMITTED TO STATE OF NEVADA DEPARTMENT OF TAXATION BY KOHN & CO (B. Kohn).

*Staff Summary: This is a request for discussion and review to comment on tentative budget.*

2. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF CHANGING MAY 16, 2018 MEETING DATE TO MAY 23, 2018 IN ORDER TO APPROVE FISCAL YEAR JULY 1, 2018 THROUGH JUNE 30, 2019 OPERATING BUDGET (K. Moen).

*Staff Summary: This is a request for discussion and review to change monthly meeting date in order to comply with notice and posting requirements for adopting annual budget.*

3. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE APPROVAL OF SIERRA SKYWAY, INC. BUILDING PLANS AND ADDENDUUM TO LEASE AGREEMENT IN

ORDER TO ACCOMMODATE CONSTRUCTION OF UTILITY RISER OUTSIDE LEASEHOLD (K. Moen).

*Staff Summary: This is a request for discussion and possible approval of a change in Sierra Skyway, Inc. leasehold in order to accommodate utility riser and approve building plans for new hangars.*

4. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE CARSON CITY AIRPORT GATE CARD POLICY (K.Moen).

*Staff Summary: This item is a recommendation to adopt a formal Gate Card Policy.*

5. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF TRAVEL OF BOARD CHAIR AND MANAGER TO ATTEND FAA WESTERN-PACIFIC REGION, 9<sup>TH</sup> AIRPORTS CONFERENCE JUNE 12-14, 2018 IN TORRANCE, CA (L. Law, K. Moen).

*Staff Summary: This is a request to approve travel expenses to attend conference make presentation KCXP compliance audit as requested by FAA ADO.*

6. 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).*

7. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF REQUEST FOR QUALIFICATIONS (RFQ) FOR AVIATION PLANNING SERVICES FOR 2018 TO 2023 AND CORRESPONDING RFQ FOR ARCHITECTURAL/ENGINEERING SERVICES 2018 TO 2023; FOR (K. Moen; S. Tackes)

*Staff Summary: The current 5-year contract for engineering and planning services expires in September 2018. This item will consider issuance of an RFQ for interested entities to present their qualifications and interest so that the Airport Authority can make a selection at a future meeting and then proceed with price negotiation pursuant to the requirements of FAA Advisory Circular 150/5100 14E.*

8. FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL TO SUBMIT BILL DRAFT RESOLUTION CHANGES TO AIRPORT AUTHORITY ACT FOR CARSON CITY CHAPTER 844, STATUTES OF NEVADA 1989 TO STATE REPRESENTATIVE AL KRAMER FOR AMENDMENT.

*Staff Summary: Legal Counsel and Board Chair have discussed amending enabling legislation to rectify flaw in the legislation regarding the appointment of Board Members (see Sec.4. and Sec. 29 Board: Number, appointment, qualifications and terms of members) and to clarify Sec. 24, #7 language regarding Disciplinary action, suspension or discharge of employees.*

H. AIRPORT ENGINEER'S REPORT (*Non-Action Item*).

- I. AIRPORT MANAGER’S REPORT (*Non-Action Item*).
- J. LEGAL COUNSEL’S REPORT (*Non-Action Item*).
- K. TREASURER’S REPORT (*Non-Action Item*).
- L. 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
- M. 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.
- N. AGENDA ITEMS FOR NEXT REGULAR MEETING (*Non-Action Item*).
- O. ACTION ON ADJOURNMENT.

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**DELIVERED (via Facsimile and E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, April 13, 2018**

The Carson City Airport (CCA) Website: <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a>		
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 <a href="https://notice.nv.gov">https://notice.nv.gov</a>
<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 <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a> as available, and can be obtained upon request from the, Airport Manager, 2600 College Parkway #6, 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](mailto: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**