

To: Airport Authority
From: Steve Tackes, Airport Counsel
Date: 7-13-2018
Re: Airport Counsel Briefing for Meeting of Wednesday, July 18, 2018

1. FOR POSSIBLE ACTION: TO APPROVE THE CARSON CITY AIRPORT AUTHORITY (CCAA) PARTICIPATION IN THE LOCAL GOVERNMENT POOLED INVESTMENT FUND (LGIP) AND AUTHORIZATION FOR STAFF TO MAKE THE REQUIRED FILINGS. (L. Law, L. Harvey, K. Moen).

Staff Summary: *Chair Law will review with the Board of the CCAA's benefits to participating in the Local Government Pooled Investment Fund (LGIP).*

This is the Chairman's item. In general, the local government investment pool (LGIP) is a way for smaller Nevada governmental entities to obtain the benefits of a larger investment pool. This pool is operated in Nevada by the State Treasurer's office. More info is found at this link: http://www.nevadatreasurer.gov/Finances/LGIP/LGIP_Home/

Proposed Motion: I move we approve participation by the Carson City Airport Authority in the LGIP and authorize the Officers and Staff to activate an account for the Authority.

2. FOR POSSIBLE ACTION: TO AFFIRM BOARD CHAIR'S APPOINTMENT OF CCAA COMMITTEE TO REVIEW STATEMENTS OF INTEREST AND QUALIFICATIONS FOR AIRPORT ARCHITECTURAL/ENGINEERING AND PLANNING SERVICES CONTRACT. (L. Law and K. Moen).

Staff Summary: *Chair Law will confirm with CCAA the appointment of a committee to do fact-finding (review, obtain supplemental information referenced within, and provide ranking tools) on the submissions from qualified firms to provide on-call Airport Architectural/Engineering and Planning Services, with all information provided to the Authority for consideration and decision at a future Authority meeting.*

This is the Chairman's item. Forming a committee to help with the task of fact-finding on this matter is permissible under the Nevada Open Meeting Law (NRS 241). The role of the committee will be to review the statements of interest, obtain supplemental information (eg. references, etc.) and provide a ranking tool which the members of the Authority (and others) can use and/or modify to make their comparisons more manageable. The committee will not reject any submissions, nor deliberate toward a decision. Those are functions that can only occur in a properly noticed open meeting. The committee cannot have a quorum of members of the Authority. In short, all materials will be provided to the full Authority for their review, modification (of tools or inputs), and consideration.

As explained at our April 18, 2018 meeting, the overall process of the Authority is to determine which applicant or applicants are most qualified, and then negotiate a contract with them. By

grading the applicants, the Authority can move to the 2nd most qualified if the Authority cannot satisfactorily negotiate a contract the first most qualified. Per NRS 332.115 and NRS 338.1377, professional services are obtained via the Request for Qualifications process which we utilized, not a Request for Proposals as would be used when purchasing products, paving, etc. The RFQs were issued and responses were received. The next step is to evaluate the responses and make a ranking determination at the next Authority meeting. The Committee work should help the Authority with that determination.

Proposed Motion: I move we affirm the Chairman's appointment of the committee members.

3. FOR POSSIBLE ACTION: DISCUSSION OF MASTER PLAN AIRPORT FACILITY ALTERNATIVES IN ORDER TO PROVIDE CONSULTANT WITH A RECOMMENDED DEVELOPMENT CONCEPT. (B. Fitzgerald; K. Moen).

Staff Summary: Airport Engineer Brian Fitzgerald will discuss potential airport facility development alternatives to identify a recommended airport development concept.

This is an Airport Engineer item, and a continuing item as we work through the Master Plan process. As there was no requested action in the Engineer Report, this is an information item and no action need be taken.

4. FOR POSSIBLE ACTION: TO APPROVE LEASEHOLD LOT LINE ADJUSTMENTS TO PARCEL 38. (B. Fitzgerald, S. Tackes; K. Moen).

Staff Summary: Brian Fitzgerald will review the proposed lot line adjustment for parcel 38 to accommodate a tenant improvement project for ground lease held by tenant John Mayes.

Legal aspect. As Brian will inform you, there is an orphaned piece of airport property bounded on the north by a fire and utility access road, on the south by the John Mayes lease, and on the west by the back walls of the Jet Ranch hangar development. While evaluating his lot for a solar installation, John Mayes discovered the odd shaped parcel and agreed to rent it from the Airport as part of his lease. This item is a lot line adjustment and corresponding increase in rent collected on the John Mayes lease.

Attached is the Lease Amendment and Record of Survey which will accomplish the lot line change. After Authority approval, it will need to be submitted to the Board of Supervisors as is done with all leases (pursuant to the current provisions of NRS 844).

Proposed Motion: I move we approve the lot line adjustment.

5. FOR POSSIBLE ACTION: DISCUSSION TO APPROVE CONCEPT OF DEVELOPING A LETTER OF AGREEMENT FOR UNMANNED AERIAL SYSTEMS (UAS) TEST SITE WITH THE NEVADA INSTITUTE FOR AUTONOMOUS SYSTEMS (NIAS) AT CXP. (K. MOEN)

Staff Summary: Ken Moen will review draft Letter of Agreement (LOA) with NIAS to operate a UAS test site on CXP.

This is the Airport Manager's item.

Proposed Motion: I move we approve the concept of developing a letter of agreement for unmanned aerial systems (UAS) test site with the NIAS at the Carson City Airport and authorize the Airport Manager to proceed.

J. LEGAL COUNSEL'S REPORT (*Non-Action Item*).

No additional report at this time.