

To: Airport Authority
From: Steve Tackes, Airport Counsel
Date: 10-15-2018
Re: Airport Counsel Briefing for Meeting of Wednesday, October 17, 2018

1. FOR POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2017/18. (B. Kohn)

Staff Summary: Kohn and Company completed the annual audit required by NRS 345 and found the audit to be in compliance with GAAP. The approval of the audit by the Authority is required under the statute.

CPA item. This is the annual audit. If Beth has recommendations, those should be discussed. I have not yet seen the report.

Proposed Motion(assuming report is accepted); I move we approve the annual audit report for fiscal year 2017-2018 as presented.

2. FOR POSSIBLE ACTION: APPROVAL OF THE CINDERLITE EXTENSION AGREEMENT TO CONTINUE AS THE OPERATOR FOR THE MINING AND SALES OF CCAA SURPLUS ROCK AND AGGREGATE. (K. Moen)

Staff Summary: Cinderlite has provided the CCAA with rock/aggregate sales and services since 2012. The agreement was extended in 2015. The proposed extension is for an additional 3-years and incorporates a CPI increase.

This is Ken's item. I have reviewed the contract for legal issues and approved the extension agreement. The CPI increase that Ken negotiated is a good thing.

Proposed Motion; I move we approve the Cinderlite extension agreement as presented.

3. FOR POSSIBLE ACTION: CARSON CITY AIRPORT AUTHORITY (CCAA) TO CONSIDER APPROVAL OF AIRPORT ARCHITECTURAL/ENGINEERING AND PLANNING SERVICES CONTRACTS.

Staff Summary: Staff and Chairman to present proposed contracts with ranked firm(s) to provide on-call Airport Architectural/Engineering and Planning Services. (K. Moen and L. Law).

This is Ken and Linda's item carried over from the last meeting. I have reviewed the proposed contracts and provided feedback on provisions that need re-negotiation. I think the latest version of the Coffman contract is good and is ready but may need some discussion with Coffman to verify the changes are accepted. The Armstrong form contract has many questionable provisions (eg. we pay for AutoCAD but cannot rely on its accuracy???, etc.) Ken's approach of using the Coffman format for Armstrong is a good idea but it still needs a good bit of work and needs to be negotiated with Armstrong.

Proposed Motion; (contracts not yet ready for approval?)

4. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE LEAN ENGINEERING NIGHTTIME OPERATIONS FEASIBILITY STUDY.

Staff Summary: *Ken Moen will review the scope of work for Nighttime Instrument Approach Runway 27 Operations Feasibility Study. (K Moen).*

This is Ken's item carried over from the last meeting, and was awaiting answers to some follow questions discussed during the last meeting.

Proposed Motion (if ready to proceed); I move we approve the Lean Engineering agreement as presented.

5. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE FORMATION OF A STRATEGIC PLANNING COMMITTEE. (K.Moen)

Staff Summary: *Ken Moen will lead the discussion of the formation of a Strategic Planning Committee. (K Moen).*

This is Ken's item carried over from the last meeting.

Just a reminder on the Open Meeting Law, "If a subcommittee recommendation to a parent body is more than mere fact-finding because the subcommittee has to choose or accept options, or decide to accept certain facts while rejecting others, or if it has to make any type of choice in order to create a recommendation, then it has participated in the decision-making process and is subject to the Open Meeting Law." (Nevada Open Meeting Law manual Sec 2.04) In that case, these means the meetings need to be publicly noticed and recorded, just as we do for Authority meetings.

Proposed Motion (if moving forward): I move we approve formation of a strategic planning committee to conduct fact-finding and report back to the Authority.

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

No additional report at this time.