

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

WEDNESDAY, NOVEMBER 14, 2018 – 7:00 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

Note: The time and date are different than usual meeting date and time

- 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. AWARDS AND PRESENTATION
- G. PUBLIC HEARINGS
 - 1. FOR DISCUSSION AND POSSIBLE ACTION REGARDING FOUR PARCELS ON ARROWHEAD DRIVE, TO THE NORTHWEST OF THE AIRPORT AND WEST OF GONI ROAD, WHICH ARE TO BE REDESIGNATED BY THE CITY AS AN AIRPORT BUFFER ZONE AS PART OF THE TECHNICAL CORRECTIONS TO THE CARSON CITY LANDS BILL. (L.Law)

Staff Summary: Linda Law will lead discussion and update CCAA on the designation of parcels as clear area for aircraft utilizing airport. Jennifer Budge, Director of Carson City Parks, Recreation and Open Space available to answer questions from CCAA members. (L. Law)
 - 2. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE SCOPE OF WORK AND PROFESSIONAL SERVICES AGREEMENT (PSA) WITH LINDA RITTER CONSULTING TO MANAGE AND FACILITATE OF A STRATEGIC PLANNING PROCESS. (K.Moen)

Staff Summary: Ken Moen will lead the discussion of the Scope of Work and PSA to retain Linda Ritter Consulting to manage and facilitate CCAA effort to develop a Strategic Plan. (K Moen).

3. 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. Brian Fitzgerald, Airport Engineering Consultant available to address FAA Design Standards and compatible land use. (K. Moen and B. Fitzgerald)

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).

5. FOR DISCUSSION AND POSSIBLE ACTION TO REVIEW REQUEST FOR THROUGH-THE-FENCE (TTF) ACCESS AGREEMENT FOR THE 28-ACRE PARCEL EAST OF TAXIWAY BRAVO. (K.Moen)

Staff Summary: Ken Moen will lead the discussion of request to identify TTF access point(s) on eastern boundary east of Taxiway Bravo. (K Moen).

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

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

- 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.

* * * * *

DELIVERED (via Facsimile and E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, November 9, 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 E. 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

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 E. College Parkway #6, Carson City, Nevada 89706



Board Memorandum

Carson City Airport Authority

Date: November 13, 2018 Memo # 2018-02
To: Chairman & Board Members
For: November 14, 2018 Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Four Parcels of City Land to be Designated as Airport Buffer Zone**

STAFF RECOMMENDATION

No CCAA Board Action Required.

PURPOSE

The purpose of this action is to hear from Carson City Director of Parks, Recreation and Open Space Director, Jennifer Budge, about the designation of four city parcels as an Airport Buffer Zone as part of the technical corrections to the Carson City Lands Bill.

BACKGROUND

In March 2009, President Obama signed the Omnibus Public Land Management Act of 2009 (OPLMA) into law. OPLMA provided for the disposition of more than 8,000 acres of federal lands within Carson City, including the sale of approximately 150 acres of federal land by Bureau of Land Management. The purpose of the bill was to improve land management throughout Carson City and help fulfill the community's long-term plan for growth and conservation.

DISCUSSION

Since the land transfers were completed, City Staff identified technical corrections including property the City wishes to acquire, property where the City requested reversionary interests were removed, and property the City wished to dispose of for economic development and text corrections for clarification.

FINANCIAL IMPACT

None.

RECOMMENDED MOTION

Motion not required.



Board Memorandum

Carson City Airport Authority

Date: November 13, 2018 Memo # 2018-03
To: Chairman & Board Members
For: November 14, 2018 Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Approve Professional Services (PSA) Agreement with Linda Ritter Consulting to Facilitate CCAA Strategic Planning Process**

STAFF RECOMMENDATION

Approve PSA with Linda Ritter Consulting not to exceed \$3,570.00.

PURPOSE

The purpose of this action is to approve a professional services agreement with Linda Ritter Consulting for the purpose of facilitating the development of a Strategic Plan for the Carson City Airport Authority.

BACKGROUND

The Carson City Airport was founded in 1928 and is the closest airport to the seat of Nevada State Government. The Consolidated Municipality of Carson City was established in 1969, when Ormsby County and the City of Carson City consolidated. In 1989, the Nevada Legislature enacted NRS 844 creating the Carson City Airport Authority (CCAA) and requiring the City of Carson City to form a seven-member board tasked with overseeing the operation of the airport.

DISCUSSION

In December 2017, the CCAA began task of completing a new Master Plan Study (MPS). The previous MPS was completed in 2001 and the major development projects identified in that MPS have been completed. The MPS has a twenty-year horizon, focusing on airport infrastructure and facility development. In early 2018, the CCAA hired a new airport manager and added three new members to the CCAA. In mid-2018, the CCAA contracted with the University of Nevada, Reno to conduct an Airport Economic Impact Study (EIS). The purpose of an EIS is to quantify the overall economic impact of the airport on the greater community.

The CCAA has expressed a desire to deliberately, focus its energies on a few high-priority objectives as opposed reacting to issues as they present themselves. The process of developing a strategic plan is an exercise that brings various community and airport stakeholders together in order to identify strengths, weaknesses, opportunities and threats to the airport. The purpose of a strategic plan is to help the CCAA identify those priorities and to take measured steps to achieve those objectives over the next five years. CCAA tasked the airport staff and

to identify a consultant to facilitate the strategic planning process and to negotiate a proposal for a professional services agreement.

FINANCIAL IMPACT

This item was not identified in the CCAA FY2018/19 budget and will require a Budget Augmentation. The \$3,570.00 is available in the operational account.

RECOMMENDED MOTION

“I move to approve the Professional Services Agreement with Linda Ritter Consulting to facilitate the CCAA Strategic Planning Process not to exceed \$3,570.00.”



Linda Ritter Consulting

775.720.2982 Lpritter@gmail.com 4250 Hobart Road Carson City, NV. 89703

November 5, 2018

Kenneth G. Moen, Airport Manager
Carson City Airport
2600 E College Parkway #6
Carson City, NV. 89706

Re: Proposal to facilitate the creation of a Strategic Plan for the Carson City Airport

Dear Ken,

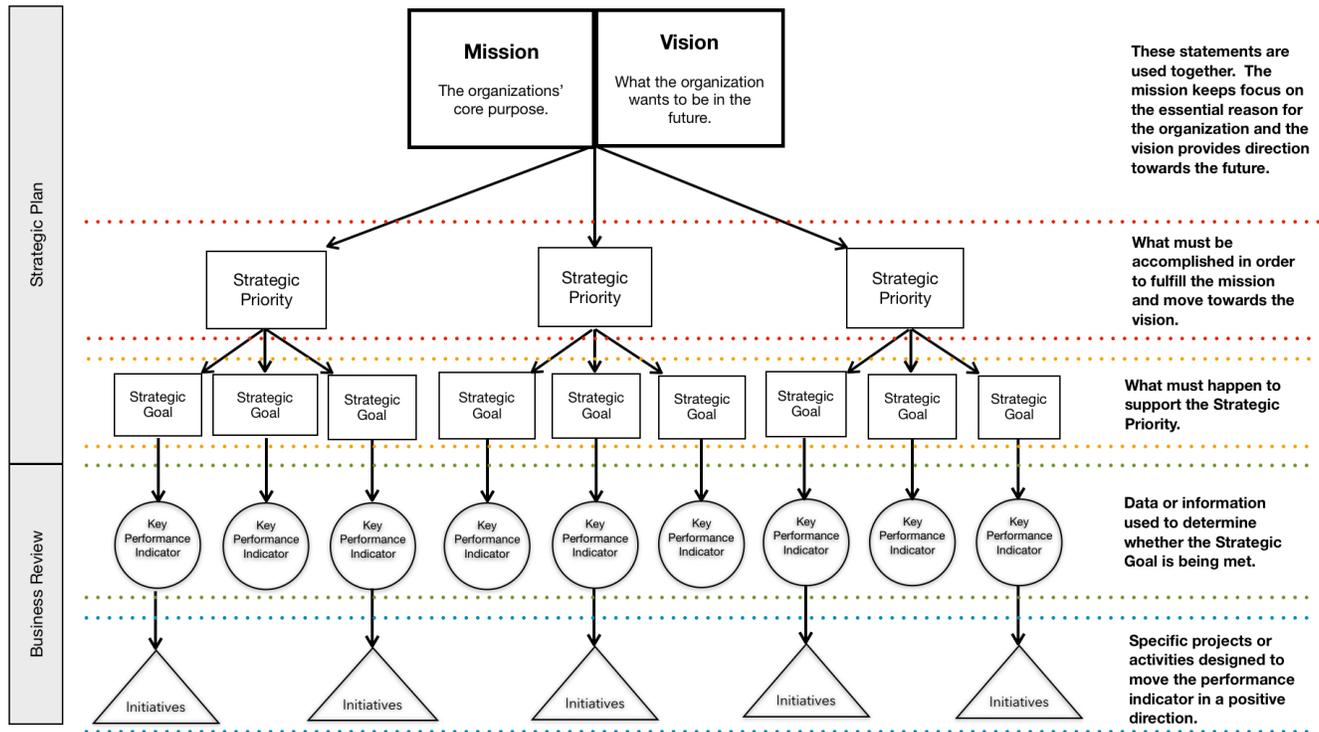
Pursuant to our recent discussion, I am pleased to submit this proposal to provide professional consulting services to the Carson City Airport Authority in connection with the creation of a Strategic Plan for the Carson City Airport. This letter represents my understanding of the project, my approach and general conditions surrounding my involvement with the project.

Overview

The Carson City Airport Authority was created by the Nevada State Legislature by Special Act to operate the Carson City Airport. Last year, the Authority hired a new Airport Manager to oversee the day-to-day operations of the Airport. The Authority and the Airport Manager has expressed an interest in completing a new Strategic Plan for the Airport.

This Plan will be high-level roadmap to the future. It will confirm the mission of the airport and identify a vision for its future. Strategic priorities will be identified along with goals that support those priorities. It will also include an implementation process that will include formulation of Key Performance Measures that can indicate progress made towards the stated goals. As these measures are monitored and reported, Initiatives (specific projects or actions) may be identified as a means of moving the measures, and thus, the plan in a positive direction. This plan is not a plan to put on the shelf - it is a guide to a successful future. It will assist the board in setting priorities and making future resource development and allocation decisions

The following diagram details a "strategy map", which demonstrates how the different components of a strategic plan work together.



The Project

A proposed Strategic Planning Process matrix is attached for your review. Every step of the project will be overseen by the Airport Manager and work by the Consultant will only be done per his direction.

1. Develop a narrative that describes the Carson City Airport - past to current.
2. Survey stakeholder groups to determine:
 - a. The perceived / desired purpose of the Airport
 - b. Airport strengths
 - c. Airport weaknesses
 - d. Opportunities the Airport should pursue
 - e. Threats to the Airport
3. Facilitate a workshop with the Airport Authority and interested stakeholders and members of the community. Stakeholder input will be used to formulate the strategic priorities and goals of the airport.
4. After approval of the strategic priorities and goals, develop an implementation plan and review process for the plan.
5. Present a written strategic plan document for approval by the Airport Authority.

Budget

Total professional service fees for this project shall not exceed \$3,570. Linda Ritter Consulting will bill the Authority for only the actual time incurred. Any other expenses related to the project, such as costs associated with the Workshop, printing costs or duplication costs shall be borne by the Authority.

Task	Hours	Hourly Rate	Total
Work with the Authority to develop a proposed Mission and Vision Statement	2	\$85	\$ 170.00
Write the background narrative for the plan	8	\$85	\$ 680.00
Survey stakeholders and compile results.	8	\$85	\$ 680.00
Facilitate initial strategic planning workshop	8	\$85	\$ 680.00
Facilitate strategic plan implementation workshop	8	\$85	\$ 680.00
Write final Strategic Plan Document	8	\$85	\$ 680.00
Total Budget			\$ 3,570.00

It is my understanding that the Carson City Airport Authority will consider this proposal at their November 14, 2018 regular meeting. I will be in attendance at that meeting should the Board have any questions. .

Thank you for considering Linda Ritter Consulting for this project.

Sincerely yours,



Linda Ritter



Board Memorandum

Carson City Airport Authority

Date: November 13, 2018 Memo # 2018-04
To: Chairman & Board Members
For: November 14, 2018 Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Approve Cinderlite Trucking, Inc. Trucking Three-Year Contract Extension to Operate the On-Airport Rock Quarry**

STAFF RECOMMENDATION

Approve Cinderlite Trucking, Inc. Three-Year Contract Extension to Operate the On-Airport Rock Quarry and to sell airport rock at a new royalty rate of \$1.67 per ton.

PURPOSE

The purpose of this action is to approve a three-year contract extension with Cinderlite Trucking, Inc. and to continue rock quarry operations on the CCAA airport property.

BACKGROUND

In 2012, Cinderlite Trucking Inc. was the successful bidder and awarded a contract to operate the on-airport rock quarry on behalf of the Carson City Airport Authority (CCAA). The CCAA received a royalty of \$1.52 per ton of rock sold. In 2015, the contract was extended for an additional three-years expiring on November 15, 2018. On October 17, 2018, the CCAA extended the rock quarry agreement on a month-to-month basis and the royalty was adjusted by CPI to \$1.67 per ton of rock sold.

During the October 2018 meeting an airport tenant raised concerns about the on-airport rock quarry's term of operation and discussed safety concerns of the height of the drop-off area east of Runway 27 approach end from the field elevation to the work area below.

DISCUSSION

Airport staff in conjunction with the Airport Engineer, Atkins North America, conducted an in-depth review of the FAA Design Guidelines for airport runways, objective free areas, and other airport surfaces. The Airport Engineer developed exhibits detailing the protection areas and concluded the airport was in compliance with FAA Design Standards. Atkins also conducted an in-depth review of the rock quarry final grading plan (3:1 slope, 3 inches of sand and seed area) and the tenant's suggestion of a 10:1 slope. Atkins concluded that a 10:1 slope would require over 201,290 cubic yards of fill and a price tag of \$2.1M to complete the proposed 10:1 slope grading plan.

FINANCIAL IMPACT

The fiscal impact of the \$1.52 per ton royalty for 30,000 tons of rock sold annually is \$45,600 or \$273,600 over the term of the agreement and extension. The fiscal impact to the CCAA of the new royalty of \$1.67 per ton for the same 30,000 tons of rock sold annually is \$50,100 annually or an additional \$150,300 over the term of the three-year contract extension.

RECOMMENDED MOTION

“I move to approve the three-year contract extension with Cinderlite Trucking, Inc. to operate the on-airport rock quarry on behalf of the CCAA and to sell airport rock at the new royalty of rate of \$1.67 per ton of rock sold.”

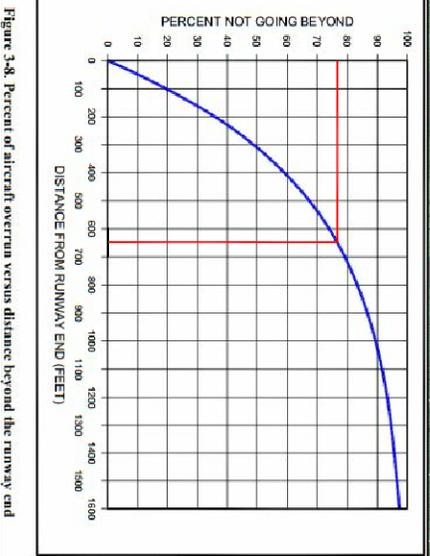
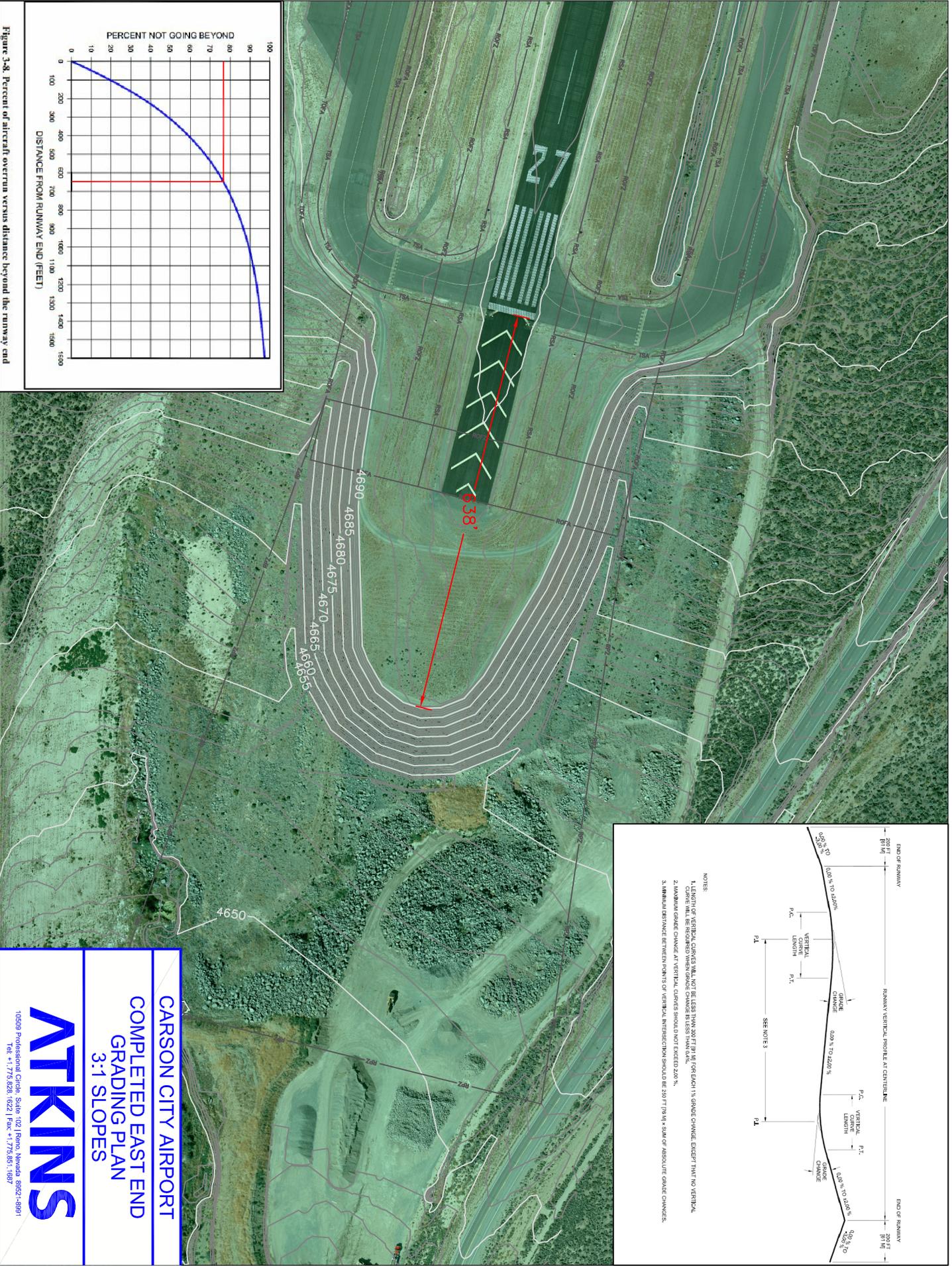
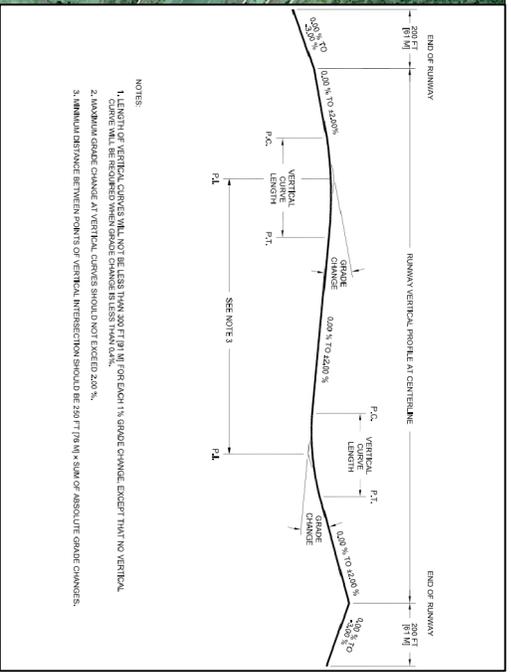


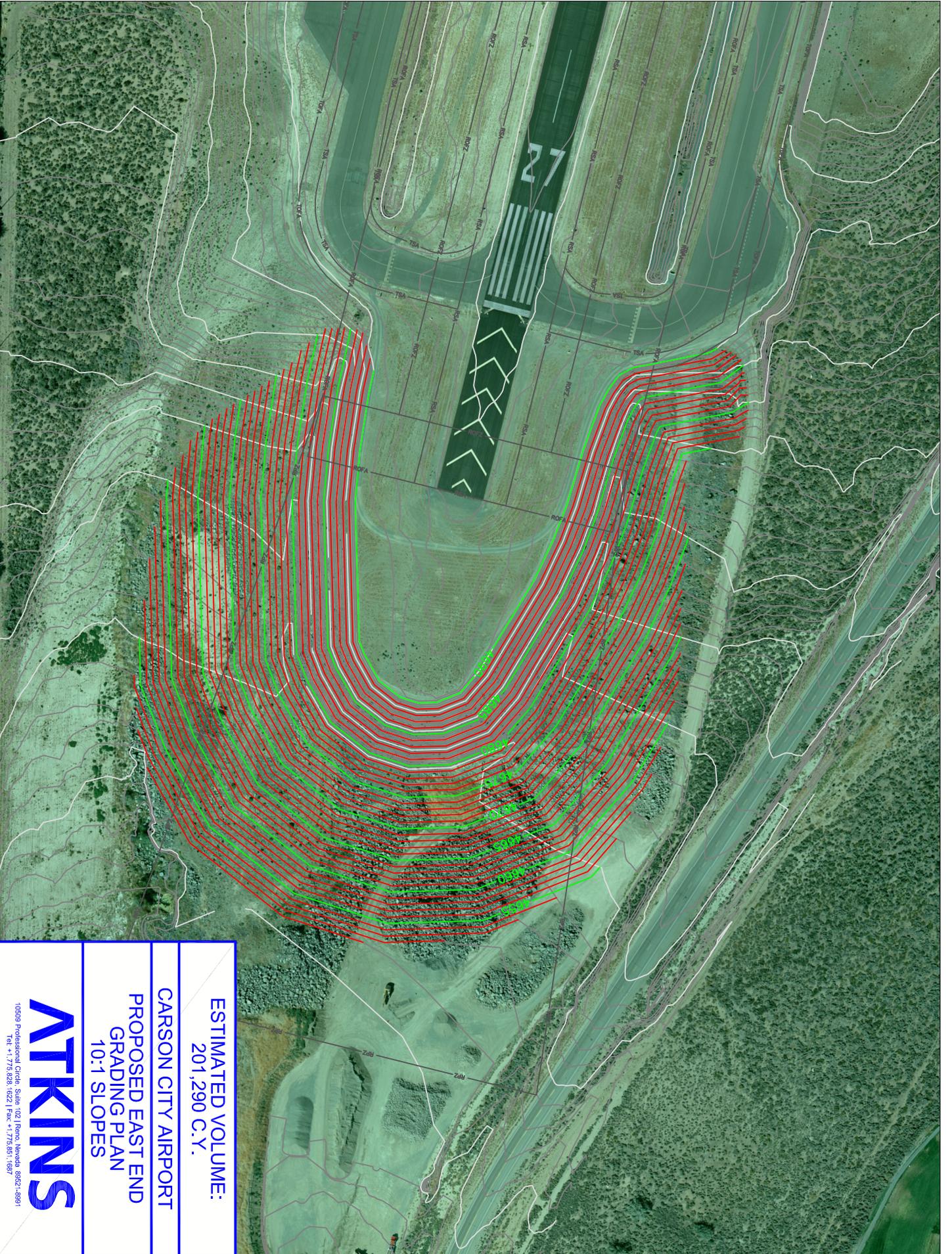
Figure 3-8. Percent of aircraft overrun versus distance beyond the runway end



CARSON CITY AIRPORT
 COMPLETED EAST END
 GRADING PLAN
 3:1 SLOPES

ATKINS

10509 Professional Circle, Suite 102, Reno, Nevada 89521-3991
 Tel. +1(775)326-1022 Fax. +1(775)326-1007



ESTIMATED VOLUME:
201,290 C.Y.

CARSON CITY AIRPORT
PROPOSED EAST END
GRADING PLAN
10:1 SLOPES

ATKINS

10509 Professional Circle, Suite 1021 Reno, Nevada 89521-8991
Tel: +1 775 828 1622 | Fax: +1 775 851 1687

Surplus Rock and Aggregate Material Extension Agreement

This Extension Agreement ("Agreement") is made effective this ____ day of November 2018, by and between Kenneth G. Moen, A.A.E., Airport Manager, on behalf of the CARSON CITY AIRPORT AUTHORITY ("Airport") and CINDERLITE TRUCKING CORPORATION ("BUYER") (collectively, the "parties"). Pursuant to Section P (Miscellaneous) of the existing Extension Agreement entered into by the parties, the parties hereby agree to extend the Surplus Rock and Aggregate Material Agreement (dated November 18, 2015) beginning November 16, 2018 through November 30, 2021.

All terms and conditions remain in place and are extended to the new termination date except for the royalty paid to the Airport. The royalty shall be adjusted to reflect the CPI increase of 9.82% from 2012 contract inception date. The royalty paid to the Airport shall be \$1.67 per ton of material sold from the site beginning November 1, 2018.

P. MISCELLANEOUS

1. This Agreement may be otherwise amended or modified only in writing and only upon the mutual written consent of the parties hereto.
2. The rights and privileges hereby granted or reserved to the parties may not be assigned.
3. This Agreement shall inure to the benefit of and shall be binding upon the heirs, successors and assignees of the parties hereto.
4. This Agreement shall be construed in accordance with the laws of the State of Nevada. Jurisdiction over any legal action shall be in Carson City, Nevada.
5. In the event any phrase, Section or other portion of this Agreement is deemed to be illegal, null, void or against public policy, the remaining portions of this Agreement shall not be affected thereby and shall remain in force and effect to the fullest extent permissible by law.
6. By signing this Agreement, the signatories represent that they have full authority to bind their respective entities.

IN WITNESS WHEREOF, this agreement has been executed.

Greg Lehman
Cinderlite Trucking Corporation

Kenneth G. Moen, A.A.E.
Airport Manager

Linda Law, CCAA Chair

Date

Date



Board Memorandum

Carson City Airport Authority

Date: November 13, 2018 Memo # 2018-05
To: Chairman & Board Members
For: November 14, 2018 Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Approve Professional Services (PSA) Agreement with Lean Engineering to Conduct a Study to Develop an Unrestricted Instrument Approach to Carson City Airport**

STAFF RECOMMENDATION

Approve PSA with Lean Engineering to complete the first three tasks of the proposal for the development of an unrestricted instrument approach to Carson City Airport (CXP) not to exceed \$49,000.00.

PURPOSE

The purpose of this action is to approve a PSA with Lean Engineering to development and instrument approach to CXP without a nighttime operational restriction.

BACKGROUND

There are two published two instrument approaches to CXP. However, both of those procedures have a nighttime restriction (daytime use only). The CCAA has sought to mitigate the nighttime restriction to no avail. The CCAA tasked the airport manager with pursuing an option to break the stalemate with the FAA and develop a new instrument approach or modify existing approaches in order to have the restriction removed. This is a safety concern for the airport community and enhances the airport's capabilities to accommodate more corporate aircraft.

DISCUSSION

In December 2017, the CCAA began task of completing a new Master Plan Study (MPS). The MPS has considered improvements to airport runway length and lighting capabilities in order to position the airport as a true reliever airport for Reno-Tahoe International with 24-hour IFR capabilities. As part of the MPS, Airport Planning Consultant Coffman & Associates, will include airport enhancements in the MPS. The CCAA will also include enhancements in the Airport Capital Improvement Program and ensure that these enhancements are included on the Airport Layout Plan.

This item was discussed at the October 2018 CCAA meeting and it was the consensus of the CCAA that the CCAA needs to be the leader on this projection and that the returns to the overall airport community would exponential.

FINANCIAL IMPACT

This item was not identified in the CCAA FY2018/19 budget and will require a Budget Augmentation. The \$49,000.00 is available in the operational account.

RECOMMENDED MOTION

“I move to approve the Professional Services Agreement with Lean Engineering to facilitate the development of an unrestricted instrument approach to the Carson City Airport not to exceed \$49,000.00.”



Nighttime Operations Feasibility Study

Submitted To

Kenneth G. Moen, A.A.E.

Airport Manager

Carson Airport, Carson City, NV

Overview

Lean Engineering will perform a feasibility study to assist the Carson Airport (CSN/KCXP) in evaluating potential approach lighting system and instrument approach procedure alternatives that have the highest likelihood of achieving nighttime fixed wing operations. The study will consider the possibility of new approach lighting systems including but not limited to MALS, RAIL and LDIN for use on runway 27. The study will also consider modifications to existing RNAV (GPS) instrument approach procedures and new RNAV (RNP) approach procedures to the runway that can take advantage of the lighting system enhancements. The feasibility study will contain information, graphics and tables to assist the airport, FAA and other consultants supporting the airport in considering safety, cost and likelihood of being approved by the FAA for use by existing and future air traffic needs at the airport.

The study will be performed in four tasks with a fifth task for tracking progress update meetings following each of the tasks, a site inspection and a formal review meeting with key stakeholders identified by Lean and the airport.

Task 1 Baseline Assessment

Lean will perform a baseline assessment of the Carson Airport to establish the existing flight operations considerations that nighttime operations will be conducted in. The baseline assessment includes information related to historical weather conditions, aeronautical information, current fixed wing operations, terrain and obstacle information.

Historical weather information, taken primarily from weather data available from NCDC and the onfield AWOS, will be summarized into a series of tables presenting the existing temperature, pressure, wind, ceiling and visibility conditions that can be expected for flight operations at the airport. Additional information related to the Washoe Zephyr will also be described based on information from Terminal Area Forecasts and other public data sources.



Aeronautical data, terrain and obstacle information will be collected from FAA and airport source information and converted into CAD and GIS formats. Information collected from the airport will include a current version of the Airport Layout Plan, including any updates from obstruction removal for 20:1 and 34:1 surface compliance, along with any additional terrain information that may be available along the areas where the approach lighting systems are being considered. Information related to obstacles and terrain will be based on FAA AIRNAV 2 and USGS source information with additional consideration of the DDOF and OE/AAA systems.

Lean intends to perform a site visit during this task to ensure that any information necessary for the initial consideration of the approach light systems has been considered. This may require a brief inspection of airport power systems and the possibility to travel along the final approach path, and visual approach section, of the existing RNAV (GPS) RWY 27 approach. Effort related to the coordination and review of findings from the site inspection is considered in this task. The hours performing the site inspection are considered in Task 5.

Current fixed wing operations data will be provided by the airport and supplemented with any future aircraft that the airport would like to have considered for the overall nighttime feasibility assessment. Of particular importance are any aircraft with approach categories of C or higher, or aircraft with RNP-AR approach capabilities that may choose to serve the airport following approval for nighttime operations, or following other enhancements to the airport identified in the master plan.

The information will be summarized in a draft powerpoint presentation and delivered to the airport at the completion of this task. Lean will review the presentation with the airport and apply any changes/modifications before proceeding to Tasks 2 and 3.

Task 2 Approach Lighting Assessment

Lean will assess the conceptual design and costs associated with several approach light systems on runway 27. This will include the analysis of the following systems:

- Runway Alignment Indicator Lighting system (RAIL)
- Medium intensity Approach Lighting System (MALSL)
- Lead-IN lighting system (LDIN)

Conceptual exhibits will be prepared that consider the light placement, light plane clearance and power supply to each system independently and in combination with a LDIN showing the location of the lighting system, dimensions for the lights from common reference points and placement overlaid on public satellite imagery.



All lighting is considered to be activated by pilot controlled inputs and no consideration will be given to additional power or communication connections for monitoring to a future tower or airport operations facility in this assessment.

The results of this task will consist of a series of exhibits indicating the potential layout of the lighting system in accordance with FAA design orders and considering the information gathered in Task 1. Cost estimations for each lighting system will also be provided and summarized via a draft powerpoint presentation delivered to the airport for review at the completion of the task. Lean will review the presentation with the airport and apply any changes/modifications before proceeding to Tasks 3 and 4.

Task 3 Flight Procedures Assessment

Lean will assess existing, and new, flight procedures to runway 27 to determine the potential benefits to nighttime approach operations for the lighting systems identified in Task 2. This will include a review of the existing RNAV (GPS) RWY 27 approach, initial design of a new RNAV (GPS) RWY 27 approach and the initial design of a new RNAV (RNP) RWY 27 approach utilizing RF legs to final. No consideration will be made for existing or new circling approaches.

Each approach will be designed/evaluated in both TARGETS and the Global Procedure Development System (GPD) to determine compliance with existing FAA TERPS and PBN criteria. This will include consideration for use of both local and remote altimeter settings from KRNO.

For each new procedure developed, Lean will create flight inspection graphics showing the profile and plan view of the procedure, along with any minimums and lighting system credits that could be applied. Lean will also create 3d graphics in Google Earth of the approach procedures, their ground tracks and applicable obstacle clearance/obstacle evaluation areas. Lean will also identify the existing, and future, fixed wing aircraft

The flight procedure benefits and depictions will be summarized in a draft powerpoint presentation and provided to the airport for review at the completion of the task. Lean will review the presentation with the airport and apply any changes/modifications before proceeding to Tasks 4.

Task 4 Implementation Assessment and Stakeholder Review

Lean will analyze the potential steps to implement any lighting system or flight procedure enhancements identified in tasks 2 and 3. This will include a description of the key stakeholders that would need to be involved along with a ranking of lighting systems and approaches that are believed to provide the highest likelihood of success



for achieving nighttime operations with the lowest overall estimated cost of implementation.

Lean will prepare a final powerpoint presentation to be shared with stakeholders accompanying the report. The presentation is intended for FAA, airport and aircraft operator stakeholders that may wish to consider the options presented in the report.

Comments and feedback delivered following the presentation will be incorporated into the presentation, along with any other technical memos, exhibits or flight procedure information and delivered as a .PDF to the airport to complete the project.

Task 5 Meetings and Site Inspection

As a part of the scope of work, Lean will facilitate 4 progress meetings, 1 stakeholder review meeting and 1 site inspection.

Progress meetings will occur every two weeks and are anticipated to last not more than 1 hour each. Lean will provide virtual conference access for the meetings.

The stakeholder review meeting will take place either at the Carson Airport, a location identified by the airport in Carson City, NV or a location identified by the airport in Reno, NV. The meeting is anticipated to last 2 hours. Lean will also provide/support virtual conference access for stakeholders that can not attend the meeting in person.

Deliverables:

- Baseline Operational Capability Materials, Tables and Exhibits in PPT/PDF Format
- Approach Lighting Assessment Materials, Tables and Exhibits in PPT/PDF Format
- Flight Procedures Assessment Materials, Flight Inspection Graphics, 8260 Forms, Tables and Exhibits in PPT/PDF Format
- Implementation Assessment Materials, GANTT Chart, Tables and Exhibits in PPT/PDF Format

Schedule

- Task 1, including site inspection, to be completed 45 calendar days following NTP
- Task 2 and 3 to be completed 45 calendar days following Task 1
- Task 4 to be completed 30 calendar days following Tasks 2 and 3 completion
- Final comment incorporation and delivery of materials 15 calendar days after completion of Task 4



Fee Schedule:

The proposed fee scheduled is based on a lump sum fee of \$49,235.00 payable upon completion of each task as follows:

- Completion of Task 1 - \$4,970.00
- Completion of Task 2 - \$23,475.00
- Completion of Task 3 - \$10,225.00
- Completion of Task 4 - \$3,050.00
- Completion of Project 5 - \$7,515.00



Board Memorandum

Carson City Airport Authority

Date: November 13, 2018 Memo # 2018-06
To: Chairman & Board Members
For: November 14, 2018 Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Approve Professional Services (PSA) Agreement with Armstrong Engineering Consultants and Coffman & Associates to Serve the Engineering and Airport Planning Consultants to the Carson City Airport Authority (CCAA) for a Period of Five-Years**

STAFF RECOMMENDATION

Approve PSAs with Armstrong Engineering Consultants and Coffman & Associates to act as Engineering and Planning consultants to the CCAA for a period not to exceed five-years.

PURPOSE

PSAs with Armstrong Engineering Consultants and Coffman & Associates to act as Engineering and Planning consultants to the CCAA for a period not to exceed five-years.

BACKGROUND

In mid-2018, the CCAA issued a Request for Qualifications for an airport engineer and airport planning consultant. This subsequent PSA is to not exceed five years. Once all responses were received, the CCAA and airport manager scored each submittal on the responsiveness to the request for qualifications. CCAA members and airport manager tallied the score cards and selected the top two firms to submit contract proposals.

DISCUSSION

In September 2018, the CCAA selected Armstrong Engineering Consultants and Coffman & Associates to submit PSAs for review. Airport Staff and Airport Legal Consultant reviewed the draft PSAs and made changes to draft documents acceptable to both consultants and the CCAA. Airport staff has requested both firms to submit project proposals (selected from the CXP Airport Capital Improvement Program) in order to conduct an Independent Fee Estimate (IFE) to ensure that fees charged by the consultants are compatible with market conditions. The IFE is required as a part of the negotiation process. IF the CCAA and the consultants are unable to agree on the final fee schedule then the CCAA may enter negotiations with the second ranked consultants.

FINANCIAL IMPACT

The CCAA has been under contract with Atkins North America since 2013 to provide Airport Engineering and Planning services on an on-call, fee for service basis. Many of the fees charged to the CCAA are reimbursable under the FAA Airport Grant programs. The CCAA approved the FY 18/19 Budget in May 2018. This budget includes several line items for on-call Engineering services.

RECOMMENDED MOTION

“I move to approve the Professional Services Agreement with Armstrong Engineering Consultants and Coffman & Associates and for airport staff to complete the independent fee estimate and complete negotiations with Armstrong Engineering Consultants and Coffman & Associates”

Carson City Airport Authority
Profit & Loss Prev Year Comparison
October 2018

	Oct 18	Oct 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
49900 · Uncategorized Income	164.50	0.00	164.50	100.0%
5050 · AIRPORT LEASES				
5050H · Hangar Lease	2,500.00	2,500.00	0.00	0.0%
5051 · Land Leases	13,574.96	12,603.03	971.93	7.7%
5052 · Tower Leases	5,198.09	3,146.53	2,051.56	65.2%
5053 · Lease - Contri	520.00	520.00	0.00	0.0%
Total 5050 · AIRPORT LEASES	21,793.05	18,769.56	3,023.49	16.1%
5150 · Tie Down Fees	354.68	159.68	195.00	122.1%
5155 · Long-Term Parking Fees	35.00	0.00	35.00	100.0%
5300 · Class II FBO Fees	300.00	300.00	0.00	0.0%
5400 · Sponsorships/Misc inc	159.98	0.00	159.98	100.0%
5500 · Interest Income	31.26	56.31	-25.05	-44.5%
Total Income	22,838.47	19,285.55	3,552.92	18.4%
Gross Profit	22,838.47	19,285.55	3,552.92	18.4%
Expense				
6000 · AIRPORT ENGINEERING				
6001 · Engineering - General	25,698.66	500.00	25,198.66	5,039.7%
Total 6000 · AIRPORT ENGINEERING	25,698.66	500.00	25,198.66	5,039.7%
6135 · Memberships	550.00	0.00	550.00	100.0%
6210 · Mileage	57.77	0.00	57.77	100.0%
6211 · meals and entertainment	80.24	0.00	80.24	100.0%
6218 · Marketing and Web Site	0.00	145.00	-145.00	-100.0%
6300 · OPERATING EXPENSES				
6301 · UTILITIES				
6302 · Phone & Internet	350.23	700.82	-350.59	-50.0%
6303 · Electric	0.00	749.62	-749.62	-100.0%
6304 · Gas	0.00	38.01	-38.01	-100.0%
6305 · Water	0.00	24.64	-24.64	-100.0%
6306 · Waste Management	185.86	94.72	91.14	96.2%
6301 · UTILITIES - Other	953.36	0.00	953.36	100.0%
Total 6301 · UTILITIES	1,489.45	1,607.81	-118.36	-7.4%
6308 · Office Expenses and Supplies	203.70	714.22	-510.52	-71.5%
6309 · Legal	3,750.00	9,000.00	-5,250.00	-58.3%
6309b · b-Bookkeeping	1,289.75	0.00	1,289.75	100.0%
6310 · Security	300.00	300.00	0.00	0.0%
6312 · Data Storage	56.88	140.70	-83.82	-59.6%
6314 · Auditing	0.00	1,718.36	-1,718.36	-100.0%
6316 · Bank Charges	0.00	15.00	-15.00	-100.0%
6317 · Airport Equipment Maintenance	1,323.14	477.77	845.37	176.9%
6317.5 · AWOS III Service Expense	0.00	2,455.00	-2,455.00	-100.0%
6319 · Airfield Maintenance	0.00	511.49	-511.49	-100.0%
6350 · LABOR EXPENSE				
6352 · Healthcare	3,588.88	3,469.48	119.40	3.4%
6353 · PERS Retirement Contribution	2,599.96	876.96	1,723.00	196.5%
6356 · Unemployment Qrtly Contribution	0.00	177.19	-177.19	-100.0%
6358 · Medicare Expense	0.00	43.84	-43.84	-100.0%
6359 · Contract Labor	0.00	5,000.00	-5,000.00	-100.0%
6350 · LABOR EXPENSE - Other	0.00	3,024.00	-3,024.00	-100.0%
Total 6350 · LABOR EXPENSE	6,188.84	12,591.47	-6,402.63	-50.9%
Total 6300 · OPERATING EXPENSES	14,601.76	29,531.82	-14,930.06	-50.6%

Carson City Airport Authority
Profit & Loss Prev Year Comparison
October 2018

	Oct 18	Oct 17	\$ Change	% Change
6530 · Lease Transaction	520.00	520.00	0.00	0.0%
Total Expense	41,508.43	30,696.82	10,811.61	35.2%
Net Ordinary Income	-18,669.96	-11,411.27	-7,258.69	-63.6%
Other Income/Expense				
Other Income				
5000 · FAA Grant Revenue	43,688.00	0.00	43,688.00	100.0%
5200 · Committed-Fuel Flowage Fees	1,459.49	1,233.96	225.53	18.3%
5201 · Committed-Jet Fuel Tax	0.00	219.12	-219.12	-100.0%
5350 · Committed-Gate Funds	25.00	70.00	-45.00	-64.3%
5404 · Rock Materials Sales	7,522.15	9,475.89	-1,953.74	-20.6%
6406 · Terminal Donation	0.00	14,306.95	-14,306.95	-100.0%
Total Other Income	52,694.64	25,305.92	27,388.72	108.2%
Other Expense				
6059 · AIP # 30 North Apron Reconstr.	0.00	1,055.00	-1,055.00	-100.0%
6060 · AIP 31 - Master Plan Update	0.00	90.00	-90.00	-100.0%
6319.5 · Gate maintenance	0.00	0.00	0.00	0.0%
6400 · Capital Outlay	0.00	8,913.91	-8,913.91	-100.0%
Total Other Expense	0.00	10,058.91	-10,058.91	-100.0%
Net Other Income	52,694.64	15,247.01	37,447.63	245.6%
Net Income	34,024.68	3,835.74	30,188.94	787.0%

Carson City Airport Authority
Profit & Loss Budget vs. Actual
July through October 2018

	Jul - Oct 18	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
49900 · Uncategorized Income	346.70	0.00	346.70	100.0%
5010 · Real/Personal Property Tax	0.00	54,500.00	-54,500.00	0.0%
5050 · AIRPORT LEASES				
5050H · Hangar Lease	10,000.00	10,000.00	0.00	100.0%
5051 · Land Leases	57,407.21	56,000.00	1,407.21	102.5%
5052 · Tower Leases	14,806.88	12,400.00	2,406.88	119.4%
5053 · Lease - Contri	2,080.00	1,560.00	520.00	133.3%
5054 · Through The Fence	0.00	120.00	-120.00	0.0%
Total 5050 · AIRPORT LEASES	84,294.09	80,080.00	4,214.09	105.3%
5150 · Tie Down Fees	1,696.46	250.00	1,446.46	678.6%
5155 · Long-Term Parking Fees	275.00	125.00	150.00	220.0%
5300 · Class II FBO Fees	2,500.00	1,600.00	900.00	156.3%
5400 · Sponsorships/Misc inc	1,479.98	0.00	1,479.98	100.0%
5402 · Open House Income	250.00			
5500 · Interest Income	197.22	155.00	42.22	127.2%
5510 · Late Fees	-35.00			
5850 · Engineering Bill Back	2,191.50			
Total Income	93,195.95	136,710.00	-43,514.05	68.2%
Gross Profit	93,195.95	136,710.00	-43,514.05	68.2%
Expense				
6000 · AIRPORT ENGINEERING				
6001 · Engineering - General	96,551.66	2,500.00	94,051.66	3,862.1%
Total 6000 · AIRPORT ENGINEERING	96,551.66	2,500.00	94,051.66	3,862.1%
6135 · Memberships	925.00	250.00	675.00	370.0%
6136 · Registration	0.00	0.00	0.00	0.0%
6137 · Conferences	1,435.05	0.00	1,435.05	100.0%
6170 · Miscellaneous including BBQ	0.00	0.00	0.00	0.0%
6210 · Mileage	448.00			
6211 · meals and entertainment	151.27			
6218 · Marketing and Web Site	258.90	750.00	-491.10	34.5%
6218A · Legal Notices	86.48			
6280 · Open House Expense	4,476.97	0.00	4,476.97	100.0%
6300 · OPERATING EXPENSES				
6301 · UTILITIES				
6238 · Stormwater Discharge Permit	0.00	0.00	0.00	0.0%
6302 · Phone & Internet	2,093.90	1,200.00	893.90	174.5%
6303 · Electric	2,307.80	4,000.00	-1,692.20	57.7%
6304 · Gas	60.56	500.00	-439.44	12.1%
6305 · Water	64.41	150.00	-85.59	42.9%
6306 · Waste Management	185.86	250.00	-64.14	74.3%
6301 · UTILITIES - Other	2,631.53			
Total 6301 · UTILITIES	7,344.06	6,100.00	1,244.06	120.4%
6308 · Office Expenses and Supplies	2,197.95	1,625.00	572.95	135.3%
6309 · Legal	15,390.00	17,500.00	-2,110.00	87.9%
6309a · Secretarial	0.00	1,750.00	-1,750.00	0.0%
6309b · b-Bookkeeping	4,923.95	2,400.00	2,523.95	205.2%
6310 · Security	2,079.96	1,025.00	1,054.96	202.9%
6312 · Data Storage	158.50	400.00	-241.50	39.6%
6313 · Insurance	4,000.00	1,875.00	2,125.00	213.3%
6314 · Auditing				
6314A · Accounting other	0.00	2,000.00	-2,000.00	0.0%
6314 · Auditing - Other	12,000.00	0.00	12,000.00	100.0%
Total 6314 · Auditing	12,000.00	2,000.00	10,000.00	600.0%
6315 · Contract Services	0.00	0.00	0.00	0.0%
6316 · Bank Charges	27.09	0.00	27.09	100.0%
6317 · Airport Equipment Maintenance	7,398.99	3,333.32	4,065.67	222.0%

Carson City Airport Authority
Profit & Loss Budget vs. Actual
 July through October 2018

	Jul - Oct 18	Budget	\$ Over Bu...	% of Budget
6317.5 · AWOS III Service Expense	0.00	1,666.68	-1,666.68	0.0%
6318 · Terminal Building Maint	270.61			
6319 · Airfield Maintenance	1,930.04	4,000.00	-2,069.96	48.3%
6350 · LABOR EXPENSE				
6352 · Healthcare	8,292.52	10,333.32	-2,040.80	80.3%
6353 · PERS Retirement Contribution	9,099.87	10,033.32	-933.45	90.7%
6355 · Workers Compensation	0.00	250.00	-250.00	0.0%
6356 · Unemployment Qrtly Contribution	0.00	425.00	-425.00	0.0%
6358 · Medicare Expense	0.00	375.00	-375.00	0.0%
6359 · Contract Labor	0.00	45,000.00	-45,000.00	0.0%
6350 · LABOR EXPENSE - Other	35,049.62	0.00	35,049.62	100.0%
Total 6350 · LABOR EXPENSE	52,442.01	66,416.64	-13,974.63	79.0%
Total 6300 · OPERATING EXPENSES	110,163.16	110,091.64	71.52	100.1%
6530 · Lease Transaction	2,080.00	2,080.00	0.00	100.0%
Total Expense	216,576.49	115,671.64	100,904.85	187.2%
Net Ordinary Income	-123,380.54	21,038.36	-144,418.90	-586.5%
Other Income/Expense				
Other Income				
5000 · FAA Grant Revenue	37,798.69	90,283.50	-52,484.81	41.9%
5200 · Committed-Fuel Flowage Fees	4,835.21	4,666.68	168.53	103.6%
5201 · Committed-Jet Fuel Tax	442.50	375.00	67.50	118.0%
5350 · Committed-Gate Funds	310.00	500.00	-190.00	62.0%
5404 · Rock Materials Sales	18,906.20	11,666.68	7,239.52	162.1%
6406 · Terminal Donation	0.00	0.00	0.00	0.0%
Total Other Income	62,292.60	107,491.86	-45,199.26	58.0%
Other Expense				
6059 · AIP # 30 North Apron Reconstr.	0.00	0.00	0.00	0.0%
6060 · AIP 31 - Master Plan Update	0.00	0.00	0.00	0.0%
6061 · AIP #32 Rehab Taxiways	-6,900.00	85,896.00	-92,796.00	-8.0%
6062 · AIP #33 Perimeter Fence Design	0.00	12,500.00	-12,500.00	0.0%
6319.5 · Gate maintenance	-230.00	875.00	-1,105.00	-26.3%
6400 · Capital Outlay	0.00	0.00	0.00	0.0%
Total Other Expense	-7,130.00	99,271.00	-106,401.00	-7.2%
Net Other Income	69,422.60	8,220.86	61,201.74	844.5%
Net Income	-53,957.94	29,259.22	-83,217.16	-184.4%

Carson City Airport Authority
Balance Sheet
As of October 31, 2018

	Oct 31, 18	Oct 31, 17
ASSETS		
Current Assets		
Checking/Savings		
1050 · Designated Reserves 5163	56,662.29	260,955.99
1075 · Local Gov't Investment Pool	625,000.00	0.00
3099 · Checking 1162	324,935.60	259,227.73
3101 · Deferred Lease Reserve 8248	58,599.61	368,303.29
3102 · Gate Card Fees 5242	22,208.21	21,798.62
Total Checking/Savings	1,087,405.71	910,285.63
Accounts Receivable		
2000 · Accounts Receivable		
2005 · Customer Advance Deposits	73,064.93	0.00
2000 · Accounts Receivable - Other	-67,093.91	-32,734.87
Total 2000 · Accounts Receivable	5,971.02	-32,734.87
Total Accounts Receivable	5,971.02	-32,734.87
Other Current Assets		
1499 · Undeposited Funds	15,443.97	0.00
Total Other Current Assets	15,443.97	0.00
Total Current Assets	1,108,820.70	877,550.76
Fixed Assets		
2200 · Fixed Assets	2,055.58	0.00
Total Fixed Assets	2,055.58	0.00
Other Assets		
2300 · Provided for LT Obligations	161,893.33	168,133.33
Total Other Assets	161,893.33	168,133.33
TOTAL ASSETS	1,272,769.61	1,045,684.09
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 · Accounts Payable	3,793.50	245,656.06
Total Accounts Payable	3,793.50	245,656.06
Credit Cards		
6320 · VISA Credit Card Charges	-3,690.32	0.00
6321 · Home Depot	160.61	0.00
6322 · Visa Credit Card #9428	1,501.47	0.00
6323 · Visa Credit Card #2125	-667.80	0.00
Total Credit Cards	-2,696.04	0.00
Other Current Liabilities		
2101 · Payroll Liability	516.01	1,971.63
Total Other Current Liabilities	516.01	1,971.63
Total Current Liabilities	1,613.47	247,627.69
Long Term Liabilities		
3100 · Lease Advances -	73,064.93	0.00
3200 · Contri Lease Transactions	161,893.33	168,133.33
3250 · Gonzalez Deferred Lease	269,749.86	277,008.98
Total Long Term Liabilities	504,708.12	445,142.31
Total Liabilities	506,321.59	692,770.00

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Accrual Basis

Carson City Airport Authority

Balance Sheet

As of October 31, 2018

	<u>Oct 31, 18</u>	<u>Oct 31, 17</u>
Equity		
4200 - Fund Balance	798,730.50	531,622.92
Net Income	-32,282.48	-178,708.83
Total Equity	<u>766,448.02</u>	<u>352,914.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,272,769.61</u></u>	<u><u>1,045,684.09</u></u>