

**CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA**

**WEDNESDAY, AUGUST 21, 2019 – 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. PRESENTATION TO DONNA CLARKE EXECUTIVE DIRECTOR OF THE EAGLE VALLEY CHILDREN'S HOME (Moen).
- G. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: RE-SCHEDULE AIRPORT AUTHORITY MEETING DATES/TIME 4:00PM INSTEAD OF 6:00PM ON THE THIRD WEDNESDAY OF THE MONTH.

*Staff Summary: Discuss opportunity to hold meeting earlier in the day in order to ensure ample opportunity to discuss Airport Authority business and schedule other supporting presenters to ensure a better understanding of airport issues and possible solutions (Moen).*

2. FOR DISCUSSION AND POSSIBLE ACTION: PRESENTATION OF DRAFT ANNUAL WORK PLAN FOR CARSON CITY AIRPORT AUTHORITY (MOEN).

*Staff Summary: Present draft of CCAA Strategic Work Plan for FY19/20 and seek Airport Authority concurrence (Moen).*

3. FOR DISCUSSION AND POSSIBLE ACTION: AJ GALLAGHER TO PRESENT A RISK MANAGEMENT REVIEW OF THE CARSON CITY AIRPORT AND POSSIBLE

CHANGES IN INSURANCE COVERAGE. REQUEST APPROVAL TO RETAIN AJ GALLAGHER AS AIRPORT AUTHORITY INSURANCE BROKER/RISK MANAGEMENT FIRM.

*Staff Summary: AJ Gallagher to discuss risk management review of airport insurance coverages, agreements/permits and suggested changes in coverages to minimize Airport Authority's exposure to risk. Airport Manager seeking approval to retain AJ Gallagher as Airport Authority insurance broker risk management firm. (Moen).*

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AUTHORIZATION OF SERVICES FOR COFFMAN ASSOCIATES TO OBTAINED ENVIRONMENTAL CATEGORICAL EXCLUSION DOCUMENTATION (CATEX) FOR RELOCATING AWOS, PROPOSED SNOW REMOVAL EQUIPMENT BUILDING AND RUNWAY 9-27 PAVEMENT REHABILITATION.

*Staff Summary: Airport Manager to review "Authorization for Services" for FY 20/21 AIP grant by Coffman Associates to complete environmental CatEx documentation and request approval to proceed (Moen).*

5. FOR DISCUSSION AND POSSIBLE ACTION: OBTAIN SUBSCRIPTION WITH JETNETS TO UTILIZE TO DIRECT MARKETING OF NEW AIRCRAFT OWNERS TO RELOCATE TO CARSON CITY AIRPORT AND DEVELOP NEW FACILITIES.

*Staff Summary: Airport Manager to review subscription-based software to analyze aircraft owners and track airport usage for possible lost revenue; request approval to purchase subscription not to exceed \$425/month or \$4947 annually.*

- 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, August 16, 2019**

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 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 [kmoen@flycarsoncity.com](mailto:kmoen@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**