

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

WEDNESDAY, JANUARY 15, 2020 – 5:30 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.

F. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND ADOPT AIRPORT EMERGENCY PLAN. (Moen)

Staff Summary: Airport staff drafted an Airport Emergency Plan (AEP). AEP has been reviewed and discussed with both the Carson City Fire Department (CCFD) and the Carson City Sheriff's Office (CCSD). CCFD and CCSD suggestions have been incorporated into attached draft.

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS PROPOSED DRAFT FY2020/21 BUDGET AND PROPOSED DRAFT AIRPORT RATES AND CHARGES. (MOEN, ROGERS)

Staff Summary: Eide Bailly completed the annual audit required by NRS 345 and found the audit to be in compliance with GAAP. The approval of the tentative budget by the CCAA and subsequent submission to the Nevada Department of Taxation for review and compliance is required by NRS no later than April 15, 2020. A final tentative budget is required to be submitted to the Nevada Department of Taxation no later than June 1, 2020 under the statute.

3. FOR DISCUSSION AND POSSIBLE ACTION: SET PARAMETERS FOR DEVELOPMENT OF AN INTERMEDIATE AND LONG-TERM FACILITY AND EQUIPMENT CAPITAL IMPROVEMENT PLAN (CIP). (Moen, Rogers)

Staff Summary: *Airport staff and Board Treasurer Jon Rogers, have developed an intermediate and Long-Term CIP in accordance with the Strategic Goal of, "Maintaining airport infrastructure in top condition." The strategic initiative, "Development an intermediate and long-term facility and equipment capital improvement plan (CIP)."*

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE LEASE AMENDMENT TO MOUNTAINVIEW COMMUNITY ASSOCIATION LEASE. (Moen)

Staff Summary: *Airport Manager to review proposed lease amendment to reflect the return of Phase 2 & 3 of leased parcel to CCAA.*

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

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DELIVERED (via Facsimile and E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, January 10, 2020

The Carson City Airport (CCA) Website: www.flycarsoncity.com		
Airport Terminal Building 2600 College Parkway	Community Center 851 E. William St.	Mountain West 2101 Arrowhead Dr.

Carson City, NV	Carson City, NV	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 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