

**CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA**

**WEDNESDAY, MARCH 18, 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.

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- F. PUBLIC HEARINGS
  - 1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS FY2020/21 DRAFT TENTATIVE BUDGET, DRAFT AIRPORT RATES AND CHARGES AND DRAFT INTERMEDIATE AND LONG-TERM FACILITY AND EQUIPMENT CAPITAL IMPROVEMENT PLAN (CIP). (MOEN)

*Staff Summary: This is a fourth review of FY 20/21 CCAA tentative budget. 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.*

## Consent Agenda

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All matters listed under the consent agenda are considered routine or have been discussed at previous public meetings and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Airport Authority may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Authority Chair, or the Authority Vice-Chair, retains discretion in deciding whether an item will be pulled off the consent agenda.

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE LEASE AMENDMENT TO TRIMOTOR, LLC AND SIERRA MOUNTAIN AIRPARK NORTH LEASE EXPANDING TRIMOTOR, LLC LEASEHOLD AND REDUCING SIERRA MOUNTAIN AIRPARK NORTH LEASEHOLD TO ACCOMODATE TRIMOTOR, LLC AIRCRAFT APRON. (Moen)

*Staff Summary: Airport Manager to review proposed lease amendment to Trimotor, LLC and Sierra Mountain Airpark North lease for approval.*

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE DRAFT AIRPORT EMERGENCY PLAN (AEP). (Moen)

*Staff Summary: Airport Manager to review final draft Airport Emergency Plan (AEP). Draft AEP has been reviewed by CCFD Chief Slamon and Emergency Manager Tom Raw, CCSO Under Sheriff Ken Sandage, and Carson City Public Works (responsible for City's emergency response) James Jacklett and Chris Horton.*

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AIRPORT THROUGH-THE-FENCE ACCESS POINT MEMORANDUM OF UNDERSTANDING BETWEEN CC NOTE INVESTMENT GROUP, LLC AND CARSON CITY AIRPORT AUTHORITY. (Moen)

*Staff Summary: Airport Manager to review negotiated memorandum with CC Note Investment Group, LLC of understanding for designated airport access points from private property adjacent to airport boundary east of Taxiway Bravo.*

(End of Consent Agenda)

5. FOR DISCUSSION AND POSSIBLE ACTION: NEW BUSINESS DEVELOPMENT. (Golden/Moen)

*Staff Summary: The responsibility of the CCAA to provide an environment conducive to increasing the customer base and bolster the airport's finances, by attracting new business to the airport, increasing the customer base and utilization of the airport by leasing land, increasing fuel flowage and fixed base operator fees and growing the property tax base through the addition of new facilities, goods, and services.*

- 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, March 13, 2020**

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**