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**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

WEDNESDAY, MAY 20, 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

NOTICE TO PUBLIC: The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor's Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of the Carson City Airport Authority will NOT have a physical location open to the public until such time this Directive is removed. Additionally, the Agenda will be posted on the webpage, and not posted at the various bulletin boards used prior to the pandemic.

Members of the public who wish to participate may do so by providing WRITTEN public comments prior to or during the meeting. You may also provide public comment in advance of a meeting by written submission to the following e-mail address: mgolden@flycarsoncity.com. For inclusion or reference in the minutes of a meeting, your public comment must include your full name and be submitted via e-mail by not later than 3:00 p.m. the day before the date of the meeting. The Authority values your input.

To view the videoconference, you must have access to an Internet connection and a computer view the meeting at the following link: <https://meetingsamer6.webex.com/meet/kmoen> (Meeting ID: 296 163 970) Password: sPstB398iUX

To listen by telephone, you must dial the following number: +1-408-418-9388 (Meeting ID: 296 163 970) Password 77782398.

- 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 submit written comments on *agendized and non-agendized matters* related to the Airport. Comments are limited to three (3) pages 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 DISCUSS CHANGES, IF ANY, TO THE TENTATIVE FY2020/21 FINAL BUDGET AND ADOPTION OF THE RESULTING FINAL BUDGET. (MOEN)

Staff Summary: This is the public hearing of FY 20/21 CCAA final budget. A tentative budget was filed with the Nevada Department of Taxation and was discussed and modified at the last Authority meeting. A final approved budget is required to be submitted to the Nevada Department of Taxation no later than June 1, 2020 under the statute.

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS FY2020/21 AIRPORT RATES AND CHARGES. (MOEN)

Staff Summary: The objective is the establishment of a published Airport Rates and Charges as required under FAA Grant Assurance number 24 (Fee and Rental Structure).

3. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS INTERMEDIATE AND LONG-TERM FACILITY AND EQUIPMENT CAPITAL IMPROVEMENT PLAN (CIP). (MOEN)

Staff Summary: The objective is to approve the 5-year plan for airport facility, equipment and Capital Improvement Plan (CIP).

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE E COLLEGE PARKWAY LANDSCAPE PROPOSED DESIGN. (MOEN)

Staff Summary: Airport Manager to present proposed landscape design. The proposal is a preliminary design review with the objective of proceeding to a final design review that will include the plant selection.

5. INFORMATIONAL: PRESENTATION AND DISCUSSION WHITE PAPER ON CARSON CITY AIRPORT ECONOMIC DEVELOPMENT. (ROGERS, HARRIS, MOEN)

Staff Summary: Treasurer Jon Rogers, Vice-Chair Harris and Airport Manager present an approach for airport economic development.

Consent Agenda

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.

6. FOR DISCUSSION AND POSSIBLE ACTION: ACCEPT FAA CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT GRANT IN THE AMOUNT of \$69,000. (MOEN)

Staff Summary: FAA has awarded the Carson City Airport a grant in the amount of \$69,000 as a part of the CARES Act. The BOS has approved the acceptance of the grant on May 7, 2020.

7. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE FAA AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP) 2020-2025. (MOEN, NOCKS)

Staff Summary: The FAA ACIP must be approved and presented to Carson City BOS for approval and submitted to the FAA Airport District Office. This item is scheduled for the May 21, 2020 BOS meeting.

8. 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.

9. FOR DISCUSSION AND POSSIBLE ACTION: CLARIFICATION OF ACTION TAKEN HIGH SIERRA PILOTS CLASS 2 FBO PROVIDING AIRCRAFT RENTAL SERVICES. (MOEN)

Staff Summary: Airport Manager to clarify action taken during April 15, 2020 meeting for High Sierra Pilots as Class 2 FBO operation providing aircraft rental only services through a commercial flying club based at Sterling Air, a Class 1 FBO.

10. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE DRAFT GRANT ADMINISTRATION AND AIRPORT PURCHASING POLICIES. (Moen)

Staff Summary: Airport Manager to seek approval of draft versions of Carson City Airport Authority policies for grant administration and purchasing.

(End of Consent Agenda)

- 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 submit written comments on items discussed on the agenda related to the Airport. Comments are limited to three (3) pages 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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NOTICE TO PUBLIC: In accordance with the Governor’s Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites: This notice has been posted at the following locations:

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.

This agenda and backup information are available on the Airport’s website at <https://flycarsoncity.com/information/airport-authority-meeting-agendas-and-minutes/> and at the Airport Manager’s Office.

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