

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Day: Wednesday
Date: February 17, 2021
Time: Beginning at 5:30 pm
Location: Community Center, Bob Crowell Room
851 East William Street
Carson City, Nevada

This Agenda Prepared by Kenneth G. Moen, Airport Manager

AGENDA

NOTICE TO THE 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 Carson City Airport Authority will NOT have a physical location open to the public until such time this Directive is removed.

- Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Carson City Airport Authority meeting at www.carson.org/granicus and by clicking on "In progress" next to the meeting date, or by tuning in to cable channel 191.
- The public may provide public comment in advance of a meeting by written submission to the following email address: mgolden@flycarsoncity.com. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. The Carson City Airport Authority values your input.
- Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda, via telephonic appearance by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.

Join by phone:

Phone Number: +1-408-418-9388

Meeting Number/Access Code: 146 285 8701

- CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.
- 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.

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F. PUBLIC HEARINGS

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.

1. FOR POSSIBLE ACTION: APPROVE GROUND LEASE TERMS FOR CONSTRUCTION OF AIRCRAFT STORAGE HANGARS EAST OF MOUNTAINVIEW COMMUNITY HANGARS AT TAXIWAY BRAVO AND CHARLIE PARCEL APN 005-091-30. (Moen)

Staff Summary: Airport Manager to review lease terms for aircraft storage hangars by aircraft owner Eric Ortiz. Parcel APN 005-091-30 is approximately 1.476 acres or 64,295 sf +/-.

2. FOR POSSIBLE ACTION: APPROVE Class 2 FBO application for Tahoe Sky Venture providing flight instruction. (Moen)

Staff Summary: Airport Manager to review Class 2 FBO application from Tahoe Sky Venture based at Mountain West Aviation, a Class 1 FBO.

3. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS FY 21/22 BUDGET PRIORITIES. REVIEW AND DISCUSS CAPITAL PROJECTS BUDGET PRIORITIES FOR FY 21/22. (MOEN/ROGERS)

Staff Summary: Airport Manager and CCAA Treasurer to discuss CCAA budget and capital projects priorities for FY 21/22 effective July 1, 2021.

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP) FOR FY 2021-2026. (Moen)

Staff Summary: Carson City Airport Authority staff in cooperation with airport consulting engineers, Armstrong Associates, reviewed the FY 2020-2025 ACIP and adjusted meet the needs of the Carson City Airport for the next five-year cycle.

5. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND UPDATE STRATEGIC ANNUAL WORK PLAN FOR NEXT YEAR. (MOEN/HARRIS)

Staff Summary: Airport Manager and Vice-Chair to review proposed CCAA Strategic Plan Annual Work Plan for FY 21-22 and establish FY 2021-22 Goals, Objectives, and performance measures.

- 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:
<https://flycarsoncity.com/information/airport-authority-meeting-agendas-and-minutes/>

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

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, January 20, 2021 ● 5:30 PM
Community Center Bob Boldrick Theater
851 East William Street, Carson City, Nevada

Authority Members

Chair – Michael Golden	Vice Chair – Bradley Harris
Treasurer – Jon Rogers	Member – Stan Jones
Member – Paul Hamilton	Member – Tim Puliz
Member – Karl Hutter	

Staff

Steve Tackes – Airport Counsel
Ken Moen – Airport Manager
Danielle Howard – Public Meetings Clerk

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(5:35:06) – Chairperson Golden called the meeting to order at 5:35 p.m.

(5:35:23) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member Stan Jones	Present	
Member Paul Hamilton	Present	
Member Tim Puliz	Present	
Member Karl Hutter	Present	

B. PLEDGE OF ALLEGIANCE

(5:35:40) – Led by Member Jones.

C. APPROVAL OF THE MINUTES OF THE PAST MEETING OF THE AIRPORT AUTHORITY.

(5:36:15) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion. He pointed out that the minutes incorrectly stated that Mr. Moen was directed to work with Vice Chairperson Harris on the survey referenced under Item #4, page #5, which he noted should be himself and Vice Chairperson Harris having decided to work on the survey.

(5:38:52) – MOTION: Vice Chairperson Harris moved to approve the November 16, 2020 meeting minutes as corrected.

RESULT:	APPROVED (7-0-0)
MOVER:	Hutter
SECONDER:	Hamilton
AYES:	Golden, Harris, Rogers, Jones, Hamilton, Puliz, Hutter
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

D. MODIFICATION OF THE AGENDA.

(5:40:38) – Chairperson Golden noted that there was no modification to the agenda.

E. PUBLIC COMMENT.

(5:40:48) – Chairperson Golden stated that, henceforth, public comments would be accepted through the referenced email designated for public comments on the agenda as well as during the public comment items (Items E and N). He entertained public comments; however, none were forthcoming.

F. PRESENTATION OF SERVICE AWARD TO JOHN BARRETTE.

(5:43:34) – Chairperson Golden introduced the item and presented to John Barrette the Service Award plaque for his service as a Member of the Authority. Mr. Barrette remarked to the Authority Members that “it was just as much a pleasure for me to serve with you as [Chairperson Golden] said it has been a pleasure to work with me.”

G. PUBLIC HEARINGS

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.

(5:48:44) – Chairperson Golden entertained requests to pull items from the Consent Agenda for discussion and, when none were forthcoming, a motion.

(5:49:11) – MOTION: Member Hutter moved to approve the Consent Agenda items as submitted.

RESULT:	APPROVED (7-0-0)
MOVER:	Rogers
SECONDER:	Puliz
AYES:	Golden, Harris, Rogers, Jones, Hamilton, Puliz, Hutter
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

1. FOR POSSIBLE ACTION: APPROVE T-MOBILE AIRPORT BEACON AND GROUND LEASE FOR INSTALLATION OF CELLULAR ANNTENA AND SUPPORT EQUIPMENT.

END OF CONSENT AGENDA

2. FOR DISCUSSION AND POSSIBLE ACTION. REVIEW AND DISCUSS AIRPORT TENANT/USER SURVEY RESULTS; RECOMMENDED ACTIONS TO IMPROVE AIRPORT AUTHORITY PRACTICES AND USER INTERACTIONS BASED ON FEEDBACK; RECOMMENDED ACTIONS TO IMPROVE AIRPORT MANAGER PRACTICES AND USER INTERACTIONS BASED ON FEEDBACK.

(5:50:19) – Chairperson Golden introduced the item and referenced the Staff Report, which is incorporated into the record along with the survey results. He noted that he had facilitated the survey. Vice Chairperson Harris summarized the results of the survey and commented that, despite what the survey results indicated, the Authority has noted growth on the Airport, including three new businesses that were added in 2020. He noted that the Airport could do a better job with both Airport growth and economic activity and “promote the message” to Airport users. He mentioned that the Authority could work on maintaining a positive relationship with the community since that had a largely negative response. Vice Chairperson Harris noted that while it is difficult to promote aviation during a pandemic, it is still an area that the Airport users are concerned about.

(6:05:34) – Chairperson Golden entertained Member discussion and responded to clarifying questions. Treasurer Rogers stated that his overall impression of the survey was that the results of this survey were similar to that of the community survey that was done when the Authority had established the Strategic Plan. He noted the tension in the Airport community related to Airport growth and pointed out that every category of revenue that the Airport has can be most easily increased by attracting large, gas-guzzling airplanes because they help the Airport’s land lease revenue, personal property taxes are much higher due to how expensive large airplanes are, and gas tax revenues go up when selling more gas to aircraft that consume more gas.

(6:18:07) – Member Hamilton commented that for a business “if you’re not getting four stars or above in that survey then you’re not doing very good in terms of customer services” and “if I got ratings as in this survey in my business, I would be out of business.” He pointed out the negative comments written about Mr. Moen in the survey and the customer letters regarding Airport complaints, and he believed that the letters should be a part of the survey.

(6:25:29) – Member Puliz stated that he has a personal relationship with Mr. Moen and noted that Mr. Moen had been professional with him and has shown that he has great knowledge on Federal Aviation Administration (FAA) and Airport matters, safety, and security. He pointed out that there were many people who were not abiding by the Airport’s security protocols in a professional fashion, and he was pleased when Mr. Moen was trying to “tighten up the security” and make Airport users more knowledgeable. He echoed Member Hamilton’s comment regarding approximately 35 percent of Airport users having “a bone to pick with [Mr. Moen] right now,” which Member Puliz believed was mostly related to “the delivery, not so much the message,” since the delivery has been perceived as contentious. He believed that relationships with the users and the community could be improved by taking steps as the CCAA and as the Manager, and he commented that the Airport is a “fabulous place to do business” and a wonderful airport with great potential. Member Puliz was glad that the survey was done to maintain transparency.

(6:31:22) – Member Jones stated that, having been involved in many surveys, surveys should be considered as a guide and “not locked in stone.” He noted that people will likely voice when there is a problem.

(6:32:47) – Member Hutter commented that the results from the survey are enough “to get a strong sense of which way the wind is blowing,” and he stated that the CCAA and the Manager all need to take responsibility for the negative feedback. He pointed out that it appeared as though there may be some misunderstanding regarding who is responsible for what in regards to the Airport, and he suggested better education and communication regarding Airport roles. He noted that because the survey did not involve a political evaluation and involved safety, fiduciary responsibility, courtesy, professionalism, and customer service, the feedback was concerning. Member Hutter commented that his interactions with Mr. Moen have been positive and stated that Mr. Moen has done great at providing accurate answers to key questions, which he noted is most important to him as an Airport user. He mentioned that, as the President and Chief Executive Officer of Click Bond, he let people go at Click Bond for one instance of some of the things that were recorded in the survey. He emphasized that the point of the matter is the representation of who those who represent the Airport are in terms of public perception. Member Hutter also recommended that the Airport Authority have “a more proactive hand as truly the executive of this airport.”

(6:42:42) – Chairperson Golden mentioned that he had included the question “*if the Airport Authority could do one thing to improve the Airport, what would it be?*” He noted that there were no less than 30 comments requesting that the Airport could put in a restaurant, and he pointed out that the main response to the question “*what do you like best about the Airport?*” was “location,” which he believed was a valuable asset. Chairperson Golden thanked Vice Chairperson Harris and Mr. Moen for suggesting a survey. He called Mr. Moen a “polarizing figure” and stated that “if [Chairperson Golden’s] business had numbers like this, [he would] be out of business,” as a 60 percent approval rating is “a failing grade.” He pointed out factors of the survey results, including that 32 percent of

respondents were either “dissatisfied” or “very dissatisfied,” those who responded with “satisfied” or “very satisfied” encompassed 48 percent of those who participated in the survey, and that the weighted average for responses to questions regarding management were all close to three out of five. Chairperson Golden acknowledged that the reason for the survey was to gauge the Airport’s sentiment and stated that the Authority needs to react to their customers and improve their experience.

(6:53:24) – Vice Chairperson Harris pointed out that the responses were from a percentage of people who chose to respond to the survey and not the population of people on the Airport. He stated that he had expected the responses to be largely negative and that the purpose of the survey is to set a benchmark against which the Members and Staff measure themselves on a yearly basis and identify areas in need of the strongest improvement. He wished that the Members had done a better job with the survey and had explained to those who had received the survey what the purpose of the survey was. Vice Chairperson Harris believed that the Authority was “reading a lot of things into this that aren’t there” and cautioned being aware of a strong negativity bias in the responses.

(6:58:06) – Treasurer Rogers was pleased that people took the time to comment on and off of the survey and thanked Chairperson Golden for his contributions to the survey. He inquired about the Authority’s actions following the survey results to improve the issues identified by the survey. He was in favor of “any idea that allows the conversation to continue and to be brought to a different spot through interaction between people all about that,” and he was opposed to a specific individual being identified as the cause of structural issues.

(7:00:20) – Member Puliz proposed assigning a three-person committee to work together with Mr. Moen to address the negative issues. Vice Chairperson Harris added that the proposed committee should also focus on the weaknesses of the CCAA. Member Puliz volunteered to be on the committee, and Treasurer Rogers was willing to assist with the committee. Chairperson Golden believed that Treasurer Rogers’ input would be “invaluable,” and Member Puliz agreed that Treasurer Rogers would be valuable to the committee as well as Member Hutter. Member Hutter believed that “being of the fray of sort of the traditional user groups and perspectives ... I think that is a valuable piece to have in this [because] it is that outside consultancy” in regards to Treasurer Rogers being a part of the committee.

(7:01:36) – Member Hamilton commented that he has been working hard with Mr. Moen for the past three years with trying to improve the relationships and believed that it has been difficult to make any progress.

(7:04:01) – Chairperson Golden stated that he would volunteer for the committee and would be willing to step aside for any reason.

(7:04:54) – Treasurer Rogers believed that Mr. Moen should be involved in all the committee meetings to promote communication between Mr. Moen and the community, and Member Puliz agreed with being all-inclusive.

(7:06:02) – Member Hutter agreed with Vice Chairperson Harris’ comment about surveys and setting a benchmark to which to see relative progress. However, he also believed there was value in free-form responses by “guiding the work” through the “top three things, pro and con, that we’re hearing about.”

(7:07:28) – Mr. Moen stated that the two relationships that exist are between him and the Airport community and between him and the CCAA, and he recognized the tension in the relationships, which he attributed to enforcing regulations on the Airport. He provided examples of instances when he has had to address Members about their actions on the Airport and other business activities and mentioned that a “unique issue” is created through not allowing a Member to behave differently than he asks a tenant to behave. He noted that he is opinionated and can be forceful in his manner. Mr. Moen was concerned about the issue between himself and Member Hamilton and pointed out that he had encouraged Member Hamilton to reapply for a position on the CCAA because Mr. Moen was “not looking for a group that is a rubber stamp ... [and] looks at me to do their work and then they come here once a month.” He stated that he had also attempted to identify and recruit other people in the community like Members Hamilton and Puliz that he believed would provide value back to the Airport rather than for the sake of making himself look good. He explained how, during his first six months as Airport Manager, he had only observed; met people on the Airport and the community; and talked about how people viewed and what people expected from the Airport, how they saw the Airport affecting them in terms of whether it was economic development for the community, and promotion of aviation on the airfield, which had helped with the Strategic Plan. Mr. Moen clarified that the polarizing gate issue of people driving their privately owned vehicle (POV) on active taxiways and the runway surface arose numerous times and led to him printing out and reviewing the Gate Policy that states that no one is to leave the gate area until the gate closes behind them in order to prevent “piggybacking” for unauthorized people to enter the premises. He commented that the community did not appreciate the signs, marked areas, and tenant bulletins about the Gate Policy, and he had spent nine months “counseling” people who violated the policy as well as flagged people down who were driving down the roadway in order to talk to them, hand them a sheet of paper with the Gate Policy on it, and identify himself to them. He noted that he and the Authority would be liable if an incident were to occur on the Airport. He mentioned that he had received several phone calls referring to the survey as a “hit job” and asking if it was designed to help him or hurt him, and he was not aware of the survey going out. Mr. Moen stated that the relationship with the CCAA as well as how they go forward were really important to him, and he commented that there would always be people that do not like him, the Members, or what they all are doing. He stated “I know that with the framework and the foundation we’ve laid over the last three years that we’re on the precipice of great things,” including mitigating the nighttime approach, getting new development on the Airport, updating facilities, improving landscape and presentation of the community, and getting air service. He added that the budget has improved every year since he has worked with the Airport, and massive improvements in equipment and processes had been made. He also reiterated that his goal was bigger than pleasing some of the Airport tenants and encompassed safety and security as the number one priority followed by improving relations in the community and economic development.

(7:24:27) – Treasurer Rogers hoped to accomplish refining the ability to separate policy from personality over the course of time with the proposed committee and Mr. Moen. He commented that, in reference to his career in business related to sales, the key to any success that he has had came from his ability to tell people “no” while

having them be confident that he “respected them as a person.” He pointed out that Mr. Moen had displayed the behavior that Treasurer Rogers wished to see the committee and Mr. Moen work on.

(7:27:07) – Member Puliz commented that Mr. Moen left out customer satisfaction when he had described his goals for the Airport, which Member Puliz believed was just as much a priority as safety, relationships, and fiscal responsibility. Mr. Moen agreed with Member Puliz.

(7:27:46) – Chairperson Golden clarified that he had volunteered his time to assist with the survey, launched the survey late Sunday night when Mr. Moen was not working, and contacted Mr. Moen the following morning with a link to the survey. Vice Chairperson Harris stated that there was no excuse for Mr. Moen to have not known that the survey was going out before Chairperson Golden had sent the survey out. Chairperson Golden disagreed with Vice Chairperson Harris because “it’s not [Mr. Moen’s] survey; it’s the Airport Authority’s survey.” Chairperson Golden stated to Mr. Moen that “it’s not what you say that bothers people; it’s how you say it. It’s not the message that you are trying to get across; it’s how you get that message across that is a major problem.” He added that Mr. Moen’s methods of communicating with people are inappropriate. Mr. Moen agreed that if he were yelling and screaming at people that it would be inappropriate and clarified that he had found out about the survey from a tenant.

(7:31:54) – Mr. Tackes confirmed that no formal action was needed for forming a voluntary subcommittee.

3. FOR DISCUSSION AND POSSIBLE ACTION. REVIEW AIRPORT MANAGER CONTRACT ANNUAL RENEWAL WINDOW AND DECISION ON NOTICE.

(7:31:21) – Chairperson Golden introduced the item and explained that he had reviewed the Employment Agreement, incorporated into the record along with the Staff Report, and had found some things that he felt were important to discuss in an open meeting public forum with the CCAA. He added that he had explained to Mr. Moen that he believed that Mr. Moen’s employment relationship with the Airport needed to change. He pointed out that the Employment Agreement automatically renews on an annual basis “unless either party gives notice of termination of at least 60 days prior to the end of the term,” with the end of the term being March 22 of each year; therefore, Chairperson Golden believed it was appropriate to have a discussion at this time while the window before the renewal was there. He was opposed to automatic renewing agreements because the agreement “sits on a shelf somewhere, collects dust, [and] people don’t know about it, they don’t even know the terms of it,” and he noted that no one at the meeting, including himself, other than three people knew about the Agreement or the contents and terms of it. He mentioned that he knew Mr. Moen for several years prior to his employment with the Airport and had supported Mr. Moen to pursue the position as Airport Manager years ago and advocated for Mr. Moen to take the position if it was offered to him. He believed that Mr. Moen has done a “bang up job in many veins of what he is doing” and commended him for having done many things that no other Airport Managers would have done at the Airport. He also believed, however, that some difficult issues about Mr. Moen’s relationship with the Airport were necessary to discuss in an open setting.

(7:38:11) – Chairperson Golden entertained Member discussion. Vice Chairperson Harris stated that the Employment Agreement was a negotiated contract, and he had been involved with some of the language in the Agreement as well as Mr. Tackes. He was opposed to making any change to the Agreement. He believed that Agreement was acceptable as long as there was nothing written in the Agreement preventing the Authority from taking action against the Manager for cause at any time and because this Agreement was what was negotiated, it was the contract that the CCAA should continue with. He stated that the CCAA would likely have a difficult time with finding and hiring good management in the future after Mr. Moen leaves his employment due to how Mr. Moen was treated during the public, recorded meetings like the current meeting being held. He believed it was “particularly true when you have negotiated a contract that you stick with it.”

(7:41:16) – Treasurer Rogers agreed with Vice Chairperson Harris that there was nothing in the Agreement to keep the Authority from managing or disciplining the Manager if necessary. He commented that it would not make sense to do yearly renewals and would be opposed to them if the Authority was not going to do automatic renewals when many actions made could take three to five years to come to fruition.

(7:42:08) – Member Hutter was also not in favor of automatic renewals due to the reasons Chairperson Golden outlined and because “they have a tendency to not stimulate review ... but I think more importantly it constrains to very specific window times when you can raise issues, take actions, and they have to very precisely coincide with meetings that are hard to schedule with the public board.” He questioned why the Agreement was written to renew automatically and pointed out how a method of yearly review of a contract reminds the organization that there needs to be a conversation each year to invite not only discussion about the performance or the “fit” of the employee but also update and review of the document. He brought to the Authority’s attention that there is no “termination by CCAA without cause” for the “Termination Pay” scenarios under Section 6.4 of the Agreement, which he believed was a flaw in the document. He inquired about why the employment of the Airport Manager is not an at-will employment. Chairperson Golden agreed that Mr. Moen’s contract should be as an at-will employee.

(7:46:58) – Mr. Tackes explained that why the contract was created in such a way was because one of the problems with the previous Airport Manager was that there was no clear statement as to what his responsibilities or what the goals were and whether there would be some benchmarks to make. He also clarified that creating an at-will employee contract was not the approach that the Authority Members at the time wished to take, and he did not remember the negotiation process with Mr. Moen, though he did recall that the negotiation included insurance coverage. Mr. Moen added that he was presented with the Agreement, and there had been discussion about salary and the one adjustment made to the original Agreement was related to training and maintaining accreditation.

(7:50:58) – Member Puliz stated that, having been a businessman for 42 years, he would have voted for an at-will employment contract instead of a yearly renewal. He believed that having an annual contract was poor business practice.

(7:55:29) – Member Hamilton agreed with Member Hutter and Member Puliz and believed that the Authority should do a better job at evaluating the Airport Manager and suggested doing so every month so there would be some type of measurement to show whether progress is being made and become “a faster-acting group.”

(7:56:35) – Chairperson Golden stated that there was no reason that the current Agreement could not be terminated by a vote and the Manager continue his employment as an at-will employee and did not believe it was a good agreement for the benefit of the Airport. He noted that the Members represent the Airport and not an employee. He read the following from the Agreement:

“The Chairman of the Airport Authority may take disciplinary action on matters for cause in lieu of termination and such action shall include notice to the Manager and a right of review by the CCAA of actions taken” and “failure to follow through on requests or directions made by the CCAA, such that said failure impedes the business of the Airport/CCAA” as a matter “for cause.”

Chairperson Golden mentioned that one of the reasons Mr. Moen was hired and why Chairperson Golden was in favor of hiring Mr. Moen was because he had worked for the Director of Economic Development managing general aviation properties in Reno, and he was hired to support economic development at the Airport. He read the following essential core function from the Agreement:

“Develop and implement plans for economic and business development that work to maximize the use of land side and airside Airport owned lands to enhance budget and ensure the future financial visibility of the Airport.”

Chairperson Golden pointed out that Mr. Moen had been employed with the Airport for three years, and a new land lease had not been signed within the past three years. He noted that the Authority also needed to take responsibility for having not signed a new land lease.

(8:00:33) – Vice Chairperson Harris commented that the item was sounding like a performance review when he expected a discussion about contracts and believed that Chairperson Golden was “way off topic.” Discussion ensued, during which Treasurer Rogers stated that an open, candid conversation with employees did not belong in a public forum but rather in a yearly performance review. Chairperson Golden disagreed with Treasurer Rogers because he was advised by Mr. Tackes that the best way to have the current discussion for the sake of transparency was in an open meeting in accordance with the Open Meeting Law (OML). Vice Chairperson Harris agreed with Treasurer Rogers’ comment and clarified the suggestion to follow the process outlined in the Agreement and sharing the results of the conversation, which he believed was “much more appropriate.” He apologized to Mr. Moen for his involvement in the survey and stated that it was “not at all how I imagined it being used ... and now it’s just been turned into everything I hoped it wouldn’t ... I wanted it to be a benchmark so we could look for improvement.” He also apologized for “this despicable performance review you are getting today,” as he believed that the only thing that would come out of the discussion was disengagement. He also commented that Mr. Moen had also always taken Vice Chairperson Harris’ feedback at the meetings and put them to good use.

(8:08:44) – Mr. Tackes confirmed that he had advised Chairperson Golden that “if you are going to look at that review window, this is the time to do it because you cannot look at it a month from now; it will not be ripe again for another year.” He stated that it sounded like Chairperson Golden was being cut off from presenting reasons

why he believed that review window should be considered. He did not believe that the discussion was a “rehash” of the previous item regarding the survey, and his legal advice was to “hear [Chairperson Golden] out to find out what his rationale is” as the correct approach under the OML.

(8:10:20) – Member Hamilton stated that a problem had been identified and needed to be fixed and remarked that he had two people chase him back to his hangar to make sure that he represented them during this meeting and worked to find a solution. He believed the solution was being ignored by the Authority and it was getting frustrating that the Authority was not addressing the problem when the survey had addressed the problem, and the Authority needed to solve it with the contract potentially being one way to do so. He wished to modernize the Agreement to the CCAA’s current needs. Vice Chairperson Harris believed the time to revise the Agreement was when the Airport had a new Manager and that the current Agreement should stay in place until Mr. Moen’s employment ceases because the terms of the Agreement were part of the value of the position that would be taken away. He stated that altering the Agreement was “extremely unfair.”

(8:13:21) – Chairperson Golden wished that Vice Chairperson Harris “had the same concern for our Airport tenants” and reminded the Members that he had authority to take disciplinary actions per the Agreement that Mr. Moen had signed. Vice Chairperson Harris believed that it would be best to raise terminating the contract as a motion. Member Puliz also wished to take a vote on the matter, and Chairperson Golden stated that he had promised Mr. Moen that the matter would not be a negotiation.

(8:15:34) – Chairperson Golden recessed the meeting and reconvened the meeting at 8:29 p.m.

(8:29:57) – Chairperson Golden announced that he and Vice Chairperson Harris had consulted during the break and read the following from the Employment Agreement regarding “Reporting Relationships”:

“[The Manager] Reports to the Carson City Airport Authority; primary contact with the Chairman of the Authority, as well as, other officers and Authority Members.”

He suggested that the Agreement be terminated by a vote of the Authority effective immediately, and the Manager continue his employment with the Authority under the same economic terms and conditions and the duties as set forth in the Agreement, and that Sections 6.1(c), 6.3, and 6.4(c) all be deleted and strike the automatic renewal in Section 1.4 in order to convert the document to an at-will Agreement. He mentioned the other option of terminating the Agreement as well as Mr. Moen’s employment, which he clarified he was not advocating for. Mr. Tackes affirmed that the Authority could legally take the action described by Chairperson Golden, and Chairperson Golden entertained a motion.

(8:38:10) – MOTION: Member Hamilton moved to terminate the existing Employment Agreement and to continue employment with [Mr. Moen] on the same economic terms and conditions and all other terms and conditions set forth in the Employment Agreement with the automatic renewal being removed, the termination for cause provision being removed, and the termination pay for cause being removed.

Chairperson Golden clarified that the salary would need to be reflected in the Agreement and would be worked out with the Authority and Mr. Moen at Mr. Moen's current rate of pay.

(8:40:03) – Vice Chairperson Harris noted that there were other parts of the Agreement that would need to be brought up to date regarding benefits.

(8:40:25) – Member Hutter wished to specify that the Employment Agreement would be the same terms and conditions with the articulated parts of the Agreement removed rather than entering into another employment contract that happens to not automatically renew “because that goes down a weird road because if you have pulled out the termination for cause definitions, you are now in a strange space if it is indeed an employment contract that runs a term of a year.” He suggested taking “the things that are important and meaningful in clarifying aspects of the job from this Agreement and [articulating] them in an at-will employment offer.”

(8:44:21) – In response to Member Hutter's question, Mr. Tackes indicated that he did not see anything in the Agreement that the Authority should be aware of in a legal sense and/or that the Authority would not want for the position. He stated that if the termination provisions are removed from the document, the Agreement may be utilized instead as the terms for an employment at-will offer.

(8:45:18) – Vice Chairperson Harris proposed working on an employment offer letter to Mr. Moen at another time and take action at this meeting on whether or not Mr. Moen keeps his current contract. Member Hutter and Mr. Tackes pointed out that the Authority has approximately 60 days before the Agreement expires to outline the terms of the at-will employment offer to provide to Mr. Moen so he has the assurance and has “no break in employment.”

(8:47:11) – Chairperson Golden entertained a new motion to terminate the Employment Agreement at this time. Mr. Tackes offered the terminology for the motion “to give notice of termination at this time.”

(8:48:30) -- Member Hutter suggested an amended motion.

(8:49:42) – MOTION: Member Hutter moved to give notice of termination, as defined in the Employment Agreement, and allow the Employment Agreement to thus expire at the end of its one-year term. Chairperson Golden entertained discussion. Member Hutter commented that he supported the motion as presented because of some of the flaws and deficiencies he had noted in the Agreement itself, and he believed that an at-will Agreement provides the Airport Authority with flexibility for collaborative improvement in service of the Airport community, to look at definitions of performance improvement, and for periodic review. Member Puliz echoed Member Hutter's comment and wished to clarify that the Agreement needed to be replaced by an at-will Employment Agreement that does not in any way take away the economic benefits currently enjoyed with the current contract.

(8:53:16) – Treasurer Rogers wished for the Authority Members to “discipline” themselves to accomplish regular performance reviews with metrics in order to show the community that they care and are taking action. Chairperson Golden agreed with Treasurer Rogers' comment.

(8:54:39) – When no further discussion was forthcoming, Chairperson Golden called for a vote.

RESULT:	APPROVED (5-2-0)
MOVER:	Hutter
SECONDER:	Puliz
AYES:	Golden, Jones, Hamilton, Puliz, Hutter
NAYS:	Harris, Rogers
ABSTENTIONS	None
ABSENT:	None

(8:55:05) – **MOTION:** Member Hutter moved that, between now and the time of the expiration of the Manager’s Employment Agreement, the Authority draft and present to the Manager an at-will employment offer reflective of his current salary, benefits, and, generally speaking, the terms in description of the rule as described in the Employment Agreement that is expiring. Chairperson Golden entertained discussion and, when none was forthcoming, called for a vote.

RESULT:	APPROVED (7-0-0)
MOVER:	Hutter
SECONDER:	Puliz
AYES:	Golden, Harris, Rogers, Jones, Hamilton, Puliz, Hutter
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

(8:56:33) – Chairperson Golden suggested scheduling a special meeting of the CCAA before March 22, 2021, the expiration date of the Employment Agreement, and have a “Manager’s employment review.” Mr. Tackes suggested that an employment offer be prepared for Mr. Moen by the next regular meeting in February 2021

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND UPDATE STRATEGIC WORK PLAN FOR NEXT YEAR.

(8:57:55) – Chairperson Golden agreed to reschedule this item for a later date.

I. AIRPORT ENGINEER’S REPORT.

(8:58:26) – Chairperson Golden introduced the item, and Mr. Moen noted that the Airport Engineer’s Report was incorporated into the agenda materials and offered to entertain any questions.

J. AIRPORT MANAGER’S REPORT.

(8:58:44) – Chairperson Golden introduced the item, and Mr. Moen referenced his report, which is incorporated into the record, and responded to clarifying questions.

K. LEGAL COUNSEL’S REPORT.

(9:04:25) – Mr. Tackes did not have any additional items to report.

L. TREASURER’S REPORT.

(9:04:29) – Chairperson Golden introduced the item and noted that the Annual Budget would be coming up on the CCAA agenda. He suggested that Treasurer Rogers and Mr. Moen prepare a tentative Budget for review by Members through email.

M. REPORT FROM AUTHORITY MEMBERS.

(9:08:21) – Chairperson Golden entertained Member reports; however, none were forthcoming.

N. PUBLIC COMMENT.

(9:08:28) – None.

O. AGENDA ITEMS FOR NEXT REGULAR MEETING.

As articulated during CCAA discussion.

P. ACTION ON ADJOURNMENT.

(9:08:45) – Chairperson Golden adjourned the meeting at 9:08 p.m.

The Minutes of the January 20, 2021 Carson City Airport Authority regular meeting are so approved on this 17th day of February, 2021.



CCAA BOARD MEMO

Agenda Item: F-1

BOARD MEMO: 2021-05

Meeting Date: February 17, 2021

Agenda Title: FOR POSSIBLE ACTION: APPROVE GROUND LEASE TERMS FOR CONSTRUCTION OF AIRCRAFT STORAGE HANGARS EAST OF MOUNTAINVIEW COMMUNITY HANGARS AT TAXIWAY BRAVO AND CHARLIE PARCEL APN 005-091-30. (Moen)

Staff Summary: Airport Manager to review lease terms for aircraft storage hangars by aircraft owner Eric Ortiz. Parcel APN 005-091-30 is approximately 1.476 acres or 64,295 sf +/-.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

"I move to approve Minimum Terms of Land Lease and airport staff to complete lease agreement. "

CCAA's Strategic Goal

Support economic development and grow airport lease revenue year-over-year.

Previous Action

None.

Background/Issues & Analysis

Eric Ortiz has expressed interest via a letter of intent to lease Parcel APN 005-091-30 which is approximately 1.476 acres or 64,295 sf +/- . Airport staff has presented Mr. Ortiz a Minimum Terms of Land Lease document which he has accepted (see attached). Mr. Ortiz is basing his aircraft at the Carson City Airport and wishes to construct aircraft hangars for the purpose of dry aircraft storage for his aircraft and to lease other units to other aircraft owners. Mr. Ortiz will have to comply with the criteria as regards to certain ground space for construction of hangars as an aircraft storage FBO under Title 19 of the Carson City Municipal Code.

Applicable Statute, Code, Policy, Rule or Regulation

Title 19 and CCAA Strategic Plan

Financial Information

Is there a fiscal impact? No Yes

If yes, account name/number: GL 5051 \$19,288.50

Is it currently budgeted? No

Alternatives

Not approve the Ortiz Minimum Terms of Land Lease.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

Eric Ortiz
Ortiz Bros. Aviation, LLC
111 Sierra Colina, Stateline NV 89449
310..242.7305

Feb 10, 2021

Ken Moen
Carson City Airport
2600 E. College Pkwy, #6
Carson City, NV 89706

Re: Letter of Intent

Mr. Moen,


I, Eric Ortiz, Managing Member of Ortiz Bros. Aviation, LLC ("Lessee") would like to present to you this Non-Binding Letter/Proposal to Lease.

1. **Tenant:** Ortiz Bros. Aviation, LLC and/or assignee
2. **Address:** Carson City Airport, Parcel APN 005-091-30, 64,295 sf +/- located at the corner of Taxiway B&C
3. **Terms/Price:** 50 year lease, \$0.30 per sqft per year
4. **Use:** Dry aircraft storage
5. **Development:** Lessee intends to develop aircraft hangars, construction to begin in 12-14 months or sooner

I look forward to your favorable response.

Sincerely,
Eric Ortiz
Ortiz Bros. Aviation, LLC



 <p>FlyCarsonCity.com</p>	CARSON CITY AIRPORT AUTHORITY (CCAA) ERIC ORTIZ MINIMUM TERMS OF LAND LEASE FOR PARCEL APN 005-091-30
Premises	64,295 sf +/- located at the corner of Taxiway B&C
Term	Fifty-year (50) Lease
Lease Rates and Charges	<ul style="list-style-type: none"> • Fifty Year Lease: \$0.30 per sf per year • Lessee responsible for \$2,500 appraisal fee • Bi-Annual CPI lease rate adjustment on anniversary date • Mark-to-Market Land Appraisal. First appraisal at year 15 and subsequent appraisals every 10 years on anniversary date
Use	Dry Aircraft Storage
Repair & Maintenance	"As is" - Lessee is responsible for all maintenance and repair of Leased Premises.
Utilities, Taxes, Licenses, Assessments	Assume all utilities, taxes, licenses as appropriate. Lessee is responsible for any utility hook-up fees.
Development	Hangar design, color scheme must be approved by CCAA and receive all approvals from CC Planning and Building Department. This lease requires lease to begin construction with one-year of commencement date and one year to complete project once construction begins.
Ownership of Improvements	Hangar facility reverts to the lessor at upon expiration of lease or land returned to original condition at the desertion of the lessor.
Hazardous Materials	Per Carson City Municipal Code. No fuel storage on sight. Flammable materials shall be stored in NFC fireproof storage containers and not to exceed 5 gallons.
Assignment and Sublease	Sub-lease provision requires CCAA Approval and will not be unreasonable withheld.
Insurance and Indemnification	<p>As a condition precedent to this Agreement, Tenant shall maintain, at its own cost, Commercial General Liability Insurance in amounts of \$1,000,000 and no/100 Dollars (1) per occurrence and \$2,000,000 and no/100 Dollars aggregate. Insurance is to be under-written by a responsible insurance carrier, authorized by the State of Nevada to provide such coverage.</p> <p>The following coverage and conditions shall be included:</p> <ol style="list-style-type: none"> 1. Third-party comprehensive general liability coverage for bodily injury and property damage including owned and non-owned aircraft, for any claim or liability for any injury or damage to any person or property occurring on the leased premises or arising out of or resulting from Tenant's operations or omissions at the Carson City Airport. 2. Products liability coverage in addition to the foregoing comprehensive general liability insurance where the licensee operates a food service or offers goods or merchandise for sale.




	<p>general liability insurance where the licensee operates a food service or offers goods or merchandise for sale.</p> <p>3. Statutory workers' compensation and employer's liability coverage to the extent required by law.</p> <p>4. Fire and extended coverage and vandalism and malicious mischief insurance, as provided by the lease Agreements, for damage or destruction of real property or leasehold improvements, where the Landlord has, or will have, an interest in such property by virtue of an existing lease.</p> <p>5. Insured Includes: Landlord (Carson City Airport Authority and Carson City, individually) must be included as an additional insured and require that the insurance carrier underwriting such coverage give the Landlord thirty (30) days written notice prior to cancellation of or material alteration to the policy.</p> <p>6. Landlord requires that Tenant provide Landlord with a Certificate of Insurance evidencing the coverage in effect, including limits and expiration date. Such policy or policies shall be maintained in full force and effect during the term of the lease, and renewals or extensions of same.</p> <p>7. Review of Insurance coverage. Landlord reserves the right, every five years, to review and adjust the amount of insurance coverage required to commercially reasonable amounts.</p> <p>8. Insurance to remain in effect. Tenant agrees to keep all insurance policies in effect, as required by this Lease, until the time Tenant surrenders the premises.</p>
Security Protocol	Adhere to all CCAA security priorities.
Miscellaneous	Lessee shall apply for a tenant improvement permit with CCAA for major projects excluding routine facility maintenance.

Signature _____ Date 2/10/21


Eric Ortiz

Signature _____ Date 2/10/21


Kenneth G. Moen, Airport Manager



CCAA BOARD MEMO

Agenda Item: F-3

BOARD MEMO: 2021-06

Meeting Date: February 17, 2021

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS FY 21/22 BUDGET PRIORITIES. REVIEW AND DISCUSS CAPITAL PROJECTS BUDGET PRIORITIES FOR FY 21/22. (MOEN/ROGERS)

Staff Summary: Airport Manager and CCAA Treasurer to discuss CCAA budget and capital projects priorities for FY 21/22 effective July 1, 2021.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

No Motion Required.

CCAA's Strategic Goal

Maintain Financial Stability.

Previous Action

This is an annual process for the purpose of developing a tentative budget .

Background/Issues & Analysis

The is the first review of tentative budget for FY 21/22. CCAA is required to submit the Tentative Budget to the Nevada Department of Taxation no later than April 15, 2021 (NRS 354.596).

May 3, 2021 is the earliest date for notice of public hearing. "...notice of public hearing for tentative budget shall be published not more than 14 days or less than seven days prior to the date set for the hearing" (NRS 354.596).

REQUIRED PUBLIC HEARING DATE NRS 354.596(4) The public hearing of the tentative budget must be held not sooner than the third Monday in May and not later than the last day in May (May 17 - May 31 this year).

Applicable Statute, Code, Policy, Rule or Regulation

NRS 354.596, Statute 844 and CCAA Strategic Plan

Financial Information

Is there a fiscal impact? No Yes

If yes, account name/number: N/A

Is it currently budgeted? N/A

Alternatives

N/A

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

CCAA 21/22 Draft Budget Worksheet - February 2021

		FY 19/20	FY 19/20	FY 20/21	FY 20/21	FY 21/22	
		Budget	Actual	Budget	Projected Actual	Proposed Budget	Assumptions
INCOME							
	SUB-TOTAL 5010 · REAL/PERSONAL PROPERTY TAX	245,000.00	252,728.00	250,000.00	255,802.00	270,000.00	2 New Jets make CC home
	5010.1 · Aircraft		122,337.00			130,000.00	
	5010.2 · Building		130,391.00			140,000.00	
	5050 · AIRPORT LEASES						
	5050H · Hangar Lease	30,750.00	36,505.00	30,000.00	36,000.00	36,000.00	
	5051 · Land Leases	164,000.00	177,881.00	146,000.00	164,464.00	180,000.00	Ortiz Lease by 12/2021
	5052 · Tower Leases	40,533.00	43,283.00	41,748.00	48,140.00	60,000.00	T Mobile Added
	5053 · Contri Infrastructure Improvements	6,240.00	6,240.00	6,240.00	6,240.00	6,240.00	
	SUB-TOTAL 5050 · AIRPORT LEASES	241,523.00	263,909.00	223,988.00	254,844.00	282,240.00	
	5150 · Tie Down Fees	3,700.00	17,777.00	2,000.00	9,956.00	10,000.00	
	5151 · Gate Card Fees	1,800.00	1,661.00	900.00	3,070.00	2,000.00	
	5155 · Parking Fees	400.00	2,025.00	400.00	140.00	600.00	New Fees Approved 05/2020
	5200 · Fuel Flowage Fees	14,000.00	10,417.00	6,000.00	16,208.00	18,000.00	Post COVID Flight Increase
	5201 · Jet Fuel Tax	2,400.00	2,025.00	1,100.00	2,138.00	2,300.00	
	5250 · Through the Fence Fees	0.00	6,912.00	6,595.00	0.00	0.00	
	5300 · Class II FBO Fees	6,000.00	5,600.00	3,600.00	7,000.00	8,000.00	New Fees Approved 05/2020
	5400 · Misc inc	0.00	2,658.00	0.00	2,083.00	0.00	
	5402 · Open House Income	10,000.00	10,434.00	0.00	0.00	0.00	
	5404 · Rock Materials Sales	65,000.00	40,429.00	36,000.00	82,450.00	40,000.00	Back to pre-COVID level
	5500 · Interest Income	12,000.00	19,240.00	17,000.00	1,338.00	2,500.00	Interest rises off all time lows
	SUB-TOTAL FEES & MISC INCOME	115,300.00	119,178.00	73,595.00	124,383.00	83,400.00	
TOTAL INCOME		601,823.00	635,815.00	547,583.00	635,029.00	635,640.00	
OPERATING EXPENSES							
	MISCELLANEOUS OPERATION EXPENSES						
	6000 · Airport Engineering						
	6001 · Engineering - General	5,000.00	0.00	0.00	\$ 0.00	0.00	
	6019 · Charitable Contribution	0.00	4,214.00	0.00	\$ 0.00	0.00	
	6135 · Memberships	1,450.00	1,132.00	1,445.00	1,420.00	1,400.00	
	6136 · Registration	2,000.00	765.00	1,250.00	200.00	1,250.00	
	6137 · Conferences	6,250.00	4,106.00	3,800.00	0.00	4,000.00	Conferences restart 1/2022
	6170 · SWAAAE BOD Travel	5,000.00	884.00	750.00	0.00	850.00	
	6190 · Office Expense PC Software	0.00	8,481.00	0.00	2,332.00	2,500.00	
	6200 · Office Expense PC Hardware	0.00	640.00	0.00	3,822.00	1,500.00	
	6210 · Mileage	1,000.00	2,036.00	1,800.00	1,368.00	0.00	Airport truck in service
	6211 · Meals and Entertainment	0.00	190.00	0.00	508.00	500.00	
	6218 · Marketing and Web Site	2,500.00	5,906.00	4,000.00	4,686.00	5,000.00	
	6218A · Legal Notices	2,500.00	314.00	2,500.00	3,036.00	2,000.00	3 or 4 contract bids
	6268 · Repairs & Maintenance	0.00	0.00	0.00	486.00	0.00	
	6280 · Open House Expense	10,000.00	3,772.00	0.00	0.00	0.00	
	SUB-TOTAL 6000-6280 · MISC OPERATING EXPENSES	35,700.00	32,440.00	15,545.00	17,858.00	19,000.00	
	UTILITIES						
	6238 · Stormwater Discharge Permit	300.00	0.00	300.00	0.00	300.00	
	6302 · Phone & Internet	3,800.00	3,779.00	3,800.00	3,722.00	4,200.00	
	6303 · Electric	12,000.00	8,590.00	11,500.00	7,350.00	8,000.00	
	6304 · Gas	1,200.00	580.00	900.00	590.00	600.00	

CCAA 21/22 Draft Budget Worksheet - February 2021

	FY 19/20	FY 19/20	FY 20/21	FY 20/21	FY 21/22	
	Budget	Actual	Budget	Projected Actual	Proposed Budget	Assumptions
6305 - Water	750.00	1,385.00	1,380.00	1,712.00	1,700.00	
6306 - Trash	1,000.00	206.00	500.00	1,260.00	750.00	
SUB-TOTAL 6301 - UTILITIES	19,050.00	14,540.00	18,380.00	14,634.00	15,550.00	
OTHER EXPENSES						
6308 - Office Expenses and Supplies	0.00	1,981.00	4,000.00	1,216.00	2,000.00	
6309 - Legal	60,000.00	32,326.00	50,000.00	32,340.00	50,000.00	
6309a - Secretarial	4,000.00	0.00	2,500.00	0.00	0.00	
6310 - Security	4,100.00	3,900.00	5,500.00	3,900.00	4,000.00	
6311 - CCAA Printing	600.00	314.00	840.00	290.00	350.00	
6312 - Data Storage	450.00	370.00	500.00	432.00	500.00	
6313 - Insurance	7,000.00	1,860.00	11,000.00	18,416.00	12,000.00	Add airport truck
6314 - Auditing	12,000.00	13,534.00	15,500.00	15,000.00	15,000.00	
6314a - Bookkeeping (Bullis)	8,000.00	7,510.00	10,500.00	4,760.00	7,500.00	
6315 - Contract Services/Appraisal	5,000.00	0.00	5,000.00	5,250.00	4,000.00	Keep appraisals current
6316 - Bank/Square Charges	200.00	59.00	350.00	784.00	400.00	
6317 - Airport Equipment Maintenance	27,000.00	10,619.00	15,000.00	3,600.00	10,000.00	
US Bank (Tractor)	0.00	0.00	13,800.00	13,800.00	13,800.00	
6317.5 - AWOS III Service Expense	8,400.00	7,870.00	5,500.00	6,194.00	7,500.00	
6318 - Terminal Building Maint.	7,000.00	4,211.00	8,000.00	8,018.00	5,000.00	
6319 - Airfield Maintenance	12,000.00	21,341.00	15,000.00	9,274.00	15,000.00	
6319.5 - Gate maintenance	2,500.00	969.00	2,500.00	500.00	1,000.00	
6320 - JetNet, LLC	11,080.00	0.00	6,111.00	0.00	0.00	
SUB-TOTAL 6300 OTHER EXPENSES	169,330.00	106,864.00	171,601.00	123,774.00	148,050.00	
LABOR EXPENSE						
6351 - Salaries	153,276.00	153,276.00	143,155.00	160,542.00	154,000.00	132 base + 2 raise for Rick +
6351.5 - Overtime Budget (Airfield)	0.00	0.00	0.00	3,000.00	6,000.00	20 for weekend coverage
6352 - Healthcare	20,040.00	19,023.00	18,190.00	16,286.00	10,500.00	
6353 - PERS Retirement Contribution	36,000.00	21,599.00	34,000.00	26,950.00	38,000.00	
6354 - Nevada Payroll	1,300.00	1,080.00	1,080.00	1,130.00	1,100.00	
6355 - Workers Compensation	1,000.00	3,775.00	2,100.00	5,606.00	6,800.00	
6356 - State Unemployment Contribution	2,013.00	807.00	1,200.00	312.00	1,400.00	
6357 - Federal Quarterly Tax	0.00	1,788.00	0.00	0.00	0.00	
6358 - Medicare Expense	1,946.00	2,475.00	2,080.00	2,328.00	2,500.00	
6359 - Contract Labor	0.00	0.00	0.00	0.00	0.00	
6360 - Managers Medical Expense	7,057.00	7,067.00	7,236.00	7,096.00	7,200.00	
6363 - Voya/Deferred Comp	0.00	0.00	0.00	0.00	0.00	
6476 - Uniforms	3,770.00	2,096.00	2,400.00	2,344.00	2,400.00	
SUB-TOTAL 6350 - LABOR EXPENSE	226,402.00	212,986.00	211,441.00	225,594.00	229,900.00	
TOTAL OPERATING EXPENSE	450,482.00	366,830.00	416,967.00	381,860.00	412,500.00	
NET OPERATING INCOME	151,341.00	268,985.00	130,616.00	253,169.00	223,140.00	
FAA AIP ACTIVITIES						
6441 - Consulting Nighttime Ops Feasibility	0.00	2,276.00				
5000 - FAA Grant Revenue	607,500.00	324,498.00	1,128,017.00	1,293,860.00	1,195,313.00	
TOTAL FAA AIP GRANT REVENUE	607,500.00	326,774.00	1,128,017.00	1,293,860.00	1,195,313.00	See ACIP
FAA AIP GRANT EXPENSE						

CCAA 21/22 Draft Budget Worksheet - February 2021

	FY 19/20	FY 19/20	FY 20/21	FY 20/21	FY 21/22	
	Budget	Actual	Budget	Projected Actual	Proposed Budget	Assumptions
6029 · Airport Planning & Environ.						
6032· AIP 34 SRE RWY Rehab CatEx		76,248.00		118,434.00		
6033 · FAA CARES Act Grant		1,380.00		130,118.00		
6060 AIP Master Plan Update		51,746.00		25,542.00		
6061 · AIP # 32 Taxiway Rehab		311,118.00		18,584.00		
6061 · AIP #34 Runway Rehab/SRE Design						
6062 - AIP #33 Perimeter Fence		6,958.00		1,081,054.00		
Relocate AWOS (Design and Construction)					300,000.00	See ACIP
Construct Snow Removal Equipment Bldg. (40' X 80')					500,000.00	
Acquire Snow Removal Equipment					225,000.00	
Install Approach Lighting (Phase 1)(Aeronautical Survey)					250,000.00	
TOTAL FAA AIP GRANT EXPENSE	607,500.00	447,450.00	1,128,017.00	1,373,732.00	1,275,000.00	
NET FAA GRANT INCOME	0.00	-120,676.00	0.00	-79,872.00	-79,687.00	
NET INCOME INCLUDING GRANTS	151,341.00	148,309.00	130,616.00	173,297.00	143,453.00	
CCAA FUNDED CAPITAL PROJECTS						
6400 · Capital Projects Outlay	23,500.00	14,599.00	85,833.00	84,745.00	81,000.00	
6402 · Parking Lot Maintenance		6,500.00				
6408 · South Ramp Lights		5,324.00				
6409 · Terminal HVAC Replacement		2,775.00				
Operations Truck			29,131.00	29,131.00		
Access Control			29,926.00	29,926.00		
Perimeter Road Paving			25,376.00	24,348.00		
Fuel Bowser			1,400.00	1,340.00		
6410 · Bobcat w/ attachments					70,000.00	See Capital Plan
6411 · Runway Light Mats					11,000.00	
6412 · Terminal Entrance Hardscape					75,000.00	
TOTAL CCAA CAPITAL PROJECTS	23,500.00	14,599.00	85,833.00	84,745.00	156,000.00	
TOTAL NET INCOME	127,841.00	133,710.00	44,783.00	88,552.00	-12,547.00	

Carson City Airport Authority
2020 - 2025
Carson City Airport - Carson City, Nevada

Project Description & Year	Priority Level	Estimated Cost
2020		
Manager OPS Vehicle	1	\$29,131
Airport Gate Access Control Upgrade	2	\$29,926
Dump Trailer	1	\$9,000
Fuel Bowser	1	\$1,400
Landscape E College Parkway	2	-\$60,000
Terminal Murals	2	-\$4,000
Terminal Building Gutters	2	-\$3,000
Web Cam	1	\$3,000
Perimeter Road Paving	1	\$25,376
Total 2020		\$97,833
2021		
Bobcat plus attachments	2	\$70,000
Runway Light/Sign Mats	2	\$11,000
Landscape Hardscape	1	\$70,000
Total 2021		\$151,000
2022		
Re-Pave Driveway to Station 52 (8,700sf x 4.85psf)	1	\$43,000
Re-Pave Perimeter Rd Section by T Hgrs (8,800sf x 4.85psf)	4	\$43,000
Landscape Drip System and Plants		\$50,000
Total 2022		\$93,000
2023		
25 Acres North of Runway 27	3	\$8M
2024		
10 Acres South Runway 09	3	\$2M
2025		
Terminal Replacement Building	1	\$3M
2030		
South Parking Lot Replacement (185,000 sf)	1	\$1M
Total Estimate Costs - 2020-2022		\$341,000
Land Acquisition, Terminal Replacement, Parking Lot		\$12,000,000



CCAA BOARD MEMO

Agenda Item: F-4

BOARD MEMO: 2021-07

Meeting Date: February 17, 2021

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS 2021-2026 AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP). (MOEN)

Staff Summary: Airport Manager to discuss CCAA ACIP projects priorities for FY 2021-2026.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

No Motion Required.

CCAA's Strategic Goal

Maintain Airport Infrastructure in Top Condition .

Previous Action

ACIP update is an annual process that identifies planned airport capital improvement projects for FAA grant funding.

Background/Issues & Analysis

This is a review of the draft ACIP and is a result of consultation with FAA Airport District Office (ADO) and Armstrong Consultants, the CCAA consulting engineers.

Annually, the CCAA approves a submission of the ACIP to the Carson City Board of Supervisors for acceptance. The ACIP is based on the CCAA's priorities for airport maintenance and improvement. The ACIP is developed in consultation with the CCAA's consulting engineer (Armstrong Consultants) and planner (Coffman Associates).

The annual review allows both the FAA and the airport to identify airport priorities and funding needs for the next five years and the CCAA submittal becomes a part of the National Airports Capital Improvement Plan (ACIP). The National ACIP is an internal FAA document that serves as the primary planning tool for identifying and prioritizing critical airport development and associated capital needs for the National Airspace System. It also serves as the basis for the distribution of annual grant funds under the Airport Improvement Program (AIP).

Applicable Statute, Code, Policy, Rule or Regulation

Airports Capital Improvement Plan Order (FAA Order 5100.39A) and CCAA Strategic Plan

Financial Information

Is there a fiscal impact? No Yes

If yes, account name/number: Grant Expenses 6.25% local match requirement

Is it currently budgeted? This item is part of annual budget considerations.

Estimated local match for FY 21/22 is \$79,688 and \$360,000 +/- over the next five years.

Alternatives

Not except FAA AIP Grant Funds.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

AIRPORT CAPITAL IMPROVEMENT PLAN

Federal Aviation Administration

2021-2026

Carson City Airport - Carson City, Nevada

Airport:	Carson City Airport	Airport Identifier:	CXP	Site No.:	3-32-0004	
Sponsor:	Carson City Airport Authority	State:	Nevada	Date:	2/12/2021	
Project Description & Year (By funding year in priority order)						
	Work Code	Federal Funds	State Funds	Local Funds Match	Other	Total Cost
2021						
Relocate AWOS [Design & Const]	ST EQ WX	\$281,250		\$18,750		\$300,000
Construct Snow Removal Equipment Bldg. (40' x 80') [Bid & Const]	ST BD SN	\$468,750		\$31,250		\$500,000
Acquire Snow Removal Equipment [Design & Const]	ST EQ SN	\$210,938		\$14,063		\$225,000
Install Approach Lighting (Phase 1) [Planning Study & Aeronautical Survey]	ST RW IN	\$234,375		\$15,625		\$250,000
2022						
Install Approach Lighting (Phase 2) [Design & Const Offset PAPI]	ST RW IN	\$421,875		\$28,125		\$450,000
Replace Taxiway Lighting [Design & Const]	ST TW LI	\$234,375		\$15,625		\$250,000
Install Generator [Design & Const]	ST EQ LI	\$93,750		\$6,250		\$100,000
2023						
Install Approach Lighting (Phase 3) [Const MALSF]	ST RW IN	\$1,406,250		\$93,750		\$1,500,000
2024						
Pavement Rehab - Runway 9/27 (75' x 6,101') [Design & Const]	RE RW IM	\$309,375		\$20,625		\$330,000
Pavement Rehab - Main Apron (57,540 SY) [Design & Const]	RE AP IM	\$300,000		\$20,000		\$320,000
Pavement Rehab - North Apron (39,920 SY) [Design & Const]	RE AP IM	\$210,938		\$14,063		\$225,000
Pavement Rehab - TW A (7,320'x50') & TW D (6,830'x50') [Design & Const]	RE TW IM	\$468,750		\$31,250		\$500,000
Reconstruct Taxiway B (2,765'x50') [Design & Const]	RE TW IM	\$525,000		\$35,000		\$560,000
2025						
Construct Taxiway C & Southwest Storm Drain (3,800 LF) [Design & Const]	ST OT IM	\$234,375		\$15,625		\$250,000
2026 and Long Term						
Construct Airport Access Road [Design & Const]						TBD
Construct Taxilanes [Design & Const]						TBD
Extend Runway 9/27 (100'x800') [EA and 25% Design]		\$421,875		\$28,125		\$450,000



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ARMSTRONG



CCAA BOARD MEMO

Agenda Item: F-5

BOARD MEMO: 2021-08

Meeting Date: February 17, 2021

Agenda Title: FOR POSSIBLE ACTION: REVIEW AND DISCUSS STRATEGIC PLAN ANNUAL WORK PLAN PERFORMANCE MEASURES.

Staff Summary: Airport Manager to review CCAA Strategic Plan Five Year Work Plan and establish FY 2021-22 Goals, Objectives, and performance measures.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

N/A

CCAA's Strategic Goal

Develop year two strategic initiatives after reviewing and discussing five year work plan.

Previous Action

At the September 19, 2019 CCAA meeting, the CCAA adopted the implementation schedule for the Carson City airport strategic annual work plan.

Background/Issues & Analysis

The FY 2019/20 strategic work plan had 16 initiatives in support of the Strategic Plan's seven goals.

In light of the events of 2020, a review of the next year's initiatives is appropriate. One item that rises to the top is the Cooperative Agreement with the City. This agreement was extended for one year in May 2020. Action is required by May 2021. City Manager and staff are re-drafting cooperative agreement language in order to bring to current format. Another top item that is not yet complete is the nighttime instrument approach mitigation effort. The third item is the airport development plan to meet the need for additional hangar space. The fourth element is to identify a process for addressing airport user satisfaction.

Applicable Statute, Code, Policy, Rule or Regulation

CCAA Strategic Plan

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: FAA Grant Expense for Nighttime Approach

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: 6.25% local match for Nighttime Approach Mitigation

Alternatives

Create working group to develop FY 21/22 work plan and present to CCAA at future meeting.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

5 Year Implementation Schedule

Strategic Goal	Initiative	Year 1	Year 2	Year 3	Year 4	Year 5
Infrastructure	Develop intermediate and long-term Capital Improvement Plan.					
Safety and security	Go forward with the Nighttime Instrument approach project now underway.					
	Determine if an all-terrain runway can be developed.					
Economic Activity	Pursue commercial development on College Parkway frontage (specifically a restaurant.)					
	Go forward with a feasibility study on commercial passenger service.					
	Work with Tourism officials to promote the airport.					
	Look for opportunities for overnight hangars for visitors.					
	Identify areas for new hangars through the Master Planning Process.					
	Investigate cooperative marketing opportunities with hangar owners.					
	Actively market the Carson City Airport to the wider aviation community.					
	Research re-naming the Carson City Airport to the Carson-Tahoe Airport.					
Community Relationships	Look for opportunities to hold additional public events.					
	Request for Proposal (RFP) for development of a restaurant on the College Parkway					
	Improve the appearance of Airport frontage.					
Promote Aviation	Promote aviation at additional Airport events.					
	Schedule special events when tourism events are taking place in the region.					
	Create opportunities to showcase the latest in aviation to area youth.					
Financial Stability	Market and development of Requests for Proposal for non-aeronautical (commercial) and aeronautical (aviation) related vacant property.					
	Grow the number of Airport Based Aircraft.					
	Codify the receipt of Airport related City property taxes.					
	Consider creating a Carson City Airport Capital Equipment Replacement Fund.					

■ Level 1 Priority - Initiatives that, due to timing, resources or as a result of their impact on the goals of the Strategic plan, should immediately be implemented.

■ Level 2 Priority - Initiatives that, while important to the plan, are not ready for implementation due to limits in resources or external factors.

■ Level 3 Priority - Initiatives that will be implemented throughout the strategic planning period but may be limited by the availability of resources.



ARMSTRONG

Airport Improvement Update

CARSON CITY AIRPORT – CARSON CITY, NEVADA

February 2021

ENGINEERING UPDATE

Project Updates:

Perimeter Fence and Access Gate Project:

- Project is complete with only one minor punch-list item remaining.
- Armstrong is currently completing closeout documentation and reviewing final billing.

Runway 9-27 Pavement Maintenance Project:

- Crack sealing was completed on the runway on Nov 6, 2020.
- The remaining construction, which includes fog sealing and remarking the runway, is scheduled to occur on Jun 1, 2021. No additional work will take place on this project until then.

Snow Removal Equipment Building Design:

- Design work is underway, there is a 95% design review meeting on 2/18
- Following any required modifications, the project will be prepared for advertising.
- The project is scheduled to begin advertising bid in March 2021.
- A draft engineering SOW for the Bidding and Construction services is being drafted.

AWOS Relocation Project:

- The current AWOS does not meet FAA siting criteria, and is in a location that conflicts with the SRE building construction. The existing AWOS will be relocated to a location approximately 650 feet east of its current location, and many of the sensors will be replaced with new, current model sensors.
- A draft engineering SOW has been circulated for review.
- Project design will occur over the next 4-6 weeks with bidding to follow.

Acquire Snow Removal Equipment:

- The FAA indicated on 2/11 that there was sufficient funding in FY21 to proceed with acquiring SRE.
- Equipment is anticipated to include a dump truck and plow, and, if the budget permits, other miscellaneous snow removal attachments for the airport's tractor.
- A draft engineering SOW is being developed and will be circulated for review during the week of 2/15.

Aeronautical Survey for Nighttime Approach:

- The FAA also indicated on 2/11 that there was sufficient funding in FY21 to proceed with the aeronautical survey required to reestablish the nighttime approach.
- Armstrong is partnering with Lean Engineering to complete this work, along with any subsequent design work required for approach lighting systems.
- A draft engineering SOW is being drafted.



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February 2021 Airport Manager's Report

Fuel Flow

2020	100LL	Jet A	Total Gallons
Self-Serve	4605	5128	9,733
Full Serve	810	15,758	16,568
FFF = \$1,315.05			26,301
2021			
Self-Serve	5322	1647	6,968
Full Serve	664	10,929	11,593
FFF = \$928.05	YOY Change -41%		18,561

Snow Removal Operations at Regional Airports for the January 27, 28 and 29.

Carson City (CXP) Snow Removal Operational Impacts. Scenario: The Carson City Airport has a staff of two and has an old NDOT snowplow (1980 Autocar) and a pick-up truck with a plow attachment. The first of the three storms dropped about 4" of wet snow, the second storm added another 3-4" of lighter snow and the third storm added about 3" of wet snow. The airport was closed for snow removal all three days. The first day the airport was re-opened about 1:30pm, the second day about 1:00pm and reopened about 1145 on the third day (Friday). Two departures coordinated with airport staff on Friday to depart during snow removal operations. All access ways to the hangar rows were cleared as was the area to the self-serve island. Interesting taxiways along the runway and the run-up areas were not plowed for the weekend.

Reno-Stead Airport (RTS):

RTS received much more snow (11"-12") than the CXP and MEV. RTS had 3 operators on Wednesday; 4 on Thursday; and 3 on Friday. Airport manager supervised snow removal activity. RTS did not close for snow removal operations. However, NOTAM with FICON for the runways and if a pilot was properly equipped and able they can give it a go. RTS had one usable runway by about 1030 each day (if necessary). All access ways to the hangar rows and self-serve island were cleared by Thursday, January 28th. RTS only focused on Runway 8/26 & Taxiway Alpha loop on Wednesday. Runway 14/32 & Taxiway Bravo loop on Thursday. Both areas were cleaned up on Friday. RTS did not plow my mid-field exits until Thursday.

RTS could not have dealt with this snow without a full-size snow blower. On Wednesday as soon as the 10-12" the plow truck had too much snow load and the pavement surface iced. Had to lead with blower, then windrow with plow, then blow back. RTS had strong southerly winds so had to push all Runway 8/26 to the north side to blow downwind. RTS snow plan is: 1. Business areas for the three aeronautical businesses here so people can

get to work and park; 2. Runway 8/26-Taxiway Alpha loop; 3. Hangar access. RTS accomplished 1 & 2 fully each day, but hangar access was started but a fair bit of snow in front of doors until Friday.

Ran a short day on Wednesday (9 hours). Thursday and Friday were 10-hour days brought in 1 operator on overtime on both Thursday and Friday. No NOTAM'd closures but issued 4 field condition reports (FICON) each day. NOTAMs were used to report surface contaminants on runways, taxiways, and aprons/ramps. The blower was critical because of the depth and consistency of the snow. Dead in water without it on this storm. Large plow truck used to open initial pass through business areas, followed by either a loader with box plow or 1 ton Pick-up with plow blade. Had to alternate equipment because not enough operators. Kept blower and plow truck working then person 3 and/or 4 would work ramp/hangar rows with best equipment. One of RTS advantages, is that airport manager is not in a plow but rather assessing and guiding, and the big one: keeping tenants informed of conditions with photos via email. This narrative encouraged users to stay away or modify their plans and take on any requests or issues. This storm was of a scale not seen in Reno since 2009/10 and 2010/11 and (re)learned some lessons.

Minden-Tahoe (MEV):

MEV main priority is Runway 16/34, Taxiway Alpha, and the Transient Ramp. Generally, one truck clears the runway while the other clears Taxiway Alpha and ramp. This is the most efficient way to open the airport for aircraft to land, taxi, and park. A NOTAM was issued closing the airport at 0700 as crews cleared the long runway, taxiway, and main ramp. Once these surfaces were cleared, (approx. 3 hours of plowing with two trucks) the NOTAM was canceled, and a new NOTAM was issued closing the crosswind runway and major taxiways that were still blocked.

The next priority is the main taxiways connecting the hangars to Taxiway Alpha and the crosswind runway. After those are clear, the taxiways between hangars are cleared then the taxilanes between the county hangars themselves. We only focus on county owned hangars, as private hangars are responsible for their own snow removal per their lease agreements.

South Lake Tahoe (TVL):

1. Man hours for snow removal over the three days (rough order of magnitude).
128.5 manhours total.
2. Did you run more than one shift for snow removal?
Only have three snow personnel which only allows for one shift. TVL borrowed someone from Streets Division as our crews became exhausted to rotate out rest time.
3. Duration for any NOTAM closures for airport and or runways/taxiways
Airport Closed on 1/27/2021 at 0600 and remained closed until 1/31/2021 at 1230.
4. Equipment usage. How many pieces of equipment were involved?
TVL used plows, blowers, motor graders.

Truckee-Tahoe (TRK):

Three-day storm dropped a total of 37"; 6" on Wednesday, 17" on Thursday and 14" on Friday. TRK Used nine pieces of equipment: 3 loaders, 2 motor graders, 2 blowers, one plow truck and a small tractor with blower for work around threshold lights, blast pads and terminal area. Three on call operators and regular crew worked 10-hour shifts. Total equipment operator time equaled 290 hours. This figure does not include breaks and equipment maintenance.

Guiding Documents and Best Practices for Airport Snow Removal

- **FAA Advisory Circular 150/5200-30D, Airport Winter and Safety Operations**
- **Best Practices ACRP 67 - Airside Snow Removal Practices for Small Airports with Limited Budgets (2015)**

For general aviation airports, the FAA does not impose any specific responsibility on the airport to remove snow or ice other than providing a safe and usable facility. If a winter storm renders parts of the airport unsafe, the airport is only obligated to promptly issue the necessary NOTAM and close all affected parts of the airport until the unsafe conditions are remedied. The airport should then correct unsafe conditions within a “reasonable” amount of time.

Management

- Develop a snow and ice control plan.
- Be dedicated to achieving your goal.
- Get buy-in from all stakeholders, including financial backing from outside benefiting groups if possible.
- Work with the governing body that budgets for work and continuously request additional funding.
- Address underlying issues of budget and equipment in a business plan.
- Track operational data on cost, performance, and winter events for comparison and budget development.
- Maintain a daily log of airport snow removal activities for comparison and justification of personnel, expenditures, and need for equipment.
- Charge the tenants a fee for snow removal from their leased areas.
- Prioritize what to plow.
- Plan out vehicle patterns in advance to minimize unproductive time and expense going back over previously plowed areas.

Tenant Coordination and Communication

- Establish relations with airfield tenants and hold a tenant meeting or disseminate pertinent information before the season starts.
- Establish communication protocols with FBOs, flight schools, and corporate flight departments to facilitate aircraft ground movements during winter operations.
- Have tenants keep the airport manager or office apprised of flight schedules.

- Post Snow and Ice Control Plan (SCIP), event operations, and contact numbers on bulletin boards and/or web.
- Coordinate activities and inform through text, e-mail, and phone.
- Focus on meeting the specific needs of the primary users for the airport and develop a strong relationship/chain of communication with these users to identify routine operations schedules.

Safety

- Develop a standard set of procedures for snow removal practices and use them always, making adjustments, as necessary.
- Ensure NOTAMS are posted before commencing operation.
- Get confirmation of NOTAM before approaching the runway.
- Use NOTAMS to close an area for snow removal rather than transiting back and forth between aircraft operation.
- Make sure the NOTAMS reflect the field conditions at all times.
- Issue a NOTAM requiring a 10-minute prior permission approval during plowing operations.
- Issue NOTAMS by means of phone calls to eliminate having to stop and enter them electronically.

Carson City Airport Authority-2

Balance Sheet

As of January 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1050 Designated Reserves #5163	0.00
1075 LGIP-Deferred	387,886.05
1076 LGIP - Reserve	434,082.25
1077 LGIP- General Fund	154,067.69
1078 LGIP- Gate Fund Res	23,189.85
3099 Gen. Fund #1162	484,331.13
3101 Deferred Lease #8249	0.00
3102 Gate Card #5242	0.00
6.30.20 Audit Adjustment	0.00
Total Bank Accounts	\$1,483,556.97
Accounts Receivable	
2000 Accounts Receivable - Operating	153,683.80
Total Accounts Receivable	\$153,683.80
Other Current Assets	
1499 Undeposited Funds	45,403.10
2010.1 Audit Adjustment to AR	0.00
2011 Accrued Interest Receivable	727.85
2020 Grants Receivable-CY	0.00
2021 Grants Receivable AIP33	0.00
Total Other Current Assets	\$46,130.95
Total Current Assets	\$1,683,371.72
Fixed Assets	
2120 land	146,542.00
2125 Machinery & Equipment	734,657.00
2198 Accumulated Depreciation	-659,750.00
2201 Tractor	73,699.00
Total Fixed Assets	\$295,148.00
Other Assets	
2300 Provided for LT Obligations	151,493.33
2810 Pension Requirement	123,804.00
Total Other Assets	\$275,297.33
TOTAL ASSETS	\$2,253,817.05

Carson City Airport Authority-2

Balance Sheet

As of January 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 Accounts Payable	7,717.51
Total Accounts Payable	\$7,717.51
Credit Cards	
6321 Home Depot	0.00
6322 Visa Credit Card #9428	-49.74
6323 Visa Credit Card#2125	0.00
6324 Visa Credit Card #4771	0.00
Total Credit Cards	\$ -49.74
Other Current Liabilities	
2101 Payroll Liability	3,854.18
2102 Accrued Compensated Absences	10,659.00
3090 Pension Requirement-Liab	92,866.00
Total Other Current Liabilities	\$107,379.18
Total Current Liabilities	\$115,046.95
Long-Term Liabilities	
3085 Net Pension Liability	230,178.00
3200 Mayes-Lease Transacions	194,484.11
3250 Gonzalez Deferred Lease	251,000.49
3260 Goni Deferred Lease	15,303.24
6325 Tractor US Bank	38,223.02
Total Long-Term Liabilities	\$729,188.86
Total Liabilities	\$844,235.81
Equity	
4200 Fund Balance	1,206,686.99
4999 Retained Earnings	2,840.92
Net Income	200,053.33
Total Equity	\$1,409,581.24
TOTAL LIABILITIES AND EQUITY	\$2,253,817.05

Carson City Airport Authority-2

Profit and Loss

July 2020 - January 2021

	TOTAL
Income	
5010 Real/Personal Property Tax	149,537.25
5050 AIRPORT LEASES	
5050H Hanger Lease	21,411.93
5051 Land Leases	103,713.91
5052 Tower Leases	27,548.84
5053 Lease-Mayes	3,640.00
Total 5050 AIRPORT LEASES	156,314.68
5150 Tie Down Fees	5,657.24
5151 Gate Card Fees	1,364.30
5155 Parking Fees	965.27
5200 Committed-Fuel Flowage Fees	9,144.03
5201 Committed-Jet Fuel Tax	1,147.39
5300 Class II FBO Fees	4,700.00
5400 Misc Income	2,083.80
5404 Rock Materials Sales	43,792.19
5500 Interest Income	3,225.90
5915 Sales	319.97
Total Income	\$378,252.02
GROSS PROFIT	\$378,252.02
Expenses	
6135 Memberships	1,420.00
6136 Registration	100.00
6137 Confrences	124.32
6190 Office Expence-PC Software	1,236.08
6200 Office Expenses -PC Hardware	1,911.29
6210 Mileage	740.15
6211 Meals and Entertainment	299.06
6218 Marketing and Website	2,343.03
6218A Legal Notices	1,517.97
6268 Repairs & Maintenance	242.58
6300 Operating Expenses	
6301 Utilities	
6302 Phone & Internet	1,970.50
6303 Electric	3,675.22
6304 Gas	294.91
6305 Water	971.28
6306 Carson City Landfill	630.00
Total 6301 Utilities	7,541.91
Total 6300 Operating Expenses	7,541.91
6308 Office Expanses and Supplies	621.77

Carson City Airport Authority-2

Profit and Loss

July 2020 - January 2021

	TOTAL
6309 Legal	17,610.00
6310 Security	2,274.93
6311 CCAA printing	145.02
6312 Data Storage	246.72
6313 Insurance	9,208.00
6314 Auditing	15,000.00
6314A Accounting/Bullis	2,975.00
6315 Contract Services/Appraisals	5,250.00
6316 Bank Charges/Square Chgs	217.20
6317 Airport Equipment Maintenance	3,009.44
6317.5 AWOS III Service Charges	4,484.59
6318 Terminal Building Maint	4,925.98
6319 Airfield Maintenance	11,932.47
6319.5 Gate Maintenance	250.00
6350 Labor Expense	
6351 Salaries	90,412.87
6352 Healthcare	8,980.66
6353 PERS Retirement Contribution	16,441.75
6354 Nevada Payroll	690.00
6355 Workers Compensation	2,803.12
6356 State Unemployment Contri	247.78
6357 Federal Quarterly Tax	0.00
6358 Medicare Expense	1,311.00
6360 Managers Medical Expense	4,142.97
6363 Voya/Deferred Comp	-500.00
6476 Uniforms	1,308.33
Total 6350 Labor Expense	125,838.48
6999 Uncategorized Expense	2,756.25
9100 Interest Expense	1,995.00
Total Expenses	\$226,217.24
NET OPERATING INCOME	\$152,034.78
Other Expenses	
6032 AIP 34 SRE RWY rehab Catexes	
6032.1 AIP #34 SRE RWY Rehab Catexes Revenue	-60,922.00
6032.2 AIP#34 SRE RWY Rehab Catexes Expenses	59,217.00
Total 6032 AIP 34 SRE RWY rehab Catexes	-1,705.00
6033 FAA CARES Act Grant	-69,000.00
6060 AIP 31- Master Plan Update	
6060.1 AIP 31- Master Plan Update Revenue	-20,663.00
6060.2 AIP 31- Master Plan Update Expense	12,771.00
Total 6060 AIP 31- Master Plan Update	-7,892.00

Carson City Airport Authority-2

Profit and Loss

July 2020 - January 2021

	TOTAL
6061 AIP #32 Rehab taxiways	8,932.00
6061.2 AIP #32 Rehab Taxiways Expenses	360.00
Total 6061 AIP #32 Rehab taxiways	9,292.00
6062 AIP #33 Perimeter Fence Design	
6062.1 AIP #33 Perimeter Fense Design Revenue	-565,345.63
6062.2 AIP #33 Perimeter Fence Design Expense	540,527.45
Total 6062 AIP #33 Perimeter Fence Design	-24,818.18
6400 Capital Project	
6400.1 Paving	24,348.00
6400.2 Landscape & Design	950.00
6400.3 Gate Access	19,466.64
6400.4 Fuel Tank	1,339.99
Total 6400 Capital Project	46,104.63
Total Other Expenses	\$ -48,018.55
NET OTHER INCOME	\$48,018.55
NET INCOME	\$200,053.33