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CARSON CITY AIRPORT AUTHORITY MEETING AGENDA

Day: Wednesday

Date: March 17, 2021

Time: Beginning at 5:30 pm

Location: Community Center, Robert "Bob" Crowell Board 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: 187 953 8465

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- 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.

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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 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 ground lease 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: DISCUSSION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF FEDERAL AVIATION ADMINISTRATION (FAA) GRANT AWARDED THE CARSON CITY AIRPORT UNDER THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (PUBLIC LAW 116-260) (CRRSA). (Moen)

Staff Summary: As announced by the Secretary of Transportation on February 12, 2021, your airport is eligible for funds under the Coronavirus Response and Relief Supplemental Appropriations Act (Public Law 116-260) (CRRSA). These funds will assist airport sponsors to address the COVID-19 public health emergency. The FAA will distribute these grants under the new Airport Coronavirus Response Grant Program (ACRGP).

3. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF ARMSTRONG ENGINEERING TASK ORDER F, ACQUIRE SRE EQUIPMENT.

Staff Summary: Airport Manager to review Task Order F for CCAA approval pending FAA grant to purchase airport snowplow.

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AIRPORT STAFF TO CONTRACT FOR APPRAISAL OF VACANT AIRPORT LAND FOR LEASING PURPOSES.

Staff Summary: Review scope of work proposed by Johnson Perkins, an appraisal, for the purposes of obtaining current market value of airport property known as the "triangle".

5. 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: CCAA Treasurer to CCAA is required to submit the Tentative Budget to the Nevada Department of Taxation no later than April 15, 2021 (NRS 354.596).

6. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE SELF-FUEL PERMIT. (Moen)

Staff Summary: Self-Fuel by aircraft owners is an FAA approved right. However, airport management can set rules and regulations to permit self-fuel activity. Airport staff has developed self-fuel permit to regulate on airport self-fuel activity and collection of fuel flowage fees.

7. 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.

CLOSED HEARING; NON-MEETING NRS 241.015(3)(b)(2)

8. THE CARSON CITY AIRPORT AUTHORITY WILL GATHER TO RECEIVE INFORMATION FROM AN ATTORNEY EMPLOYED OR RETAINED BY THE AUTHORITY REGARDING POTENTIAL AND/OR EXISTING LITIGATION INVOLVING MATTERS OVER WHICH THE PUBLIC BODY HAS SUPERVISION, CONTROL, JURISDICTION OR ADVISORY POWER AND TO DELIBERATE TOWARD DECISIONS ON THE MATTERS; DIRECTION TO COUNSEL (S. Tackes)

Staff Summary: Attorney client privileged.

END OF CLOSED HEARING; NON-MEETING

9. FOR DISCUSSION AND POSSIBLE ACTION: AUTHORIZE COUNSEL TO SEND RESPONSIVE COMMUNICATION; DELEGATION OF AUTHORITY NRS 241.0357; OTHER DIRECTION.

Staff Summary: Direction dependent on attorney client privileged discussion.

- 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