

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

WEDNESDAY, June 16, 2021 – 5:30 P.M.

Public Meeting at:

CARSON CITY COMMUNITY CENTER
(Robert Crowell Board Room)
851 E. William
Carson City, Nevada

*This Agenda Prepared by Tim Puliz, Interim Airport
Manager*

- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.
- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Authority; Items may be pulled or removed from the agenda at any time.*
- E. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority (CCAA) may speak on *agendized and non-agendized matters* related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.

• **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 5:00 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.**

408-418-9388

Access code: 146 009 1371

F. PUBLIC HEARINGS

- 1. FOR DISCUSSION & POSSIBLE ACTION – Consideration for pay increase for Airport Operations Technician. (Tim Puliz/Michael Golden)

Staff Summary: Airport Operations Technician Rick Lee, has done a commendable job in his position since his hire date. CCAA has budgeted an increase in Rick’s pay. Accordingly,

Revised Final

the Authority will consider a pay increase with a recommendation of 5% effective July 1st to recognize Rick's dedication and productivity to the airport.

2. FOR DISCUSSION AND POSSIBLE ACTION: Consideration of Application from TAHOE SKYVENTURE (Travis Riebesell) as a Class 2 FBO providing flight instruction in aircraft owned or operated by Applicant. Action to approve or deny application. (Steve Tackes, Airport Counsel)

Staff Summary: Airport Counsel to provide results of review of application for Class 2 FBO operation based at Comstock Aviation, a Class 1 FBO.

3. FOR DISCUSSION & POSSIBLE ACTION: Review final design of East College Parkway landscape plan and authorize approval to bid the project. (Michael Golden/Stam Jones)

Staff Summary: CCAA was presented with proposed landscape designs that were approved in May 2020. The final design review included plant selection. A budget was established for this project. At this time, the recommendation is for approval to advertise for construction bids and proceed with the project.

4. FOR DISCUSSION & POSSIBLE ACTION: Review job applicants and the recommendations of the hiring committee. Authorize and approve the next steps in the hiring process, including determining the finalists and setting dates to meet the candidates at the airport. (Bradley Harris/Tim Puliz/Paul Hamilton)

Staff Summary: Hiring committee to share the data collected, resumes, evaluation tools, and initial findings of their work with job applicants, and to outline the next steps in our recruitment efforts.

5. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS AND APPROVAL OF RENEWAL OF AVIATION LIABILITY AND PUBLIC OFFICIAL/D&O COVERAGE INSURANCE. (Tim Puliz) Staff

Summary: Airport Manager to review quotes for annual renewal of Aviation Liability insurance and Public Official/Director's and Officer's insurance coverage."

6. FOR DISCUSSION AND POSSIBLE ACTION: Election of FY 2021/2023 CCAA Officers; President, Vice-President, Secretary And Treasurer (Steve Tackes, Airport Counsel).

Staff Summary: Airport Legal Counsel will walk through the process of electing CCAA Officers as specified by Chapter 844, Statutes of Nevada 1989.

- G. AIRPORT ENGINEER'S REPORT (*Non-Action Item*).
- H. AIRPORT MANAGER'S REPORT (*Non-Action Item*).
- I. LEGAL COUNSEL'S REPORT (*Non-Action Item*).
- J. TREASURER'S REPORT (*Non-Action Item*).
- K. REPORT FROM AUTHORITY MEMBERS (*Non-Action Item*).

Status review of projects
Internal communications and administrative matters
Correspondence to the Authority
Status reports and comments from the members of the Authority

- L. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak on items discussed on the agenda related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.
- M. AGENDA ITEMS FOR NEXT REGULAR MEETING (*Non-Action Item*).
- N. ACTION ON ADJOURNMENT.

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DELIVERED (via Facsimile and E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, June 11, 2021

The Carson City Airport (CCA) Website: www.flycarsoncity.com		
Airport Terminal Building 2600 College Parkway Carson City, NV	Community Center 851 E. William St. Carson City, NV	Mountain West 2101 Arrowhead Dr. Carson City, NV
City Hall 201 N. Carson St. Carson City, NV	Sterling Air, Ltd. 2640 College Parkway Carson City, NV	State of Nevada Public Notice Website https://notice.nv.gov
<i>~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~</i>		
<i>Supporting materials will be posted to the Carson City Airport website www.flycarsoncity.com as available, and can be obtained upon request from the, Airport Manager, 2600 E. College Parkway #6, Carson City, NV</i>		

NOTE: The Airport Authority is pleased to make reasonable accommodations for the public who are disabled and wish to attend this meeting. If special arrangements for the meeting are necessary, please notify the Airport Authority at (775) 841-2255 or tpuliz@flycarsoncity.com

Notice: NRS 241.020(3)(b) states that a request for mailed notice of meetings automatically lapses six months after it is made to the public body. A separate written request is not required for each meeting although requests are limited to six months at a time.

THE CARSON CITY AIRPORT AUTHORITY ENCOURAGES WRITTEN COMMENTS FROM THE PUBLIC. Comments should be addressed to the **Airport Manager**, and sent to the following address:

Carson City Airport Authority 2600 E. College Parkway #6, Carson City, Nevada 89706