



June 18, 2021

Mr. Corey Jenkins  
1078 Harpy Eagle Ave  
Henderson, NV 89015

**RE: Offer of Employment**

On Wednesday June 16<sup>th</sup>, the Carson City Airport Authority (hereinafter referred to as "CCAA") voted to have Chair Michael Golden and Vice Chair Tim Puliz to prepare an offer of employment as Manager of the Carson City Airport to you.

As such, this letter outlines those terms and conditions of your employment effective \_\_\_\_\_, 2021.

**COMPENSATION**

**Compensation.** CCAA agrees to pay Manager effective \_\_\_\_\_, 2021 a salary of Seventy-Eight Thousand Dollars (\$78,000) per year (the "Base Salary"), or pro-rata thereof. The Base Salary shall be divisible and payable bi-weekly pursuant to the procedures regularly established by CCAA during the course of this Agreement.

After six (6) months of employment, the CCAA will determine that you are capable of meeting all of the requirements set forth in this Offer of Employment. Your annual salary will then increase to Eighty One Thousand Dollars (\$81,000) per year. The CCAA at its sole discretion, may make/grant salary increases based upon Manager's performance. Such discretion will take into consideration merit, efficiency, competitive examinations and seniority, and may include other considerations.

**Withholding Taxes.** CCAA may withhold from any compensation payable under this Agreement all federal, state, city, or other taxes as may be required pursuant to any law or governmental regulation or ruling.

## **BENEFITS**

### **Use of Automobile.**

CCAA has acquired a vehicle which may be used by Manager restricted to official use only. Manager may not use this vehicle for personal use nor may it be used for commuting purposes.

**Medical Coverage.** Manager shall have the option of receiving health insurance coverage for himself via Nevada Public Employees' Benefits Program (PEBP), and provided at the current Plan Year State Rates. The CCAA will pay 100% of the employee premium and 50% of dependent coverage if applicable.

**Vacation.** CCAA shall grant Manager three (3) weeks of fully compensated vacation per annum. Manager may carry any earned but unused vacation from one year to the next, not to exceed carryover of more than eighty (80) hours per annum. Manager shall keep and provide accurate work records showing vacation time available and vacation time taken.

**Holiday Benefits.** CCAA agrees to provide Manager with the standard holiday benefits, as offered to other employees/contractors of CCAA, which is a minimum of eleven (11) full days per calendar year, outlined on Exhibit B attached.

**Sick Leave Benefit.** CCAA agrees to provide Manager with up to a maximum of seven (7) days in aggregate sick leave per annum, for bona fide illness/injury without loss of compensation. Sick leave benefit shall be accumulative and credited into future years if not utilized. Unused sick leave shall not be paid upon termination.

**Family Leave Benefit.** CCAA agrees to provide with up to a maximum of ten (10) days in aggregate of paid family leave benefits. Manager will be given the opportunity to work remotely if needed to address health issues of Manager or family member(s) for up to six (6) weeks. CCAA agrees to permit Manager to be afforded the privileges of the Family Leave & Medical Act upon employment if required.

**Conferences and Industry Training.** CCAA shall grant Manager up to ten (10) days of CCAA-approved continuing education per annum at full pay. Reasonable expenses related thereto, such as tuition/registration, travel, and lodging, up to Five Thousand Dollars (\$5,000.00) shall be borne by CCAA provided funds are

budgeted, available, and approved in advance by CCAA.

**Business Equipment.** CCAA shall supply Manager with such business equipment (eg. a notebook/laptop computer) as may be approved by the Authority or its officer.

### **BUSINESS EXPENSES**

**Business Expenses.** The business of CCAA may require Manager to incur business expenses on behalf of the Airport, and CCAA hereby agrees to reimburse Manager for all budgeted bona fide and reasonable expenses, provided such expenses are documented and reported by invoice to the Treasurer or Chairman of the CCAA. Items over Five Hundred Dollars (\$500.00) must have the prior written approval of CCAA's Treasurer, Chairman or Board of Directors, which may be given electronically.

### **RELOCATION EXPENSES**

The CCAA will re-imburse Manager up to \$5,000.00 in moving related expenses.

### **NON-DISCLOSURE COVENANT**

#### **Acknowledgments by the Manager.**

Manager acknowledges that (a) as a part of his employment, Manager will be afforded access to files, records, agreements, documents, and other information of a confidential nature, all of which are the property of CCAA and are of great value to CCAA in connection with its business ("Confidential Information"); (b) public disclosure of such Confidential Information could have an adverse effect on CCAA and its business; (c) CCAA has required that Manager make the covenants in this Section V as a condition to his employment with CCAA; and (d) the provisions of this Section V are reasonable and necessary to prevent the improper use or disclosure of Confidential Information.

#### **Confidentiality.**

As part of the consideration of employment, Manager covenants as follows:

- (i) While employed by CCAA, Manager will hold in confidence the Confidential Information and will not disclose it to any person except with the specific prior written consent of CCAA or except as otherwise expressly permitted by the terms of this Agreement or compelled by the legal process (e.g. subpoena).
- (ii) Any trade secrets of CCAA will be entitled to all of the protections and benefits under the Nevada Trade Secrets Act, Nevada Revised Statutes, NRS 600A.030 et seq. and any other applicable law.
- (iii) Manager will not remove from Airport's premises (except to the extent such removal is for purposes of the performance of Manager's duties at home or while traveling, or except as otherwise specifically authorized by CCAA) any Confidential Information. Upon employment termination Manager will return to CCAA all of CCAA's properties, including by not limited to, all Confidential Information, and Manager shall not retain any paper, electronic or other copies, abstracts, sketches, or other physical embodiment.

**TERMINATION**

Manager is employed by CCAA at will. Employment may be terminated at any time for any reason, or without cause.

Respectfully,

**Michael Golden**  
**Chairman - Carson City Airport Authority**

*Michael Golden*

Received & Acknowledged By:

*Corey Jenkins*

Corey Jenkins  
June 21, 2021

## EXHIBIT "A"

### General Duties - Carson City Airport Manager

**PRIMARY RESPONSIBILITIES:** To plan, direct, and coordinate the operations, development, construction, and maintenance of airport facilities in accordance with government and board laws, rules, regulations, and policies. Primary responder for airport related incidents and accidents 24 hours a day, seven days a week.

#### **ESSENTIAL FUNCTIONS:**

Directs the regular operations of the airport.

Supervises maintenance personnel in carrying out assigned duties. Oversees efforts of technical and professional contractors to ensure spending and results are in line with airport objectives and the annual budget. Implement snow removal plan. Oversees maintenance plan and ensures continuance of daily operations. Maintains proper records of operations, leases, projects, grants, proposals, budget, employee data, and other business-related issues.

Develops and implements 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 viability of the airport.

Prepares annual CCA operating budget, include capital improvements, with assistance of outside CPA service and Carson City Airport Authority (CCAA) Treasurer. Monitors expenditures to ensure proper and efficient management of funds. Ensures timely and accurate accounting entries and administrative activities. Adjusts plans and expenditures as necessary, with approval of the Chairman and Treasurer of the CCAA.

Plan, direct, coordinate, and review Airport work plan. Meet with CCAA, City staff, and contractors to identify and resolve problems, assign work priorities, monitor work flow, evaluate work products, and adjust work plan as needed considering weather, contractor issues, funding, and other unforeseen circumstances.

Ensures compliance with all applicable regulations, policies, and procedures, including operations, financial, safety, environmental, and in cases of emergency. Ensure

appropriate training is provided and the training is documented. Recommends, develops, and implements Carson City Airport (CCA) policies and procedures. Maintains desk manual documenting administrative procedures. Maintains employee manual. Develops and maintains operating rules and procedures for airport, including varying types of aircraft.

Consults with CCAA members, government officials, tenants, and air service representatives concerning development and upkeep of land and facilities.

Designs and implements plans for developing land side and air side space to optimize land use and increase airport revenues.

Optimizes airport utilization by attracting new business, airport tenants, and based aircraft.

Maintains a sound working relationship with the Federal Aviation Administration (FAA). Sends operational reports and policy changes and to the FAA as instructed by the CCAA. Responds to FAA requests for information. Keeps CCAA members apprised of FAA requests and regulatory changes.

Investigates and resolves tenant complaints, with the objective of positive tenant/CCAA relations.

Recommends course of action where lessees/ tenants do not comply with any of requirements of tenancy, including 1) Carson City Municipal Code Title 19 rules, 2) CCA safety rules, 3) language of lease agreements, and 4) applicable FAA regulations. Plans, organizes, and manages approved special events, including but not limited to, arrivals/departures, crowd control, obtaining City permits, follow-up correspondence, and other tasks needed for successful events and safe utilization of the Airport.

Represents airport before civic and community groups as well as government agencies.

If required, and approved by the CCAA, directs studies on noise abatement, to minimize complaints of excessive noise from operations, drones, and low flying aircraft while maintaining high standards of safety.

Negotiates with air service agencies and shop owners concerning leases and operation of sub-contracted facilities.

Other duties as assigned.

**REPORTING RELATIONSHIPS:** Reports to the Carson City Airport Authority; Manager's primary contact is the Chairman of the Authority, as well as, other officers and Authority members.

**EXHIBIT "B"**  
**HOLIDAYS**

January 1.....	New Year's Day
Third Monday in January.....	Martin Luther King, Jr.'s Birthday
Third Monday in February.....	Washington's Birthday
Last Monday in May.....	Memorial Day
July 4.....	Independence Day
First Monday in September.....	Labor Day
Last Friday in October.....	Nevada Day
November 11.....	Veterans' Day
Fourth Thursday in November.....	Thanksgiving Day
Friday following 4th Thurs. in Nov.....	Family Day
December 25.....	Christmas Day