

Final

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

WEDNESDAY, July 21, 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 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. 1-408-418-9388, Access code: 146 637 2252**

F. PUBLIC HEARINGS

1. FOR DISCUSSION & POSSIBLE ACTION: Action to correct alleged violation of Open Meeting Law (posting requirement and claim of inadequate description of action); Formally consider all applicants for Carson City Airport Manager position; confirm the job offer as Carson City Airport Manager offered to Corey Jenkins. (S. Tackes)

Staff summary: A complaint was filed with the Attorney General on June 22 and on June 30 alleging that the Authority did not comply with the Nevada Open Meeting law. Per NRS 241.0365, this item does not constitute an admission of wrongdoing. At the June 16, 2021 and June 28, 2021 meetings, the CCAA considered all resumes of the applicants, authorized the negotiation of a job offer of Airport Manager to Corey Jenkins, and approved that offer. Mr. Jenkins has committed to begin his position August 4, 2021. This action is to broadly consider all applicants with a staff recommendation to confirm approval of the job offer to Mr. Jenkins.

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2. FOR DISCUSSION & POSSIBLE ACTION: Action to approve or modify redline of Cooperative Agreement between the Carson City Airport Authority and the Municipality of Carson City; direct Staff to send the redline to Carson City. (S. Tackes)

Staff summary: This item follows from the discussions of the Authority at its May 19, 2021 meeting in which additional direction was given as to the Cooperative Agreement which expires November 17, 2021 per the last extension agreement. NRS 844 specified that the Authority and the City were to execute an agreement regarding the transfer of duties to the Authority and the sharing of certain functions. The original Cooperative Agreement was signed on May 17, 1989 for a 20 year term. It has been extended to allow time for work through revisions to reflect items that were completed, are no longer relevant, or need updating (eg. insurance) as well as the inclusion of any needed provisions. The redline also reflects additional input from individual Authority members per meetings with Airport Counsel. Staff recommends approval of the redline and that it be sent to Carson City.

3. FOR DISCUSSION & POSSIBLE ACTION: Review request from Carson Tahoe Executive (CTE) for lease of property, Parcel 1 – the unleased parcel of approximately 12 acres east of Taxiway Bravo, North of the self-serve fuel island, south of the Corrao hangar and west of the Airport fence line, Parcel 2- the unleased parcel of approximately 20 acres between Taxiway Charlie and Taxiway Delta, West of the Jet Ranch, the Carson Executive Hangar Association and the Carson Air Group, LLC. leaseholds sometimes referred to as the “Triangle Property”; request to begin lease process; determination of whether to proceed with appraisals.

Staff summary: NRS 244 requires that before land can be leased, the Authority must obtain a current appraisal. Thereafter the Authority must adopt a resolution setting forth the minimum terms (rent to be at least the appraised value, term of lease, permitted uses, etc) and publish the availability for lease with a deadline for sealed bids, and a time and place for the opening of bids. The action on this Agenda is the first step in the process which involves a determination of whether to proceed with offering the land for lease and to obtain the appraisals prior to taking the next steps. The requesting party will be required to advance the cost of the appraisal. Staff recommends that the Authority hear from the applicant their plans for hangar construction, its timing and how it fits into the Airport Master Plan, and then make a determination as to whether to proceed.

- 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

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- 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 E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, July 14, 2021

The Carson City Airport (CCA) Website: www.flycarsoncity.com	
Airport Terminal Building 2600 College Parkway Carson City, NV	Mountain West Aviation 2101 Arrowhead Dr. 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> 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	

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