

**CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA**

**WEDNESDAY, August 18, 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 Corey Jenkins, 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](mailto:mgolden@flycarsoncity.com). For inclusion or reference in the minutes of the meeting, your public comment must include your full name & address 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 in person.

- F. Recognition of Tim Puliz, Interim Airport Manager & Corey Jenkins, Airport Manager.

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- G. PUBLIC HEARINGS

1. FOR DISCUSSION & POSSIBLE ACTION: Action to consider the best use of the three Covid-related FAA Grant Funds, namely the CARES Act Grant Offer, Grant No. 3-32-0004-035-2020 for \$69,000, the Airport Coronavirus Response Grant Program (ACRGP) Grant Offer, Grant No. 3-32-0004-039-2021 for \$23,000, and the FAA Airport Rescue Grant Offer, Grant No. 3-32-0004-040-202, for \$59,000, and to direct Staff as to its application to expenses. (J. Rogers; S. Tackes)

*Staff summary: The Authority approved and accepted the CARES Act Grant Offer, Grant No. 3-32-0004-035-2020 for \$69,000 in May of 2020; the Airport Coronavirus Response Grant Program (ACRGP) Grant Offer, Grant No. 3-32-0004-039-2021 for \$23,000 in April of 2021; and the FAA Airport Rescue Grant Offer, Grant No. 3-32-0004-040-202, for \$59,000 in August of 2021. These Grants are to be used generally for “funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payment.” Per FAA guidance, the funds can be used for “Operational expenses” such as payroll, utilities, service contracts, and items generally having a limited useful life, including personal protective equipment and cleaning supplies. The Authority Treasurer will make recommendations and the Authority will discuss preferred uses for the funds and provide direction to the Airport Manager and the Authority Treasurer.*

2. FOR DISCUSSION & POSSIBLE ACTION: Action to approve option 2 of the Vegetation Control Proposal, approve the expense to purchase the necessary equipment and supplies, and direct Staff to purchase the approved equipment and supplies. (C. Jenkins; R. Lee)

*Staff Summary: Achieve a 20-foot-wide vegetation free area along all airfield paved surfaces using the application of pre-emergent and post-emergent herbicides to improve airport safety, reduce infield mowing time, reduce wildlife attractants and achieve a more pleasant airport appearance. Purchasing the equipment and using airport personnel over a contractor to achieve this goal would result in 34% less annual cost and is a safer option because of staff experience. Airport staff is aware of the potential for the removal of the vegetation to cause unintended erosion and dust hazards. Execution of the plan would only be completed after an initial test and an appropriate erosion and dust hazard mitigation plan is in place. Initial equipment cost is approximately \$15,882.79 and herbicide supplies are \$3,952.94. Staff recommends the approval of option 2 of the Vegetation Control Proposal.*

3. FOR DISCUSSION & POSSIBLE ACTION: Review of redline changes proposed by the City to the Cooperative Agreement between the Authority and the City of Carson City. (S. Tackes)

*Staff Summary: Review of changes if any to the redline previously approved by the Authority regarding the cooperative Agreement, and changes proposed by the City if City draft received prior to this meeting.*

4. FOR DISCUSSION & POSSIBLE ACTION: Change of Meeting Date for September Regular Meeting currently scheduled for September 15, 2021 (M. Golden)

*Staff Summary: Due to a calendar conflict, Chair Golden will be absent from our meeting scheduled for September 15<sup>th</sup> and will not be able to participate telephonically. Normally this would not be an issue, however, we have some important items coming up on the agenda and if we do not have a quorum due to additional member(s) being absent, we will not have a meeting. It may be prudent to reschedule this meeting to an alternate date.*

- H. AIRPORT ENGINEER’S REPORT (*Non-Action tem*).
- I. AIRPORT MANAGER’S REPORT (*Non-Action Item*).
- J. LEGAL COUNSEL’S REPORT (*Non-Action Item*).
- K. TREASURER’S REPORT (*Non-Action Item*).

- L. 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
  
- M. 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.
  
- N. AGENDA ITEMS FOR NEXT REGULAR MEETING (*Non-Action Item*).
  
- O. ACTION ON ADJOURNMENT.

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**DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, August 13, 2021**

The Carson City Airport (CCA) Website: <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a>	
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 <a href="https://notice.nv.gov">https://notice.nv.gov</a>
<i>~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~</i> <b>Supporting materials will be posted to the Carson City Airport website <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a> as available, and can be obtained upon request from the, Airport Manager, 2600 E. College Parkway #6, Carson City, NV</b>	

**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 [cjenkins@flycarsoncity.com](mailto:cjenkins@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**