

**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. 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.

- 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 15th 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.

* * * * *

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



CCAA BOARD MEMO

Agenda Item: F-1

BOARD MEMO 2021- 35

Meeting Date: August 18, 2021

Agenda Title: 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: 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.

Agenda Action: Formal Action/Motion

Time Requested 20 Minutes

Proposed Motion/ Action

I move to approve the use of the Cares Act, Airport Coronavirus Response, and Airport Rescue grant funds for (____ depends on discussion____).

CCAA’S Strategic Goal

Safety of airport and operations; compliance with federal requirements

Previous Action

N/A

Executive Summary

The authority has received 3 federal grants arising out of the US Government's programs to provide help in dealing with COVID and its interference with airports operations. This item is to address how the Authority would like to direct the Airport Manager to apply those funds to operational expenses such as payroll, utilities, service contracts, and items generally having a limited useful life, including personal protective equipment and cleaning supplies.

Recommendation: Discussion and/or vote.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount: FAA funds; no matching required

Is it currently budgeted? The first Grant was included in the budget; the other 2 came to the Authority after the budget was submitted.

Alternatives

Deny/Approve

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

CARSON CITY AIRPORT FAA OPERATING GRANTS STATUS AUGUST 13, 2021

Grant AIP Number – 35

Grant Title – CARES Act Grant

Grant Amount - \$69,000

Grant Start Date – January 20, 2020

Grant End Date - May 13, 2024

Grant Summary:

This Grant is provided in accordance with the CARES Act to provide funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency.

The purpose of this Grant is to maintain safe and efficient airport operations. Funds provided under this Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments.

Grant Status: Grant completed and closed out 2/28/2021. Total reimbursed amount was \$69,000. \$1,380 for administrative/legal costs. \$67,620 for airport payroll costs.

Grant AIP Number – 39

Grant Title – Airport Coronavirus Relief Grant Program (ACRGP)

Grant Amount - \$23,000

Grant Start Date – April 8, 2021

Grant End Date – April 9, 2025

Grant Summary:

This ACRGP Grant is provided in accordance with the Coronavirus Response and Relief Supplemental Appropriations Act to provide funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Funds provided under this Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments.

Grant Status: No reimbursement requests relating to this grant have been submitted yet.

Grant AIP Number – 40

Grant Title – Airport Rescue Grant

Grant Amount - \$59,000

Grant Start Date – August 8, 2021

Grant End Date – August 8, 2025

Grant Summary:

This Airport Rescue Grant is provided in accordance with the American Rescue Plan Act to provide funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Funds provided under this Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments.

Grant Status: No reimbursement requests relating to this grant have been submitted yet.

Prepared by Jon Rogers, CCAA Treasurer on August 13, 2021.

Carson City Airport Authority-2

Profit and Loss

July 2021

	TOTAL		
	JUL 2021	JUL 2020 (PY)	CHANGE
Income			
5010 Real/Personal Property Tax		19,717.11	-19,717.11
5050 AIRPORT LEASES			
5050H Hanger Lease	3,570.72	3,432.91	137.81
5051 Land Leases	15,577.71	12,075.11	3,502.60
5052 Tower Leases	3,479.15	6,755.64	-3,276.49
5053 Lease-Mayes	520.00	520.00	0.00
Total 5050 AIRPORT LEASES	23,147.58	22,783.66	363.92
5150 Tie Down Fees	653.15	643.59	9.56
5151 Gate Card Fees	74.25	287.05	-212.80
5155 Parking Fees	65.00	575.52	-510.52
5200 Committed-Fuel Flowage Fees	555.45	1,819.58	-1,264.13
5201 Committed-Jet Fuel Tax	153.95	76.11	77.84
5300 Class II FBO Fees	700.00	400.00	300.00
5404 Rock Materials Sales		3,641.87	-3,641.87
5500 Interest Income		1.44	-1.44
Total Income	\$25,349.38	\$49,945.93	\$ -24,596.55
GROSS PROFIT	\$25,349.38	\$49,945.93	\$ -24,596.55
Expenses			
6135 Memberships		95.00	-95.00
6137 Conferences	455.00		455.00
6190 Office Expence-PC Software	164.91	121.21	43.70
6218 Marketing and Website		729.00	-729.00
6218A Legal Notices		1,517.97	-1,517.97
6300 Operating Expenses			
6301 Utilities			
6302 Phone & Internet		356.85	-356.85
6303 Electric	644.63	614.75	29.88
6304 Gas	30.24	60.48	-30.24
6305 Water	114.98	125.39	-10.41
6306 Carson City Landfill	10.00		10.00
Total 6301 Utilities	799.85	1,157.47	-357.62
Total 6300 Operating Expenses	799.85	1,157.47	-357.62
6308 Office Expenses and Supplies	0.00	87.97	-87.97
6310 Security	24.99	324.99	-300.00
6311 CCAA printing		23.90	-23.90
6312 Data Storage	32.56	61.68	-29.12
6313 Insurance	1,141.06	7,498.00	-6,356.94
6314A Accounting/Bullis		595.00	-595.00
6316 Bank Charges/Square Chgs	15.00		15.00

Carson City Airport Authority-2

Profit and Loss

July 2021

	TOTAL		
	JUL 2021	JUL 2020 (PY)	CHANGE
6317 Airport Equipment Maintenace	0.00	111.51	-111.51
6318 Terminal Building Maint		1,266.72	-1,266.72
6319 Airfield Maintenance	839.00	968.75	-129.75
6319.5 Gate Maintenance	0.00		0.00
6350 Labor Expense			
6351 Salaries	5,802.49	16,517.91	-10,715.42
6352 Healthcare		1,617.28	-1,617.28
6353 PERS Retirement Contribution	1,076.40	2,236.97	-1,160.57
6354 Nevada Payroll	112.50	120.00	-7.50
6355 Workers Compensation		926.92	-926.92
6356 State Unemployment Contri	49.68	35.06	14.62
6357 Federal Quarterly Tax	0.00	0.00	0.00
6358 Medicare Expense	80.04	239.52	-159.48
6363 Voya/Deferred Comp		0.00	0.00
6476 Uniforms	34.28	554.80	-520.52
Total 6350 Labor Expense	7,155.39	22,248.46	-15,093.07
6369 Travel	300.94		300.94
6444 Advertising & Marketing	149.00		149.00
6999 Uncategorized Expense		-1,291.03	1,291.03
Total Expenses	\$11,077.70	\$35,516.60	\$ -24,438.90
NET OPERATING INCOME	\$14,271.68	\$14,429.33	\$ -157.65
Other Expenses			
6062 AIP #33 Perimeter Fence Design	-120,979.67		-120,979.67
6062.1 AIP #33 Perimeter Fense Design Revenue		30,307.00	-30,307.00
Total 6062 AIP #33 Perimeter Fence Design	-120,979.67	30,307.00	-151,286.67
6400 Capital Project			
6400.2 Landscape & Design		950.00	-950.00
Total 6400 Capital Project		950.00	-950.00
Total Other Expenses	\$ -120,979.67	\$31,257.00	\$ -152,236.67
NET OTHER INCOME	\$120,979.67	\$ -31,257.00	\$152,236.67
NET INCOME	\$135,251.35	\$ -16,827.67	\$152,079.02

Carson City Airport Authority-2

Balance Sheet As of July 31, 2021

	TOTAL		
	AS OF JUL 31, 2021	AS OF JUL 31, 2020 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1050 Designated Reserves #5163	0.00	17,475.42	-17,475.42
1075 LGIP-Deferred	388,280.81	362,837.95	25,442.86
1076 LGIP - Reserve	434,524.03	415,262.35	19,261.68
1077 LGIP- General Fund	154,224.49	153,553.53	670.96
1078 LGIP- Gate Fund Res	23,213.45	15,355.35	7,858.10
3099 Gen. Fund #1162	588,554.95	207,327.06	381,227.89
3101 Deferred Lease #8249	0.00	23,872.18	-23,872.18
3102 Gate Card #5242	0.00	7,839.60	-7,839.60
6.30.20 Audit Adustment	0.00	0.00	0.00
Total Bank Accounts	\$1,588,797.73	\$1,203,523.44	\$385,274.29
Accounts Receivable			
2000 Accounts Receivable - Operating	260,608.61	285,630.07	-25,021.46
Total Accounts Receivable	\$260,608.61	\$285,630.07	\$ -25,021.46
Other Current Assets			
1499 Undeposited Funds	5,086.53	14,566.36	-9,479.83
2010.1 Audit Adjustment to AR	0.00	0.00	0.00
2011 Accrued Interest Receivable	727.85	727.85	0.00
2020 Grants Receivable-CY	0.00	0.00	0.00
2021 Grants Receivable AIP33	0.00	0.00	0.00
Total Other Current Assets	\$5,814.38	\$15,294.21	\$ -9,479.83
Total Current Assets	\$1,855,220.72	\$1,504,447.72	\$350,773.00
Fixed Assets			
2120 land	146,542.00	146,542.00	0.00
2125 Machinery & Equipment	734,657.00	734,657.00	0.00
2198 Accumulated Depreciation	-659,750.00	-659,750.00	0.00
2201 Tractor	73,699.00	73,699.00	0.00
Total Fixed Assets	\$295,148.00	\$295,148.00	\$0.00
Other Assets			
2300 Provided for LT Obligations	151,493.33	151,493.33	0.00
2810 Pension Requirement	123,804.00	123,804.00	0.00
Total Other Assets	\$275,297.33	\$275,297.33	\$0.00
TOTAL ASSETS	\$2,425,666.05	\$2,074,893.05	\$350,773.00

Carson City Airport Authority-2

Balance Sheet As of July 31, 2021

	TOTAL		
	AS OF JUL 31, 2021	AS OF JUL 31, 2020 (PY)	CHANGE
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
3000 Accounts Payable	38,190.02	18,040.21	20,149.81
Total Accounts Payable	\$38,190.02	\$18,040.21	\$20,149.81
Credit Cards			
6321 Home Depot	0.00	0.00	0.00
6322 Visa Credit Card #9428 (Ken)	0.00	415.22	-415.22
6323 Visa Credit Card#2125	0.00	56.85	-56.85
6324 Visa Credit Card #7203 (Formerly #5280)	0.00		0.00
Total Credit Cards	\$0.00	\$472.07	\$ -472.07
Other Current Liabilities			
2101 Payroll Liability	3,854.18	3,854.18	0.00
2102 Accrued Compensated Absences	10,659.00	10,659.00	0.00
3090 Pension Requirement-Liab	92,866.00	92,866.00	0.00
Total Other Current Liabilities	\$107,379.18	\$107,379.18	\$0.00
Total Current Liabilities	\$145,569.20	\$125,891.46	\$19,677.74
Long-Term Liabilities			
3085 Net Pension Liability	230,178.00	230,178.00	0.00
3200 Mayes-Lease Transacions	191,364.11	197,604.11	-6,240.00
3250 Gonzalez Deferred Lease	247,371.57	254,629.41	-7,257.84
3260 Goni Deferred Lease	11,243.28	19,363.20	-8,119.92
6325 Tractor US Bank	38,223.02	49,999.00	-11,775.98
Total Long-Term Liabilities	\$718,379.98	\$751,773.72	\$ -33,393.74
Total Liabilities	\$863,949.18	\$877,665.18	\$ -13,716.00
Equity			
4200 Fund Balance	1,211,214.62	1,211,214.62	0.00
4999 Retained Earnings	215,250.90	2,840.92	212,409.98
Net Income	135,251.35	-16,827.67	152,079.02
Total Equity	\$1,561,716.87	\$1,197,227.87	\$364,489.00
TOTAL LIABILITIES AND EQUITY	\$2,425,666.05	\$2,074,893.05	\$350,773.00



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: F-2

BOARD MEMO 2021- 36

Meeting Date: August 18, 2021

Agenda Title: 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: 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.

Agenda Action: Formal Action/Motion

Time Requested 20 Minutes

Proposed Motion/ Action

I move to proceed with the managers recommendation to approve option 2 of the Vegetation Control Proposal, approve the expense to purchase the equipment and supplies and direct Staff to purchase the approved equipment and supplies.

CCAA'S Strategic Goal

Sustainable Infrastructure and Safety

Recommendation: Discussion and/or vote.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount: Airfield Maintenance/6319 approximately \$15,882.79 and \$3,952.94

Is it currently budgeted?
No

Alternatives

Option 1 – Hire Contractor
No Action

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

CARSON CITY AIRPORT AUTHORITY

VEGETATION CONTROL PROPOSAL August 2021

- Achieve a 20-foot-wide vegetation free area along all airfield paved surfaces (taxiways and runway) using the application of pre-emergent and post-emergent herbicides beginning in January/February 2022.
- Reduce infield mowing time and eventually eliminate trimming around individual edge lights and signs (there is a combined total of 652 lights and signs on the airfield).
- Reduce airport equipment and personnel time on airfield paved surfaces, enhancing airport safety, and provide a more professional and maintained appearance.
- Initial treatment of 500 feet along the south side of taxiway "A" to determine the extent of erosion and dust resulting from weather events. May require the installation of gravel, asphalt millings, or other soil surface treatment for mitigation.
- Equipment can also be used for vegetation control on airport fence line perimeter road, NV Energy utility access area, and small area spraying.
- The proposed sprayer is the McGregor 300-gallon model, capable of 20-foot-wide spray and has an auxiliary 50ft. hose and hand spray nozzle. Sprayer cost is approximately \$15,000.00.
- Long term costs favor using airport personnel and equipment. Following initial purchase of equipment, annual cost for spraying is 34% less than contracted spraying.

Area to be treated: Below are runway and taxiway lengths and calculated application areas in square feet and acres based on clearing 20 feet on either side of paved surfaces.

RUNWAY 9/27 (Including blast pads): 6,700 ft. X 40 ft. = 267,000 sq.ft. = 6.1 acres

TAXIWAY "A": 6,100 ft. X 40 ft. = 244,000 sq.ft. = 5.6 acres

TAXIWAY "B": 2,800 ft. X 40 ft. = 112,000 sq.ft. = 2.6 acres

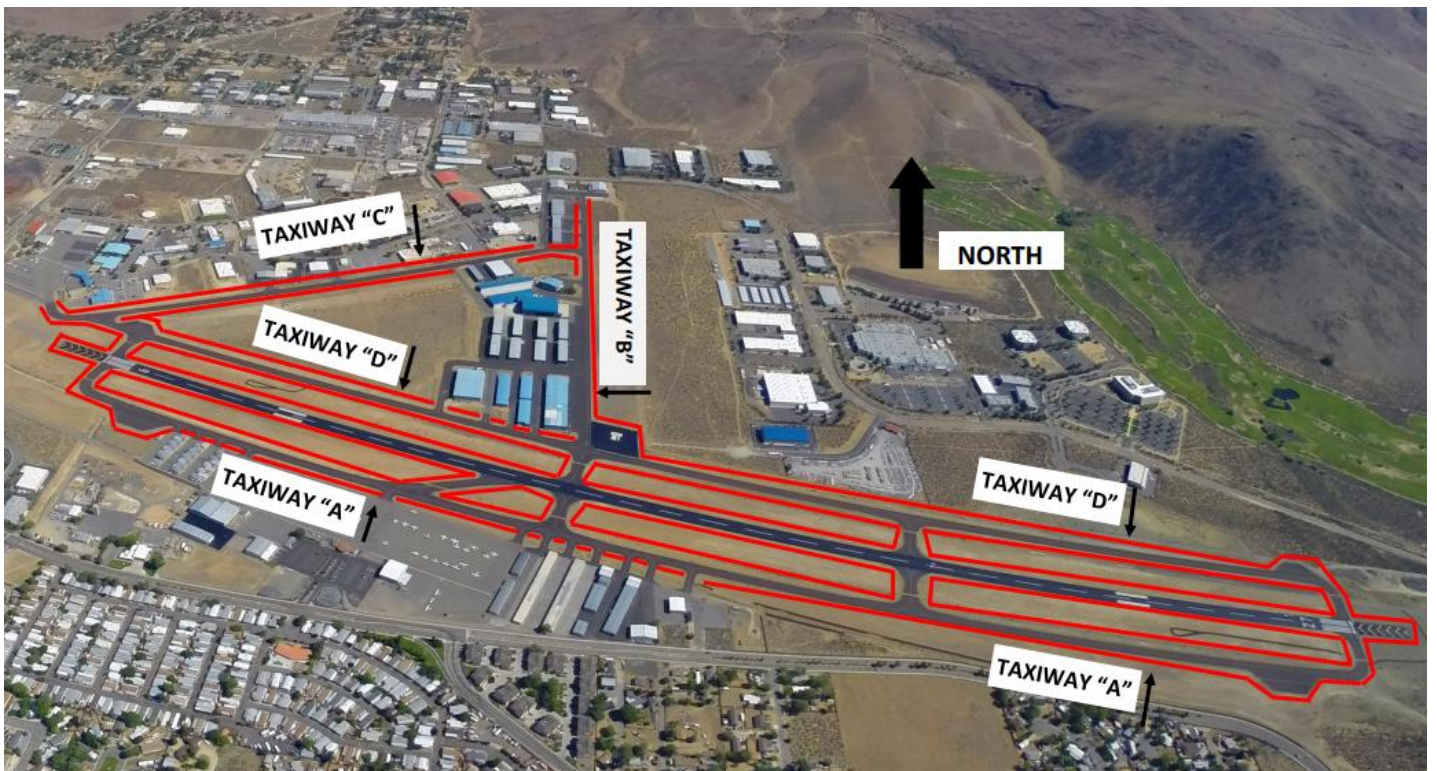
TAXIWAY "C": 3,900 ft. X 40 ft. = 156,000 sq.ft. = 3.6 acres

TAXIWAY "D": 6,100 ft. X 40 ft. = 244,000 sq.ft. = 5.6 acres

INTERSECTIONS (4 - total): 2,400 ft. X 40 ft. = 96,000 sq.ft. = 2.2 acres

TAXIWAY A-4: 400 ft. X 40 ft. = 16,000 sq.ft. = 0.4 acres

TOTAL AREA: SQUARE FEET – 1,135,000sq.ft. ACRES: 26.1



Treatment options: Two treatment options are detailed below: 1. Contract yearly spraying to be performed by local landscaping/weed control companies, and 2. Perform yearly spraying using airport equipment and personnel. Timing of application is vital, particularly for pre-emergent. Whether using a dry product or water-based spray, additional rain/snow fall is needed to distribute the product into the soil and prevent seed germination.

Option 1, contract spraying:

The Carson City airport contacted the following contractors in June 2021 to request bids for weed control beginning January/February 2022. Cutting Edge Lawn and Landscape, Pro-Scape Landscaping, Grillo Landscape solutions, and Job's Peak Weed Control. Cutting Edge Lawn and Landscape came to do a site assessment on June 29th, but no estimate has been received from them to date. Job's Peak Weed Control submitted an estimated for \$5,900.00 for a single application.

PROs: Contractor provides chemical, equipment, and personnel. Contractor responsible for licensing and equipment maintenance.

CONs: Airport will need to provide training for contractor operating on the airfield and escort when operating along runway and taxiways to avoid conflict with aircraft. As the Airport would be one of many customers, application may or may not occur at preferred times or weather conditions. Annual costs greater than using Airport personnel and equipment, and likely to rise each season.

Option 2, Airport personnel and equipment:

PROs: Airport personnel are familiar with airport environment and able to operate on the airfield safely. Pre- and post-emergent treatments can be planned and conducted when weather and infield conditions are favorable. Following initial purchase of equipment, annual costs for chemical is currently 34% less than annual contract with landscape companies.

CONs: Initial cost of equipment and training/testing for applicator's license. Storage of spray equipment when not in use.

Equipment Cost and storage: Given the acreage to be treated, the Airport's current sprayer would not be practical or effective for the area to be treated (26.1 acres). It is a 25-gallon portable tank with a 25-foot hose and spray gun. The proposed equipment is a tow behind sprayer with a 300-gallon tank, gasoline powered pump, capable of spraying approximately 20 feet wide per pass. It also includes a 50-foot hose reel with hand spray nozzle for small area or spot spraying. With this sprayer, the area to be treated could be covered with approximately 4-1/2 tanks of mixed product. When not in use, the sprayer can be stored outside and covered with a tarp to protect plastic and rubber components. During late winter/early spring use, it would be beneficial to have indoor storage to prevent freezing of pump, lines, etc. Possibly NDOT, one of the FBOs, or other airport user would allow this for a short term. When cold weather spraying is complete, the spray system can be flushed with non-toxic r.v. antifreeze and stored outdoors. Following are quotes from three manufacturers for tow behind sprayers to include shipping, with photos and equipment details at the end of the document.

1. SPRAYER DEPOT – KINGS SPRAYER 300 \$13,016.66
2. WYLIE SPRAYERS – 300 GALLON STOCKMAN SPRAYER \$9,489.00
3. THE MCGREGOR COMPANY – 300 GALLON SPRAYER \$15,882.79

TRAINING/LICENSING AND HERBICIDE COST:

Training and fee for a Nevada pesticide applicator certification is \$50 per person and it is valid for 4 years. During that 4-year period, they can acquire continuing education units (CEU) or retest prior to their expiration date to be certified again.

The Reno-Tahoe Airport Authority airfield maintenance supervisor was contacted for recommendations regarding herbicides and suppliers. The RTAA reports years of effective control from these products. The following table shows the proposed products and current pricing. These products are expensive, but they are highly concentrated as indicated by the quantities needed to cover 26 acres.

Product name and type	Container size	Price each	Quantity required	TOTAL
Esplanade 200 sc Pre-emergent	Quart	\$335.36	4	\$1,341.44
Portfolio 4F pre-emergent	2.5 Gallon	\$1,012.50	2	\$2,025.00
Glyphosate 4+ Post emergent	Case of two 2.5 Gallon jugs	\$97.75 (per case)	6 cases	\$586.50

HERBICIDE TOTAL COST = \$3,952.94

For comparison, the CCAA has spent approximately \$1,000 this spring/summer for concentrated round-up for weed control on 2-1/2 acres. Areas treated are: graveled areas south of the terminal parking lot, a 4-foot-wide area along the shoulder of the perimeter road between the north-west ramp and the south ramp port-o-port hangars, and spot spraying various locations on the airport. Treating these areas with the current 25-gallon sprayer has taken approximately 40 man-hours so far this season using approximately 20 tanks of mixed product.

COST RECAP

Contractor spraying: \$5,900.00

CCAA spraying:

Herbicide - \$3,952.94

Applicator license \$50.00

Purchase sprayer - \$9,500 - \$15,000.00

SPRAYER DEPOT – KINGS SPRAYER 300



Sprayer Depot
7800 N. Orange Blossom Trail
Orlando FL 32810

Sales Quote

#SQ248546

7/14/2021

Bill To

Carson City Airport Authority
2600 College Parkway
Carson City NV 89706
United States

Ship To

Carson City Airport Authority
2600 College Parkway
Carson City NV 89706
United States

TOTAL

\$13,016.66

Expires: 8/13/2021

Expires	Exp. Close	Sales Rep
8/13/2021	7/14/2021	Brandon M Grossman

Qty	Item	List Price	Your Price	Amount	Tax Amount	Gross Amt
1	KT335P81341EHGBK Kings Sprayers 300 Gallon Highway Ready 2-Wheel Sprayer with 21 gpm Diaphragm Pump & Electric Reel with 400' of 1/2" ID Hose	\$9,500.00	\$9,500.00	\$9,500.00	\$722.00	\$10,222.00
1	B18 18' Spray Boom	\$635.00	\$635.00	\$635.00	\$48.26	\$683.26
1	31012X50 1/2" ID 800 psi 50' Length of Spray Hose	\$50.00	\$50.00	\$50.00	\$3.80	\$53.80
1	38505 Greensmaster JD9-C Spray Gun	\$129.99	\$69.99	\$69.99	\$5.32	\$75.31

1	50MPB 1/2" MPT Brass Plug (7231)	\$7.00	\$6.30	\$6.30	\$0.48	\$6.78
1	50FS 1/2" FPT Brass Socket (7235)	\$10.50	\$9.45	\$9.45	\$0.72	\$10.17
1	6P13 1/2" MPT, 1/2" ID x 13/16" OD Hose	\$14.52	\$13.07	\$13.07	\$0.99	\$14.06
2	QJ8600214NYB 1/4" NPT (F) QT Double Swivel Body	\$10.81	\$8.11	\$16.22	\$1.23	\$17.45
2	OC01 OC-01 TeeJet Off-Center Flat Spray Tip	\$13.61	\$8.17	\$16.34	\$1.24	\$17.58
2	QJ467614NYR QJ4676-1/4-NYR Cap & Gasket	\$2.88	\$2.16	\$4.32	\$0.33	\$4.65
1	BATTKITDC Battery Kit (Deep Cycle)	\$350.00	\$350.00	\$350.00	\$26.60	\$376.60
1	Production Note **Put QJ8600214NYB on each end and position one spraying straight down and the other pointed outward using OC01 tips. Will need to use QJ467614NYR and NIP025SH to attach the body to the boom**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SPRAYER DEPOT – KINGS SPRAYER 300 (CONTINUED)



Sales Quote

#SQ248546

Sprayer Depot
7800 N. Orange Blossom Trail

7/11/2021

Qty	Item	List Price	Your Price	Amount	Tax Amount	Gross Amt
1	Shipping Note 1 **No loading dock or forklift available so shipping method will need to be on trailer with ramp or something similar for off loading here**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Subtotal	\$10,670.69
Shipping Cost	\$1,535.00
Tax	\$810.97
Total	\$13,016.66



WYLIE SPRAYERS – 300 GALLON STOCKMAN SPRAYER



Sprayer



Mickey O'Neill <moneill@wyliesprayers.com>
To Rick Lee

Rick

Good afternoon. I have put together a quote on our 300 gallon pull behind sprayer.

- 1- W3209-H 300 gallon trailer with Torsion axles
- 2- 81532-XL-H Honda 5 HP engine with XL pump rated at 300 PSI and 11 GPM
- 3- W8220E Boom Mount
- 4- W8220 Boom manual fold 30'
- 5- 52440 50' of hose and gun
- 6- W310102 Hose Rack
- 7- 463CPV16K 3 outlet control
- 8- W8220-H Boom Plumbing kit

Cost: \$8,489.00

Freight: \$1,000.00

Lead Time 6-8 weeks

https://www.wyliesprayers.com/media/uploads/resource-docs/2014_10r1_pasture_sprayer_doc_8_3_17_lw.pdf

Mickey O'Neill

VP Sales

Wylie MFG

833-861-3136 O

405-590-4929 C

www.wyliesprayers.com



THE MCGREGOR COMPANY – 300 GALLON SPRAYER



RE: Towable sprayer



Randy Whelchel <randy.whelchel@mgregor.com>
To Rick Lee



6/22/2021

Rick

The price for the sprayer would be \$13368.79 plus any tax. We are getting the unit out of our warehouse to get dimensions and weight for our shipping company so I can get you shipping costs. Also I will take some pictures of it and send them to you.

Thanks
Randy

Randy Whelchel
Operations Supervisor
The McGregor Company
Equipment Division
28232 Endicott Road
Colfax, WA 99111
Ph: 509-397-4360
Fx: 509-397-6306
randy.whelchel@mgregor.com



SHIPPING COST \$2,514.00 – TOTAL = \$15,882.79



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: F-3

BOARD MEMO 2021- 37

Meeting Date: August 18, 2021

Agenda Title: 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: *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.*

Agenda Action: Formal Action/Motion

Time Requested 20 Minutes

Proposed Motion/ Action

Depends on the City edits. If the edits are minor, then:
I move to approve the Cooperative Agreement with the City's edits.

CCAA'S Strategic Goal

Continued cooperation with Carson City, as well as continued economic development and continued grant funding for the Airport.

Previous Action

The original Coop Agreement was signed in 1990 and expired on May 17, 2000. It was extended by agreement between the Authority and the City twice and now expires on October 17, 2021.

Executive Summary

NRS 844, the law that created the Airport Authority, required that the City and the Airport enter into an agreement for the orderly transfer of all Airport properties from the City to the Airport Authority. After adoption of the law, the Authority and the City were notified by the FAA that only the City could be the recipient of FAA Grants. As a result, the Coop Agreement retained property ownership of the underlying ground and remained the FAA Grant sponsor. The FAA has softened on the issue of the Airport Authority being the Grant sponsor as it has allowed the Reno Tahoe Airport Authority to be the Grant sponsor (similar situation). The new Cooperative Agreement eliminated topics previously addressed that are no longer relevant (eg. transfer of equipment long since retired) and keeps in place the existing process for FAA Grants (i.e.

received by City and transferred to Authority) as well as the historical treatment of taxes and fees that are derived on the Airport and returned to the Airport. The term of the Agreement is 5 years.

Recommendation: Discussion and/or vote.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

Is it currently budgeted?

Alternatives

Deny/Approve/ Send back changes

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

**RENEWAL TO COOPERATIVE AGREEMENT FOR
AIRPORT AUTHORITY TO MANAGE CARSON CITY'S AIRPORT**

This Renewal to Cooperative Agreement for Airport Authority to Manage Carson City's Airport ("RENEWAL AGREEMENT") is hereby made by and between Carson City, a consolidated municipality and political subdivision of the State of Nevada ("City") and the Carson City Airport Authority ("Authority"), a quasi-municipal corporation, each of whom may hereinafter be referred to individually as "Party" and collectively as "Parties."

RECITALS:

WHEREAS, the Authority was created by the Nevada Legislature with the passage and approval of Senate Bill No. 255 during the 65th Legislative Session (1989), made effective on October 1, 1989 as a special act of the Legislature and generally known as the Airport Authority Act for Carson City and codified at Chapter 844 Statutes of Nevada 1989 (the "Act"); and

WHEREAS, on May 17, 1990 the City and the Authority entered into an agreement captioned as the Cooperative Agreement for Airport Authority to Manage Carson City's Airport ("AGREEMENT", attached hereto as Exhibit 1) in accordance with the Act and NRS Chapter 277 which authorizes two or more political subdivisions to enter into such agreements for the performance of any governmental function, including the furnishing or exchange of personnel, equipment, property or facilities of any kind, or the payment of money; and

WHEREAS, the Parties executed an Amendment ("Unnumbered AMENDMENT", attached hereto as Exhibit 2) to the AGREEMENT on November 19, 2008, effective through the term of the AGREEMENT, for the purpose of ensuring clear chain of title on leases; and

WHEREAS, the Parties executed a First Amendment ("FIRST AMENDMENT", attached hereto as Exhibit 2) to the AGREEMENT on October 6, 2016, effective through the term of the AGREEMENT, for the purpose of allowing the Authority to participate in health, dental, vision and life insurance plans that are provided to City employees, if permitted by the City's benefits providers; and

WHEREAS, paragraph 16 of the AGREEMENT establishes a contract term of thirty years from the date of execution and the AGREEMENT is therefore set to expire on May 17, 2020; and

WHEREAS, paragraph 16 of the AGREEMENT authorizes the Parties to renew the AGREEMENT upon mutual negotiation and paragraph 19 of the AGREEMENT requires that any modifications thereto be mutually agreed upon in writing; and

WHEREAS, the Parties having mutually decided that in the best interest of the City and the Authority it was necessary to extend the AGREEMENT for a period of one year beyond its date of termination so that the Parties would have the necessary time to negotiate a new

cooperative agreement, the Parties executed a Second Amendment (“SECOND AMENDMENT”, attached hereto as Exhibit 3) to the AGREEMENT on May 7, 2020, to expire on May 17, 2021; and a Third Amendment (“THIRD AMENDMENT” attached hereto as Exhibit 3) to the AGREEMENT to further extend the expiration date to November 17, 2021 and

WHEREAS, the Parties have now completed negotiations and agreed that several of the duties and various other provisions contained in the AGREEMENT have long since been performed or have become obsolete, and that this RENEWAL AGREEMENT should establish a comprehensive understanding of the Parties with regard to prospective duties and obligations to effectuate the proper, continued operation of the Carson City Airport;

NOW THEREFORE, based on the mutual exchange of promises and good and valuable consideration, the sufficiency of which is acknowledged, the Parties do hereby covenant and agree as follows:

RENEWAL AGREEMENT TERMS:

1. **Term and termination.** The term of this RENEWAL AGREEMENT is for five (5) years, to terminate on the close of business day on ~~June-August~~ 30, 2026. Upon termination, this RENEWAL AGREEMENT will automatically renew for successive terms of one (1) year unless earlier terminated for cause or by mutual agreement.

Unless otherwise specified in this RENEWAL AGREEMENT, termination for cause shall not be effective until seven (7) calendar days after a Party has provided written notice of default or breach. Notice of termination may be given at the time of notice of default or breach, and may be provided separately at any time after the running of the 7-day notice period, and such termination shall be effective on the date the notice of termination is provided to the receiving Party unless a specific effective date is otherwise set forth therein. Any delay in providing a notice of termination after the 7-day notice period has run without a timely correction by the defaulting or breaching Party shall not constitute any waiver of the right to terminate under the existing notice or notices.

2. **Effective date.** This RENEWAL AGREEMENT is effective immediately upon approval by the governing bodies of each Party and from the date on which the last required signature is affixed hereto (“Effective Date”).

3. **Superseding effect.** The Parties agree that the terms of this RENEWAL AGREEMENT supersede and replace all previously existing agreements made by and between the City and the Authority concerning the assumption of duties, obligations and liabilities with regard to the operation of the Carson City Airport, including the AGREEMENT, the FIRST AMENDMENT and the SECOND AMENDMENT.

4. **City as airport sponsor.** The Parties recognize and expressly incorporate herein by reference the letter opinion issued by the Federal Aviation Authority (“FAA”), dated August 25, 1989, which determined that the Authority did not have sufficient legal, financial and other

necessary abilities to act as an airport sponsor under the Federal Airport Improvement Program, but the Authority is investigating becoming the airport sponsor and has been informed by FAA representatives that the prohibition may have changed and the Parties agree that the federal position adopted by the FAA in that letter opinion has to date not changed.

Comment [SeT1]: The FAA has told us we might be able to take over as sponsor. The Reno Tahoe Airport Authority is the grant sponsor of their grants and lack the ability to assess ad valorem taxes on their own, ie. the reason CC Airport Authority was considered unable to receive grants. Our plan had been to be joint sponsors while the City owned the land.

To facilitate the Parties' mutual objectives, the City shall remain the landowner of the parcels upon which the Carson City Airport is located, as more particularly described in paragraph 5 of this RENEWAL AGREEMENT, and further remain the sponsor for Federal aid under the Federal Airport Improvement Program. The Authority shall manage, control, improve and maintain the Carson City Airport in a manner consistent with: (1) the certifications, representations, warranties, assurances and covenants contained in the City's grants with the Federal Government; (2) the provisions of the Act; (3) the applicable provisions of the Carson City Municipal Code; and (4) any other applicable provision of state and federal law and any regulations adopted thereto.

At such time the Authority is recognized by the FAA as having sufficient legal, financial and other necessary abilities to act as an airport sponsor under the Federal Airport Improvement Program, the Parties shall, as soon as reasonably practicable, negotiate in good faith the transfer of property and other rights consistent with the provisions of the Act.

5. Assessor's Parcel numbers. Upon execution of this RENEWAL AGREEMENT, the City shall continue to authorize the Authority, its agents, employees and representatives to enter upon, operate, improve, maintain and control the real property upon which the Carson City Airport is located, consistent with the terms of this RENEWAL AGREEMENT, the Act, the Carson City Municipal Code and any other applicable provisions of federal and state law and regulations adopted thereto, and which real property parcels are more particularly described as follows:

Assessor's Parcel Number (APN) 005-011-01	(formerly 8-131-02)
APN 005-011-02	(formerly 8-131-24)
APN 005-011-05	
APN 005-012-01	(CLEAR ZONE ON THE WEST)
APN 005-012-03	(CLEAR ZONE ON THE WEST)
APN 005-012-04	(CLEAR ZONE ON THE WEST)
APN 005-021-10	
APN 005-012-05	(CLEAR ZONE ON THE WEST)
APN 005-054-01	
APN 005-054-02	
APN 8-201-04	(COMBINED WITH 005-011-01)
APN 005-011-06	(formerly 8-201-06)
APN 005-012-02	(CLEAR ZONE ON THE WEST)
	(formerly 8-131-17)

The Parties acknowledge that the parcel numbers assigned to real property as described above may change from time to time and that therefore it may be in the best interest of the Parties to obtain a legal description of the parcels comprising the real property upon which the

Carson City Airport is located. In the absence of any such legal descriptions and in the event of any dispute or disagreement, the Parties agree that lot lines for any parcel comprising the real property of the City are determined by the records of the Carson City ~~Assessor~~ Recorder and the Exhibit A map on file with the FAA.

6. **Additional covenants.** The Parties hereby further agree to the following:

(a) The Authority must obtain from the City written authorization before ~~acquiring real property by purchase for the purpose of Airport operations, and before leasing, selling or otherwise disposing of any real property, commencing any work to alter from its current condition the parcels described in paragraph 5 of this RENEWAL AGREEMENT or any buildings located upon those parcels. This subparagraph (a) does not apply to the right of the Authority to conduct routine maintenance and repair.~~

(b) The Authority shall maintain all runways, runway approaches and taxiways in a good and workmanlike manner and, at a minimum, at a standard that complies with any applicable federal or state laws and regulations adopted thereto. The City shall at all times, unless mutually agreed to by the Parties, ensure that no activity or operation of the City will cause an obstruction on a runway approach, or prevent compliance with FAA requirements on operations of the Airport.

(c) The City shall make available to the Authority the temporary staffing of City employees and the use of City facilities and equipment for the necessary operation and maintenance of the Carson City Airport if, at the sole discretion of the City, it is reasonably practicable to do so without adversely affecting appropriate staffing levels or normal operations of the City. Nothing in this subparagraph shall be construed as limiting the discretion of the Authority to hire its own employees or to acquire its own facilities and equipment.

(d) The Authority and the City shall continue to be bound by and comply with any and all agreements between the City and owners of real property situated adjacent to the real property upon which the Carson City Airport is located that affect the Carson City Airport and which are in existence as of the Effective Date of this RENEWAL AGREEMENT.

(e) The City shall make available, upon request and at no charge to the Authority for inspection and copying, any and all maps and documents held by the City regarding ~~of~~ the Carson City Airport that are necessary for the efficient, orderly operation of the Carson City Airport. The Authority shall make available, upon request and at no charge to the City for inspection and copying, any and all documents ~~of~~ held by the Carson City Airport Authority not otherwise privileged or confidential.

(f) The City and the Authority shall endeavor to collaborate and cooperate jointly in the securing and administering of any Federal aid or grants that are beneficial to the Parties. Except to the extent that the City is required to act as the airport sponsor on behalf of the Authority and undertake associated tasks of receipt and disbursement to the Authority, ~~the Airport Authority~~ is solely responsible for any other tasks or obligations related to the subsequent receipt, administering, reporting or disbursement of such Federal aid or grants.

Comment [SeT2]: Do you mean the Carson City Recorder? The deeds control the actual lot lines. We are also required by the FAA to have an Exhibit A property map on file with the FAA. I will send you a copy. I will also review both to confirm they are in sync.

Comment [SeT3]: This language tracks the changes the Legislature made (with City and Authority support) to NRS 844, Sect 9. The language removed is outdated from the old agreement and was not being followed anyway as the City had no appetite to look at every building, equipment purchase, etc.

Comment [SeT4]: The only functions of the City on FAA Grants are approval and the receipt and transfer of funds to the Airport

including, without limitation, compliance with terms and conditions of the aid or grants, bookkeeping and required audits, as applicable.

(g) The Authority and the City shall continue to be bound by any and all duties previously imposed, and to be imposed, by the FAA as such duties relate to the Authority or the City concerning the Carson City Airport. The Authority and the City shall not take any action or engage in any conduct to impair or violate any agreement with the FAA or any other regulatory agency affecting the Carson City Airport. The City may, at any time and with ~~or without~~ notice to the Authority, cure any breach of agreement with the FAA or other regulatory agency and the cost of any such cure that is required or appropriate as the result of the Authority's conduct shall be paid immediately by the Authority upon demand by the City. The Authority may, at any time and with notice to the City, cure any breach of agreement with the FAA or other regulatory agency and the cost of any such cure that is required or appropriate as the result of the City's conduct shall be paid immediately by the City upon demand by the Authority.

(h) The City will continue to transfer to the Authority:

(1) the fuel tax revenues received by the City associated with aviation fuel as required by NRS 365.545(a); federal Airport and Airway laws 49 USC 47107(b) and 47133; FAA Grant Assurances on use of airport revenue.

(2) the personal property tax revenue on aircraft and other personal property located at the Airport, along with the real property tax received by the City on real property improvements on the Airport, pursuant to the Memorandum Agreement of the parties recorded September 8, 1992 as Document No. 133998, along with the hangars adjacent to the Airport with Through-the-Fence access under CCMC Title 19, all as approved by the City on June 1, 2006.

(hi) The Authority shall purchase and maintain all insurance necessary to protect and insure from liability the Authority, its officials, employees, agents and representatives, and its properties and operations. Such insurance must include, at a minimum:

i. Aviation Ground Operations Liability Insurance, with a combined single limit for bodily injury, property damage, personal and advertising injury with a limit of not less than \$10,000,000 each occurrence. Coverage must include liability arising from premises, operations conducted by the Authority or on behalf of the Authority or the City at or from the premises of the Carson City Airport, products-completed operations, personal and advertising injury and liability assumed under an insured contract. Such coverage must also include liability arising from or related to the ownership, maintenance, use or operation of mobile equipment while on the premises of the Carson City Airport.

ii. Non-owned Aircraft Liability Insurance, with a combined single limit of not less than for bodily injury and property damage with a limit of not less than \$1,000,000 each occurrence.

iii. Ground Hangar Keeper's Legal Liability Insurance with a limit of not less than \$1,000,000 each occurrence, if the Authority provides hangars, tie-downs or fueling of

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Comment [SeT5]: The City action documents are attached.

Comment [SeT6]: Our insurance consultants reviewed this and said it was OK so long as we excluded additional insureds on professional policies (eg. E&O) because those are specific to the insured. (ie. the Airport Authority officers and board members)

any aircraft which are owned by a person or entity other than the Authority.

iv. Workers' Compensation and Employer Liability Insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury by accident or \$1,000,000 per employee for bodily injury by disease.

v. Commercial Automobile Liability Insurance and, if deemed necessary by the Authority, Commercial Umbrella Liability Insurance, with a limit of not less than \$1,000,000 for each accident. Coverage must apply to liability arising from or related to any owned, leased or hired vehicle.

vi. Public Officials (Errors & Omissions Liability) Insurance, with a limit of not less than \$1,000,000 for each wrongful ~~act~~.

vii. Property Insurance to insure against physical damage to personal property and mobile equipment that the Authority owns, leases or is otherwise responsible for. Coverage must be written on a replacement cost basis for personal property and actual cash value basis for mobile equipment.

Comment [SeT7]: Update- May 10, 2021--
This is ok as we currently have this in place

(i) For all insurance required to be maintained by the Authority pursuant to subparagraph (h) above, excluding professional liability (errors & omissions, workers compensation and property insurance), the City must be included as an additional insured. The Authority's liability coverage must apply as primary insurance in relation to any other insurance or self-insurance maintained by the City, and the Authority shall waive all rights against the City and its officials, employees, agents and representatives for the recovery of damages to the extent those damages are covered by the liability insurance required to be maintained by the Authority under this RENEWAL AGREEMENT.

The Authority's liability insurance shall be primary as respects the City, its officials, employees, agents and representatives. Any other insurance or self-insurance available to the City shall be deemed excess over the insurance required to be maintained by the Authority and does not contribute with it.

The Authority shall furnish the City with certificates of insurance, executed by a duly authorized representative of each insurer, indicating compliance with the insurance requirements required by subparagraph (h) above. Any failure of the City to demand a certificate of insurance or other evidence of insurance, or failure of the City to identify a deficiency in any certificate or other evidence of insurance, shall not be construed as a waiver of the Authority's obligation to maintain the required insurance under the terms of this RENEWAL AGREEMENT.

The Authority shall provide to the City written notice as soon as reasonably practicable before the cancellation or nonrenewal of any insurance required by subparagraph (h) above. Notwithstanding any other provision to the contrary, a failure of the Authority to maintain proper insurance in accordance with the terms of this RENEWAL AGREEMENT constitutes breach and the City may, at its election, terminate this RENEWAL AGREEMENT without providing an opportunity to cure or purchase sufficient insurance on behalf of the Authority, the cost of which

must be paid by the Authority upon demand.

All insurance required to be purchased and maintained by the Authority under this RENEWAL AGREEMENT must be placed with insurers acceptable to the City and with A.M. Best Ratings of at least A VII.

The Parties acknowledge that the insurance requirements established by this RENEWAL AGREEMENT do not constitute any representation or assurance of the City that such coverage and corresponding limits will be adequate to protect the Authority from liability. The Authority is encouraged to purchase any additional insurance as it deems necessary. The Parties further acknowledge that the coverage and corresponding limits shall not be deemed a limitation on the obligations of the Authority under the indemnities granted to the City under this RENEWAL AGREEMENT.

(j) The City shall purchase and maintain:

i. Commercial General Liability, Automobile Liability and Workers' Compensation and Employer Liability Insurance with limits the City deems adequate for City operations and activities at the Carson City Airport.

ii. Commercial Property Insurance on a replacement cost basis for any personal property assets owned by the City and located at the Carson City Airport including but not limited to, insurance coverage for the Terminal Building until said property is transferred to the Authority-

Comment [SeT8]: Update May 10, 2021.

The City currently owns and insures the Terminal Building. Thus it should be correctly stated in the Agreement.

7. **Severability.** If any term or provision of this RENEWAL AGREEMENT is deemed to be invalid or unenforceable to any extent, the remainder of this RENEWAL AGREEMENT will not be affected thereby, and each remaining term and provision of this RENEWAL AGREEMENT will be valid and be enforced to the fullest extent permitted by the law.

8. **No waiver.** No waiver of any breach of any covenant or provision contained herein will be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision contained herein. No extension of time for performance of any obligation or act will be deemed an extension of the time for performance of any other obligation or act except those of the waiving Party, which will be extended by a period of time equal to the period of the delay.

9. **Assignability.** This RENEWAL AGREEMENT is binding upon and inures to the benefit of the permitted successors and assigns of the Parties hereto. Neither Party may assign any of the rights or delegate any of the duties of this RENEWAL AGREEMENT without the express written consent of the other Party.

10. **Governing law.** The Parties hereto expressly agree that this RENEWAL AGREEMENT will be governed by, interpreted under, and construed and enforced in accordance with the laws of the State of Nevada.

11. **Indemnification.** To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each Party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other Party from and against all liability, claims, actions, damages, losses and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying Party, its officials, employees, agents and representatives. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any Party or person described in this paragraph.

12. **Immunity.** The City and the Authority will not waive and each intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both Parties shall not be subject to punitive damages. Liquidated damages shall not apply.

13. **Force majeure.** Neither Party shall be deemed to be in violation of this RENEWAL AGREEMENT if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions or acts of God, including, without limitation, earthquakes, floods, winds or storms. In such an event the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is obligation to promptly perform in accordance with the terms of this RENEWAL AGREEMENT after the intervening cause ceases.

14. **Entire agreement.** This RENEWAL AGREEMENT constitutes the entire understanding of the Parties and as such is intended as a complete and exclusive statement of the promises, representation, negotiations, discussions and other agreements that may have been made in connection with the subject matter hereof. No modification or amendment to this RENEWAL AGREEMENT shall be binding upon the Parties unless the same is in writing and signed by the respective Parties hereto.

15. **Notice.** All notices or other communications required or permitted to be given under this RENEWAL AGREEMENT must be made in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail, by regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other Party at the address specified below:

Notice to the City shall be addressed to:

Carson City Manager
201 North Carson Street, Suite 2
Carson City, NV 89701

Contact (tel.) 775-887-2100 to obtain current e-mail
Fax: 775-887-2286

Notice to the Authority shall be addressed to:

XXXXXXXXXX Airport Manager

2600 College Parkway #6

Carson City, NV 89706

Contact (tel) 775-841-2255 to obtain current e-mail

[remainder of this page left intentionally blank; signatures to follow on the next page]

16. **Acknowledgement and execution.** This RENEWAL AGREEMENT may be executed in counterparts. The Parties hereto have caused this RENEWAL AGREEMENT to be signed and intend to be legally bound thereby as follows:

For the City:

LORI BAGWELL
Carson City Mayor

Date

For the Authority:

Airport Authority Board Chair

Date

ATTEST:

CITY'S LEGAL COUNSEL
Approved as to form:

AUBREY ROWLATT, Clerk-Recorder

DISTRICT ATTORNEY

AIRPORT AUTHORITY COUNSEL
Approved as to form:

STEVEN E. TACKES, ESQ.



CCAA BOARD MEMO

Agenda Item: F-4

BOARD MEMO 2021- 38

Meeting Date: August 18, 2021

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

Staff Summary: Staff Summary: Due to a calendar conflict, Chair Golden will be absent from our meeting scheduled for September 15th 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.

Agenda Action: Formal Action/Motion

Time Requested 20 Minutes

Proposed Motion/ Action

I move to change the September 15, 2021 board meeting date to (____depends on discussion_____).

Recommendation: Discussion and/or vote.

Financial Information

None

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

Is it currently budgeted?

Alternatives

Deny/Approve

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____

(Vote Recorded By)



ARMSTRONG

Airport Improvement Update

CARSON CITY AIRPORT – CARSON CITY, NEVADA

August 2021

ENGINEERING UPDATE

Project Updates:

Runway 9-27 Pavement Maintenance Project:

- Seal coat and temporary marking was completed June 6, 2021.
- Permanent marking is currently on-hold until definite delivery date is established for replacement signs. Tentative delivery date is mid-September.
- Work will involve one more closure period for the final paint markings and installation of replacement signs.

Snow Removal Equipment Building:

- Design work is completed.
- Tentative re-bid late 2021 or 2022.
- ACI will proceed with Special Use Permit and any outstanding design or permitting processes.

AWOS Relocation Project:

- Design work is completed.
- Due to challenges associated with getting environmental clearance for this project and the SRE Building, the FAA has indicated that this project will now be funded in FY2022 alongside the rebid of the SRE Building.

Acquire Snow Removal Equipment:

- Grant offer received, currently working through contract paperwork with City, CCAA, and Vendor.

Aeronautical Survey for Nighttime Approach:

- Grant offer received, currently working with Lean Engineering to schedule survey work in upcoming weeks.

CARSON CITY AIRPORT

Date Updated:8/13/2021

CURRENT PROJECT DASHBOARD

AIP Funded Projects

Project	ACI Task Order	Grant Number	Project Status	Preliminary Grant Application	NEPA Documentation	City Planning Status	Draft Task Order	IFE	Final Task Order	RON	Design Status	Bidding Status	Final Grant Application	Grant Status	Construction Status	Billing Status	Budget Status	Contractor	Notes
Install Perimeter Fencing and Gates	B	3-32-0004-033-2020	Closeout	Completed	Completed	N/A	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Issued	Completed	Final Payments Issued	On-budget	Custom Fence & Mesquite Electric	Will closeout with completion of pavement rehab project.
Rehab RW 9/27	C	3-32-0004-033-2020	Construction	Completed	Completed	N/A	Completed	N/A	Completed	Completed	Completed	Completed	Completed	Issued	On hold, awaiting delivery of signs	Paid up to date	Grant Amendment needed for additional Crack Sealant	American Road Maintenance	Seal work and temp markings completed, awaiting delivery date (tentative mid-Sept) for signs in order to schedule one more runway closure for final markings and installation of signs.
Construct SRE Bldg (Design)	C	3-32-0004-034-2020	Closeout	Completed	Completed	See TO E	Completed	Completed	Completed	Completed	Completed	N/A	N/A	Issued	N/A	Paid up to date	See TO E	N/A	
CARES Act Grant	N/A	3-32-0004-035-2020	Open	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Issued	N/A	Unknown - No ACI Role	Unknown - No ACI Role	N/A	
Relocate AWOS	D	3-32-0004-036-2021	Pending Const	Completed	Awaiting CatEx Approval for New Location	SUP will be required	Completed	N/A	Completed	Completed	Completed	Completed	Completed	Not Issued - moved to FY22	Moved to FY2022	No Billing Issued Yet	No Issues Anticipated	Silver Sabre Electric / All Weather	FAA chose to push project to FY22 due to challenges with CatEx approval, may need to be rebid with SRE Building
Construct SRE Bldg (Bid and Const)	E	3-32-0004-036-2021	Rebid	Completed	On AWOS CatEx	SUP will be required	Completed	Completed	Completed	Completed	Completed	No Bids Received - Rebid FY22	N/A	N/A	TBD	No Billing Issued Yet	Current estimate exceeds budget	TBD	Rebidding in FY2022. Admin tasks (SUP, CatEx) to continue towards completion.
Acquire SRE	F	3-32-0004-037-2021	Pending Contract	Completed	Completed	N/A	Completed	N/A	Completed	Completed	Equipment Identified	Completed	Completed	Issued	N/A	No Billing Issued Yet	No Issues Anticipated	Henke Mfg	Working through contract paperwork and PO approval from City/CCAA.
Install Approach Lighting (Phase 1 - Planning Study and Aeronautical Survey)	G	3-32-0004-038-2021	Scoping	Completed	Completed	N/A	Completed	Completed	Completed	Completed	Completed	N/A	Completed	Issued	N/A	No Billing Issued Yet	None	N/A	ACI working with Lean Engineering to schedule survey.





August 18, 2021

Carson City Airport Manager’s Report Prepared by Corey Jenkins

July 2021 Fuel Flowage

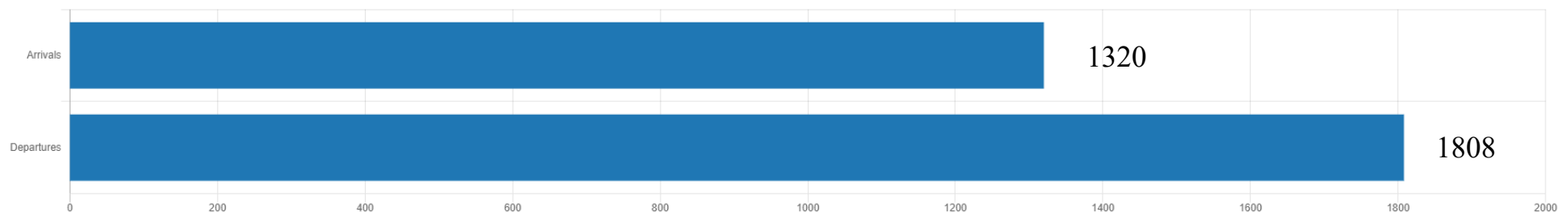
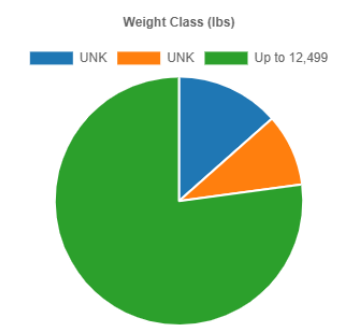
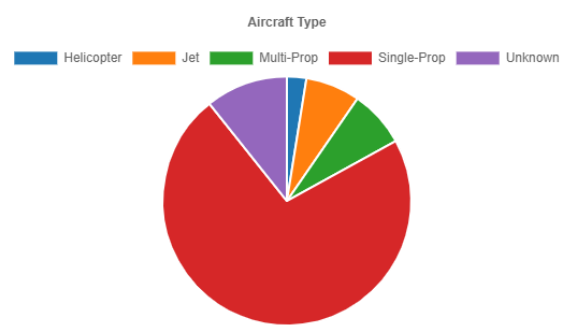
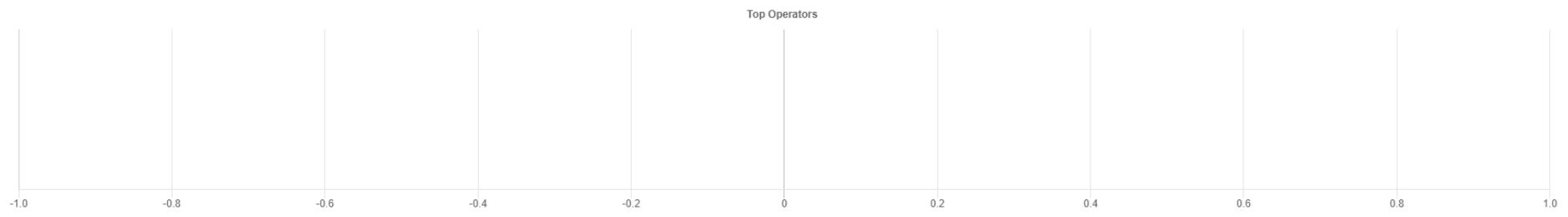
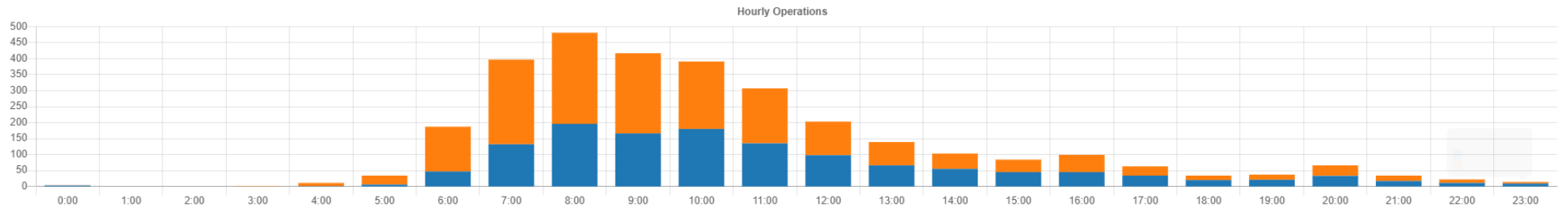
2020	100LL	Jet A	Total
Self-Serve	7,122	2,216	9,338
Full Serve	2,334	13,423	15,757
FFF = \$1,254.75			25,095
2021			
Self-Serve	6,546	3,487	10,032
Full Service	1,078	22,518	23,596
FFF = \$1,681.40	YOY Change = 34%		33,628

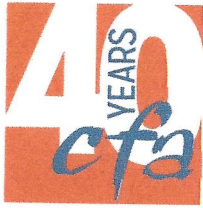
Managers’ Report

- Progress on Manager Task List
 - City Bank, signature cards and Visa Card
 - Met with Consultants and Vendors
 - Armstrong
 - Coffman
 - NDOT
 - Bullis & Co
 - Nevada Payroll Services
 - Familiarization with airport operations and maintenance responsibilities and airport equipment
 - Setup for issuing NOTAMS
 - Update Office Signage
 - Training on aero tracking (ADS-B tracking)
 - Training on camera and gate access system
 - Updated on Carson Tahoe Executive projects

Managers' Report (Continued)

- CFA Survey Proposal
 - We have received a proposal from CFA for the survey of the triangle lease area to determine boundary lines
 - The proposal came in at \$8,500 which may be reduced if the scope of the survey is reduced
 - The three sections of the proposal may be billed separately as well
 - The proposal is attached below
- Aircraft Operations
 - The total aircraft operations for July came out to 3,128 according to ADS-B data.
 - Detailed charts of the operations are attached below





**LAND SURVEYORS
CIVIL ENGINEERS
LAND USE PLANNERS**

August 13, 2021

VIA E-mail tpuliz@flycarsoncity.com

Tim Piliz
CARSON CITY AIRPORT
2600 E. College Parkway #6
Carson City, NV 89706

**RE: PROPOSAL FOR A SURVEY OF AVAILABLE LEASE PARCELS
APN 005-021-10, 005-111-06, 08 & 09
CARSON CITY AIRPORT**

Dear Tim,

Thank you for the opportunity to provide this proposal for the above-referenced project. Based on our recent meeting, I have prepared this scope of work and cost estimate below.

SCOPE OF WORK

It is our understanding the Carson City Airport desires to inventory and compile a "Master Plan" of all of the current lease parcels in the "Triangle" and the area just east of Taxiway Bravo. The primary objective being to identify the remaining area available for lease.

TASK S1A – Inventory and Compilation of existing lease Parcels

CFA will perform the necessary calculations and compile the existing lease information it into a Master Exhibit depicting the extend of all the documents provided. Currently, we are aware of six (6) maps and twelve (12) lease agreements. It appears that some of the lease agreements are recorded but it is possible that other lease agreements exist that are not recorded. CFA will rely on the records provided by the Carson City Airport to compile the Master Exhibit.

TASK S1B – Survey of existing lease parcel boundaries

Once of the lease agreements and maps have been reconciled, CFA will perform field surveys to verify that the existing improvements do not exceed the limits of the lease. CFA will also map the edge of pavement adjacent to the parcels and include it on the exhibit. This will not be a complete topographic survey of the site but a staking of the lease limits and physical inspection. Only those area that extend beyond the lease line will be mapped.

TASK S1C – Preparation of Proposed lease parcel exhibits and descriptions

CFA will prepare exhibits and legal descriptions for the two (2) remaining parcels.

FEES

Because of the uncertainty of the exact scope of work, CFA will provide the services outlined above on a Time and Materials Basis.

Task S1A-S1C\$8,500.00*

*Actual charges will be billed n a Time and Materials

Thank you for allowing us the opportunity to provide this proposal to you. If this proposal is acceptable, please notify our office and we will provide you with our standard contract. If you have any questions, please feel free to call me at 775-993-7137.

Sincerely,



Charles "Dan" Church, P.L.S., Senior Surveyor