

**CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA**

Monday, October 25, 2021 – 5:30 P.M.

*Public Meeting at:*

**CARSON CITY AIRPORT TERMINAL BUILDING  
2600 E. College Pkwy.**

Carson City, Nevada

*This Agenda Prepared by Corey Jenkins, Airport Manager*

**Members of the public may attend in person, or may dial in by phone. This meeting is held as permitted by AB 253, adopted during the 2021 Legislative Session.**

Dial by your location

- +1 408 638 0968 US (San Jose)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 312 626 6799 US (Chicago)
- +1 646 876 9923 US (New York)
- +1 301 715 8592 US

Meeting ID: 875 4408 5558

Passcode: 098600

- 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: [tpuliz@flycarsoncity.com](mailto:tpuliz@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.

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G. PUBLIC HEARINGS

1. FOR DISCUSSION & POSSIBLE ACTION: Determine a uniform value for expense approvals by the Airport Manager; Two signature requirements for checks and minimum value of all physical assets to be tracked by Manager. (C. Jenkins, J. Rogers)

*Staff Summary: The purpose of this item is to clearly define a uniform value of \$2,500 for expense approvals, two signature requirements for checks, and the minimum value of all physical assets to be tracked by the Manager. This will relieve any confusion about financial values that require board approval. Staff recommendation is that the Manager must get written approval from Chair, Vice Chair, or Treasurer for expenses in excess of \$2,500. All checks over \$2,500 should require two signatures. The minimum value of all physical assets, with a useful life of more than 3 years, to be tracked by Manager using our Fixed Asset control system should be set at \$2,500.*

2. FOR DISCUSSION & POSSIBLE ACTION: Renewal of the Cinderlite Contract for three years including the proposed language that accounts for the MALSF construction. (C. Jenkins)

*Staff Summary: The Cinderlite Contract will be up for renewal on November 18, 2021. The area Cinderlite is operating in will be impacted by construction of a Medium-Intensity Approach Lighting System (MALSF) in the future. Staff recommends renewal with additional language added to the renewal agreement to make sure Cinderlite can continue operations while also making accommodations for the MALSF construction. Renewal will still require the grading and completion requirements of the contract.*

3. FOR DISCUSSION & POSSIBLE ACTION: Cost of the AWOS relocation project and consideration of paying prior to receiving grant funds in order to expedite the project. (C. Jenkins)

*Staff Summary: The AWOS relocation is a major component of getting an approved night time approach at CXP. Staff recommends that we move forward with the project by having the airport front the cost prior to receiving FAA grant funds, and include the costs in an upcoming AIP grant project.*

H. AIRPORT ENGINEER'S REPORT (*Non-Action Item*).

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

*Final*

- 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, October 20, 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> <i>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</i>	

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