

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, November 17, 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.

G. PUBLIC HEARINGS

- 1. FOR DISCUSSION AND POSSIBLE ACTION: Approval of the Snow Removal Plan.

Staff Summary: A Snow Removal Plan was developed by staff to improve snow removal at the airport. The new plan details the conditions that will trigger snow removal operations, vehicle requirements, notification requirements, and prioritize areas to open the airport as quickly as possible. Staff recommend approval of the new Snow Removal Plan.

2. FOR DISCUSSION AND DIRECTION: Determine what the scope of a new terminal project should be.

Staff Summary: In the event the airport can construct a new terminal, what should be the scope of the project? Some ideas have been brought up such as space for a restaurant, office space for rent, office space for staff with a conference room, etc. Staff requests direction to assist with future planning.

- 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
- 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, November 12, 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	

Final

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

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Monday, October 25, 2021 ● 5:30 PM
Carson City Airport Terminal Building
2600 East College Parkway, Carson City, Nevada

Authority Members

Chair – Michael Golden	Vice Chair – Tim Puliz
Treasurer – Jon Rogers	Member – Stan Jones
Member – Paul Hamilton	Member – Karl Hutter
Member – Harlow Norvell	

Staff

Steve Tackes – Airport Counsel
Corey Jenkins – Airport Manager (via Zoom)
Danielle Howard – Public Meetings Clerk (via Zoom)

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM

(5:35:50) – Chairperson Golden called the meeting to order at 5:35 p.m.

(5:35:52) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Tim Puliz	Present	
Treasurer Jon Rogers	Present	
Member Stan Jones	Absent	
Member Paul Hamilton	Present	
Member Karl Hutter	Present	
Member Harlow Norvell	Present	

B. PLEDGE OF ALLEGIANCE

(5:36:26) – Led by Member Norvell.

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.

(5:36:52) – Chairperson Golden introduced the item and entertained comments and a motion to approve the minutes of the September 15, 2021 meeting as presented.

(5:37:09) – MOTION: Vice Chairperson Puliz so moved.

RESULT:	APPROVED (6-0-0)
MOVER:	Puliz
SECONDER:	Rogers
AYES:	Golden, Puliz, Rogers, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	Jones

D. MODIFICATION OF THE AGENDA.

(5:37:24) – Chairperson Golden noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:37:31) – Chairperson Golden entertained public comments; however, none were forthcoming.

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.

(5:37:51) – Chairperson Golden introduced the item. Treasurer Rogers and Mr. Jenkins referenced the Board Memo, which is incorporated into the record, and Mr. Jenkins responded to clarifying questions.

(5:40:22) – Chairperson Golden and Member Hutter supported the \$2,500 value for expenses, and Chairperson Golden indicated that he was “even willing to go a little higher.” In response to Member Hutter’s question, Mr. Jenkins and Treasurer Rogers explained that the Airport Manager’s office desk manual, containing Airport policies, would likely be approved annually while there would also be a running draft that will be actively updated as policies change.

(5:45:24) – MOTION: Vice Chairperson Puliz moved to establish a standard procedure for the Manager to get written approval from Chair, Vice Chair, or Treasurer for expenses in excess of \$2,500; all checks over \$2,500 require two signatures and the minimum value of all physical assets, with a useful life of more than three years, will be tracked by the Manager using our fixed asset control system.

RESULT:	APPROVED (6-0-0)
MOVER:	Puliz
SECONDER:	Hamilton
AYES:	Golden, Puliz, Rogers, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	Jones

2. FOR DISCUSSION & POSSIBLE ACTION: RENEWAL OF THE CINDERLITE CONTRACT FOR THREE YEARS INCLUDING THE PROPOSED LANGUAGE THAT ACCOUNTS FOR THE MALSF CONSTRUCTION.

(5:46:03) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Board Memo and the Surplus Rock and Aggregate Material Extension Agreement, both of which are incorporated into the record, and he and Mr. Tackes responded to clarifying questions.

(5:49:27) – Mr. Tackes confirmed that the Agreement was acceptable. In response to Chairperson Golden’s question, Mr. Jenkins indicated that construction would begin in 2024, and the grading and restoration would need to have been completed prior to beginning construction. He added that a year was the estimated amount of time for grading and restoration. Chairperson Golden believed that beginning construction in 2024 was “pretty optimistic.” Mr. Takes referenced the accompanying documents, all of which are incorporated into the record, to provide some background on the matter.

(5:57:00) – Mr. Jenkins indicated that he could talk to Cinderlite Trucking Corporation about preparing the land for the lighting and start working on the slope off the end of the runway “sooner than later to accommodate the lighting and also to improve safety.”

(6:00:22) – MOTION: Member Norvell moved to approve the proposed renewal contract with Cinderlite [Trucking Corporation] and that additional language is added to the renewal Agreement to make sure Cinderlite [Trucking Corporation] can continue operations while also making accommodations for the Medium-Intensity Approach Lighting System (MALSF) construction, and that [the renewal] still includes language to require the grading and completion requirements of the contract.

RESULT:	APPROVED (6-0-0)
MOVER:	Norvell
SECONDER:	Rogers
AYES:	Golden, Puliz, Rogers, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	Jones

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.

(6:01:19) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Board Memo, which is incorporated into the record, and responded to clarifying questions. He noted that, in order to move forward with the project, the Authority would need to be prepared to front up to \$291,708, of which the Federal Aviation Administration’s (FAA) portion would be reimbursed by the FAA when it is able to in the fiscal year 2022. Mr. Jenkins clarified that he was hoping for reimbursement of the FAA’s portion of the value during the spring, though he also did not have a timeframe until after receiving approval to provide the funds, and afterwards the Authority could begin planning with the contractor for the construction. He added that the Authority may not pay for the entire project by the time the FAA reimburses its portion of the value.

(6:07:22) – Chairperson Golden indicated that “where I have a problem is it’s a federally grant-eligible project; the FAA should be putting the funding out for this, but they could string us along into 2023 calendar year easily.” Discussion ensued among the Members, during which Mr. Jenkins referenced the Snow Removal Equipment Building project, which was delayed due to having not received any bids, and pointed out that if a delay was to occur with the Automated Weather Observing System (AWOS) relocation project, as “kind of the first step of many steps to get the nighttime [approach] approval completed,” the entire project would be pushed back. Additionally, he recommended proceeding as an effort to “get things moving sooner than later” so the Authority could have time to address possible delays. Chairperson Golden noted that the Authority would agree with Mr. Jenkins’ explanation and added, “in the future, however, we need a little bit better understanding of what economic exposure and benefit is, [and] when I say that I mean the FAA funding portion and the timing of these things.”

(6:11:08) – Vice Chairperson Puliz agreed with Chairperson Golden; however, he also believed that the Airport’s future tenants and hangar owners were expecting the Authority to “come through on this sooner than later” and proposed voting to approve funding the cost of the project prior to receiving the grant funds from the FAA.

(6:12:35) – Armstrong Consultations Airport Project Manager Nadine Crow echoed Mr. Jenkins’ points.

(6:13:09) – Related to review of the Airport’s general funds, Member Hutter remarked that the maximum value for the cost of the project “is something that we can swallow if we have to, given our finances.”

(6:14:30) – MOTION: Vice Chairperson Puliz moved to approve paying the cost of the AWOS relocation project prior to receiving FAA grant funds.

RESULT:	APPROVED (6-0-0)
MOVER:	Puliz
SECONDER:	Hutter
AYES:	Golden, Puliz, Rogers, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	Jones

H. AIRPORT ENGINEER'S REPORT

(6:15:06) – Chairperson Golden introduced the item. Ms. Crow briefly referenced the report, which is incorporated into the record, and responded to clarifying questions.

I. AIRPORT MANAGER'S REPORT

(6:18:34) – Mr. Jenkins presented his report, which is incorporated into the record. No Member questions or comments were forthcoming.

J. LEGAL COUNSEL'S REPORT

(6:23:01) – Mr. Tackes did not have any additional items to report.

K. TREASURER'S REPORT

(6:23:06) – Chairperson Golden introduced the item. Treasurer Rogers referenced the agenda materials and mentioned having had a conversation with the auditor regarding the Authority's relationship with the City. He stated that he, Mr. Jenkins, and the auditor would likely need to do some cleanup on the fixed assets on the Airport in coordination with the City. Mr. Tackes added that he "sensed" that the City was somewhat reluctant because of the perception that the City could be somehow "giving up" its ties to the Airport property, though Mr. Tackes asserted that the City transferring the property would not change any of the City's abilities under the Nevada Revised Statute (NRS), as the City would still have such duties as approving all the leases and appointing the Authority Members. He recommended having a discussion with the City Supervisors about the Authority starting its own "Airport Board Members Representative" and finding out what any possible objections are. Treasurer Rogers also responded to clarifying questions.

L. REPORT FROM AUTHORITY MEMBERS

(6:33:32) – Chairperson Golden entertained Member reports; however, none were forthcoming.

M. PUBLIC COMMENT.

(6:33:39) – Chairperson Golden entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:33:52) – Chairperson Golden introduced the item and noted that discussion on the Airport Snow Removal Plan would be agendaized for the next meeting.

(6:39:20) – Member Hamilton requested agendaizing a discussion on a terminal building and the elements of a terminal building.

O. ACTION ON ADJOURNMENT.

(6:41:57) – Chairperson Golden adjourned the meeting at 6:41 p.m.

The Minutes of the October 25, 2021 Carson City Airport Authority meeting are so approved on this 17th day of November 2021.



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: F-1

BOARD MEMO 2021- 45

Meeting Date: November 17, 2021

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: Approval of the Snow Removal Plan.

Staff Summary: A Snow Removal Plan was developed by staff to improve snow removal at the airport. The new plan details the conditions that will trigger snow removal operations, vehicle requirements, notification requirements, and prioritize areas to open the airport as quickly as possible. Staff recommend approval of the new Snow Removal Plan.

Agenda Action: Formal Action/Motion

Time Requested 30 Minutes

Proposed Motion/ Action

I move to approve the Snow and Ice Control Plan

CCAA'S Strategic Goal

Provide for the safety and security of airport users

Previous Action

Informal snow removal practices have been used and improved on year over year. A snow removal priority plan map was created in February 2021 based on the previous snow season experience.

Executive Summary

N/A

Recommendation: Vote to approve.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

Is it currently budgeted?

Alternatives

Approve the plan with suggested changes/Do not approve plan

Board Action Taken:

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

(Vote Recorded By)

Snow and Ice Control Plan

Carson City Airport (CXP)

Prepared by:

Rick Lee, Airport Operations and Maintenance
rlee@flycarsoncity.com
775-443-7288

And

Corey Jenkins, ACE, Airport Manager
cjenkins@flycarsoncity.com
775-841-2255

Original Date _____
Revision Date _____

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Original Date _____
Revision Date _____

Phase #1

Pre- and Post-Winter Season Topics

Original Date _____
Revision Date _____

Chapter 1. Pre-Season Actions

1.1 Airport Preparation

a) Airport Management Meetings

The Airport Manager will typically initiate a meeting in October to discuss equipment status and material inventory, repair needs, staffing, budget, training, previous years issues, and any other topics associated with the Snow and Ice Control Plan.

b) Personnel Training

All airport personnel receive annual, recurrent snow removal training. Training records are maintained by the Airport Manager or Airport Operations and Maintenance Technician. Training will include the following:

- i) Familiarization with equipment operation
- ii) Familiarization with airfield clearing priorities

c) Equipment Preparation

60 days prior to snow season Airport Operations and Maintenance Technician will inspect and prepare each piece of snow removal equipment. Required fluids, replacement parts, and snow removal equipment components will be inventoried and stockpiled or ordered.

Original Date _____
Revision Date _____

Chapter 2. Post-Event/Season Actions

2.1 Post Event.

After each snow event, airport management may host a meeting and invite Airport Authority Chair or designated representative to discuss any issues that have arisen from the event.

During the snow season, winter operations is included in the Airport Managers Report at the Airport Authority Board Meeting, which is held every third Wednesday of each month.

2.2 Post Season.

After each snow season an Airport Management meeting will be held, typically in April to review the snow season issues and recommendations for changes. The same topics as pre-season should be reviewed.

Provide actions for each department post season, i.e., Maintenance-inspect and repair equipment, Airport Management – update SICP.

Original Date _____
Revision Date _____

Phase #2

Winter Storm Actions and Procedures

Original Date _____
Revision Date _____

Chapter 3. Snow Removal Action Criteria

3.1 Activating Snow Removal Personnel.

The Airport Manager and Airport Operations and Maintenance Technician are responsible for determining when snow removal operations shall begin.

a) Weather Forecasting

- The Airport Operations and Maintenance Technician is responsible to monitor the current and/or forecast weather conditions during business hours. The Airport Manager is responsible on weekends.
- Recommended sources for monitoring weather
 - Airport Cameras
 - Airport AWOS
 - www.aviationweather.gov
 - www.noaa.gov

b) Chain of Command

- The Airport Operations and Maintenance Technician is responsible for monitoring the airfield during regular business hours.
- The Airport Manager is responsible on the weekends.
- The Airport Manager is responsible to initiate a Snow Alert Callout on the weekends.
- A Snow Alert Callout is executed by phone call.

c) Triggers for Initiating Snow Removal Operations

The runway condition will be checked continually for snow depth, slush, and braking during normal business hours. If there are forecasted conditions for snow accumulation over the weekend, the Airport Manager will monitor the cameras for any sign of accumulation and report to the airport to measure accumulation if a hazard is present. When snow depth reaches two inches a Notice to Airmen (NOTAM) and AWOS message will be issued, and snow removal will begin as soon as possible.

<u>Precipitation</u>	<u>Depth in Inches</u>
Slush	2
Wet Snow	2
Dry Snow	2

Original Date _____
Revision Date _____

3.2 Personnel Responsible.

Both the Airport Manager and the Airport Operations and Maintenance Technician are responsible for snow removal operations as soon as possible.

3.3 Airfield Clearing Priorities.

The snow removal priorities have been developed to achieve an open and safe runway as quickly as possible.

- a) **Priority 1**
-Runway 09/27
- b) **Priority 2**
-Parallel Taxiways A and D to include the connector Taxiways at each end
-The midfield connector (A-3/B)
- c) **Priority 3**
-Remaining connector Taxiways (A-2, D-2, A-4)
-Taxiways B and C
-Airfield access from north-west ramp to Taxiway C
-Taxi lanes from hangars to taxiways.
- d) **Priority 4**
-South ramp apron
- e) **Priority 5**
-Perimeter vehicle access roads
-terminal parking lot

3.4 Snow Equipment List.

Equipment Type	Primary Area of Use
1984 Autocar 10-wheel dump truck with 11 ft. plow	Runway and Taxiways
2000 GMC 3500 flatbed truck with 9ft. plow	Taxiway intersections, taxi lanes, perimeter road, south ramp, parking lot
2019 Case tractor with 1yrd. bucket	Taxi lanes, south ramp

*As of November 2021

Original Date _____
Revision Date _____

3.5 Storage of Snow and Ice Control Equipment.

Outside of the snow season, the equipment is stored at the maintenance yard. During the snow season, the equipment is stored near the Airport Operations office and is plugged into block heaters and battery chargers to maintain preparedness.

Original Date _____
Revision Date _____

Chapter 4. Snow Clearing Operations

4.1 Snow Clearing Principals.

a) Runway and Taxiways

The 1984 Autocar 10-wheel dump truck with 11ft. plow is the primary equipment used for the Runways. All runways and taxiways are cleared by plowing from the center line working towards the pavement edge. The 2000 GMC 3500 flatbed truck with 9ft. plow is used to clear areas in turns or smaller sections missed by the larger plow. The minimum acceptable clearance is all the pavement up to the pavement edge.

b) Ramp and Terminal

All fixed base operators (FBO) and, or, leased premises will be responsible for snow removal on their ramp areas.

4.2 Surface Incident/Runway Incursion Mitigation Procedures.

To reduce the possibility of a Surface Incident/Runway Incursion, all pavement areas actively undergoing snow clearing operations will be closed. A NOTAM will be issued and the recording on the AWOS will be updated.

All snow removal vehicles operating on any aircraft movement area will be equipped with an amber beacon and two-way VHF radio, which must be always monitored by the vehicle operator.

No ground vehicle will operate beyond the existing ramp areas without first being cleared by the Airport Manager.

a) Driver Fatigue

Snow removal operations can last extremely long hours. To avoid Driver Fatigue and ensure a safe operating environment, everyone operating snow removal equipment will be allowed a 15-minute break in the morning, a 1-hour lunch break, and a 15-minute break in the afternoon. Total driving hours will not exceed 10 hours in a single workday.

Original Date _____
Revision Date _____

Chapter 5. Runway and Taxiway Closures

5.1 Requirements for Closures.

Runways receiving a NIL braking (either pilot reported or by assessment by the airport) are unsafe for aircraft operations and will be closed immediately when this unsafe condition exists.

Runways and Taxiways will be closed if snow depth exceeds two inches. A NOTAM and AWOS message will be issued.

The airport will open for operations when priority areas 1-3 have been cleared.

5.2 Surface Conditions Not Being Monitored/Reported

Runway and Taxiway conditions are not monitored after dark.

Original Date _____
Revision Date _____

Chapter 6. Definitions

Compacted Snow.

Snow that has been compressed and consolidated into a solid form that resists further compression such that an airplane will remain on its surface without displacing any of it. If a chunk of compressed snow can be picked up by hand, it will hold together or can be broken into smaller chunks rather than falling away as individual snow particles.

Note: A layer of compacted snow over ice must be reported as compacted snow only.

Example: When operating on the surface, significant rutting or compaction will not occur. Compacted snow may include a mixture of snow and embedded ice; if it is more ice than compacted snow, then it should be reported as either ice or wet ice, as applicable.

Contaminant.

A deposit such as frost, any snow, slush, ice, or water on an aerodrome pavement where the effects could be detrimental to the friction characteristics of the pavement surface.

Dry (Pavement).

Describes a surface that is neither wet nor contaminated.

Dry Snow.

Snow that has insufficient free water to cause it to stick together. This generally occurs at temperatures well below 32° F (0° C). If when making a snowball, it falls apart, the snow is considered dry.

Frost.

Frost consists of ice crystals formed from airborne moisture that condenses on a surface whose temperature is below freezing. Frost differs from ice in that the frost crystals grow independently and therefore have a more granular texture.

Note: Heavy frost that has noticeable depth may have friction qualities similar to ice and downgrading the runway condition code accordingly should be considered. If driving a vehicle over the frost does not result in tire tracks down to bare pavement, the frost should be considered to have sufficient depth to consider a downgrade of the runway condition code.

Ice.

The solid form of frozen water to include ice that is textured (i.e., rough or scarified ice). A layer of ice over compacted snow must be reported as ice only.

Original Date _____

Revision Date _____

Mud.

Wet, sticky, soft earth material.

Oil.

A viscous liquid, derived from petroleum or synthetic material, especially for use as a fuel or lubricant.

Sand.

A sedimentary material, finer than a granule and coarser than silt.

Slush.

Snow that has water content exceeding a freely drained condition such that it takes on fluid properties (e.g., flowing and splashing). Water will drain from slush when a handful is picked up. This type of water-saturated snow will be displaced with a splatter by a heel and toe slap-down motion against the ground.

Slush over Ice.

See individual definitions for each contaminant.

Water.

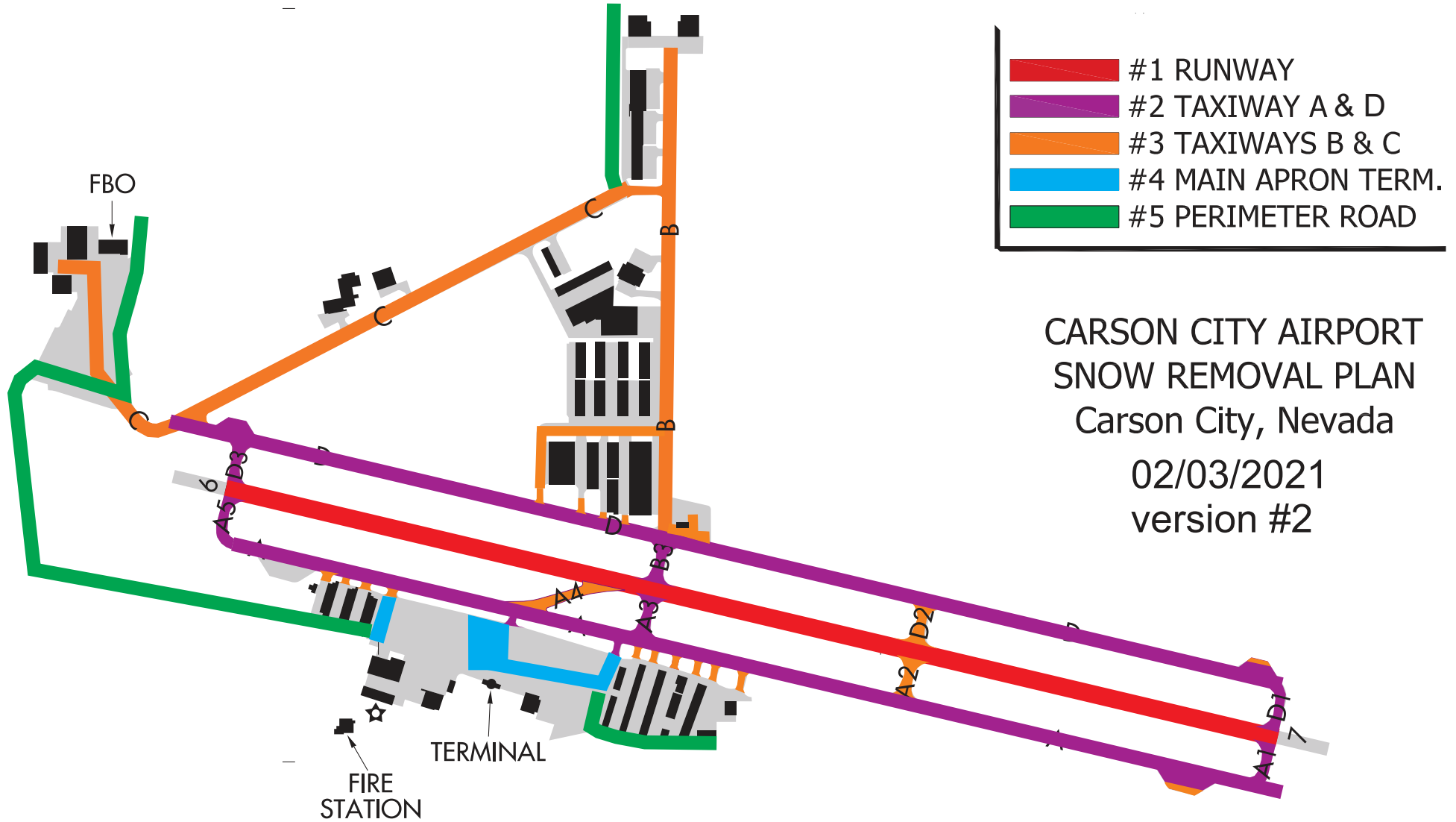
The liquid state of water. For purposes of condition reporting and airplane performance, water is greater than 1/8-inch (3mm) in depth.

Wet Ice.

Ice that is melting, or ice with a layer of water (any depth) on top.

Wet Snow.

Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore spaces. A well-compacted, solid snowball can be made, but water will not squeeze out.



CARSON CITY AIRPORT
 SNOW REMOVAL PLAN
 Carson City, Nevada
 02/03/2021
 version #2



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: F-2

BOARD MEMO 2021- 46

Meeting Date: November 17, 2021

Agenda Title: FOR DISCUSSION AND DIRECTION: Determine what the scope of a new terminal project should be.

Staff Summary: In the event the airport can construct a new terminal, what should be the scope of the project? Some ideas have been brought up such as space for a restaurant, office space for rent, office space for staff with a conference room, etc. Staff requests direction to assist with future planning.

Agenda Action: Discussion and Direction

Time Requested 30 Minutes

Proposed Direction

Determine the direction staff should take in planning for a new terminal

CCAA'S Strategic Goal

Maintain airport infrastructure in top condition/Support economic activity in the region/Maintain positive relationships with the community/Promote aviation to current and future generations/Maintain financial stability.

Previous Action

The current terminal has recently received new floors and some other simple improvements.

Executive Summary

N/A

Recommendation: Provide direction

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

Is it currently budgeted?

Alternatives

Approve the plan with suggested changes/Do not approve plan

Board Action Taken:

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

(Vote Recorded By)



ARMSTRONG

Airport Improvement Update

CARSON CITY AIRPORT – CARSON CITY, NEVADA

November 2021

ENGINEERING UPDATE

Project Updates:

Runway 9-27 Pavement Maintenance Project:

- Permanent marking completed October 6.
- Project completion pending installation of signs, planned for Nov. 22, 23.

Snow Removal Equipment Building:

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

AWOS Relocation Project:

- Design work is completed.
- FAA has indicated that this project will be funded in FY2022 alongside Phase 2 of the approach lighting system project.
- Site work can begin in conjunction with Special Use Permit review by the City.

Acquire Snow Removal Equipment:

- Tentative delivery of box pusher plow is October, Spring 2022 for the International runway plow.

Aeronautical Survey for Nighttime Approach:

- Aero survey data has been collected and is being processed.
- Initial work started with instrument approach procedure coordination and development with the FAA.

CARSON CITY AIRPORT
CURRENT PROJECT DASHBOARD

Date Updated: 11/16/2021

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	Pending Installation of signs	Paid up to date	Grant Amendment needed for additional Crack Sealant	American Road Maintenance	Completion pending 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	
Relocate AWOS	D	3-32-0004-036-2021	Pending Const	Completed	Completed	SUP prelim draft	Completed	N/A	Completed	Completed	Completed	Completed	Completed	Not Issued - moved to FY22	Can proceed upon SUP approval	No Billing Issued Yet	No Issues Anticipated	Silver Sabre Electric / All Weather	Can proceed with SUP review and coordination with the City.
Construct SRE Bldg (Bid and Const)	E	3-32-0004-036-2021	Rebid	Completed	Completed	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) 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	Pending delivery.
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		Data is collected and being processed.
ARPA Grant	N/A	3-32-0004-040-2020	Open	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Issued	N/A	No ACI Role	No ACI Role	N/A	



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ARMSTRONG

Carson City Airport Authority-2

Balance Sheet Comparison

As of October 31, 2021

	TOTAL	
	AS OF OCT 31, 2021	AS OF OCT 31, 2020 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1050 Designated Reserves #5163	0.00	0.00
1075 LGIP-Deferred	388,464.34	386,819.05
1076 LGIP - Reserve	0.00	432,870.19
1077 LGIP- General Fund	612,251.21	153,625.46
1078 LGIP- Gate Fund Res	0.00	23,138.43
3099 Gen. Fund #1162	588,521.59	598,476.22
3101 Deferred Lease #8249	0.00	0.00
3102 Gate Card #5242	0.00	0.00
6.30.20 Audit Adustment	0.00	0.00
Total Bank Accounts	\$1,589,237.14	\$1,594,929.35
Accounts Receivable		
2000 Accounts Receivable - Operating	163,712.14	89,746.76
Total Accounts Receivable	\$163,712.14	\$89,746.76
Other Current Assets		
1499 Undeposited Funds	12,880.43	21,654.73
2010.1 Audit Adjustment to AR	0.00	0.00
2011 Accrued Interest Receivable	727.85	727.85
2020 Grants Receivable-CY	0.00	0.00
2021 Grants Receivable AIP33	0.00	0.00
Total Other Current Assets	\$13,608.28	\$22,382.58
Total Current Assets	\$1,766,557.56	\$1,707,058.69
Fixed Assets		
2120 land	146,542.00	146,542.00
2125 Machinery & Equipment	748,025.79	734,657.00
2198 Accumulated Depreciation	-659,750.00	-659,750.00
2201 Tractor	73,699.00	73,699.00
Total Fixed Assets	\$308,516.79	\$295,148.00
Other Assets		
2300 Provided for LT Obligations	151,493.33	151,493.33
2810 Pension Requirement	123,804.00	123,804.00
Total Other Assets	\$275,297.33	\$275,297.33
TOTAL ASSETS	\$2,350,371.68	\$2,277,504.02

Carson City Airport Authority-2

Balance Sheet Comparison

As of October 31, 2021

	TOTAL	
	AS OF OCT 31, 2021	AS OF OCT 31, 2020 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 Accounts Payable	24,310.98	10,116.44
Total Accounts Payable	\$24,310.98	\$10,116.44
Credit Cards		
6321 Home Depot	0.00	0.00
6322 Visa Credit Card #9428 (Ken) (deleted)	0.00	386.91
6323 Visa Credit Card#2125 (deleted)	0.00	56.96
6326 Visa Credit Card #7203 (Formerly #5280)	603.16	
6327 Visa CNB Corey 8721	399.69	
Total Credit Cards	\$1,002.85	\$443.87
Other Current Liabilities		
2101 Payroll Liability	587.15	3,854.18
2102 Accrued Compensated Absences	10,659.00	10,659.00
3090 Pension Requirement-Liab	92,866.00	92,866.00
Total Other Current Liabilities	\$104,112.15	\$107,379.18
Total Current Liabilities	\$129,425.98	\$117,939.49
Long-Term Liabilities		
3085 Net Pension Liability	230,178.00	230,178.00
3200 Mayes-Lease Transacions	189,804.11	196,044.11
3250 Gonzalez Deferred Lease	245,557.11	252,814.95
3260 Goni Deferred Lease	9,213.30	17,333.22
6325 Tractor US Bank	24,452.04	49,999.00
Total Long-Term Liabilities	\$699,204.56	\$746,369.28
Total Liabilities	\$828,630.54	\$864,308.77
Equity		
4200 Fund Balance	1,211,214.62	1,211,214.62
4999 Retained Earnings	226,197.90	2,840.92
Net Income	84,328.62	199,139.71
Total Equity	\$1,521,741.14	\$1,413,195.25
TOTAL LIABILITIES AND EQUITY	\$2,350,371.68	\$2,277,504.02

Carson City Airport Authority-2

Profit and Loss Comparison

October 2021

	TOTAL	
	OCT 2021	OCT 2020 (PY)
Income		
5010 Real/Personal Property Tax	24,860.35	21,636.69
5050 AIRPORT LEASES		
5050H Hanger Lease	3,570.72	3,432.91
5051 Land Leases	14,610.68	10,454.28
5052 Tower Leases	3,583.53	3,479.15
5053 Lease-Mayes	520.00	520.00
Total 5050 AIRPORT LEASES	22,284.93	17,886.34
5150 Tie Down Fees	773.15	749.10
5151 Gate Card Fees	49.98	148.82
5200 Committed-Fuel Flowage Fees	440.92	1,418.48
5201 Committed-Jet Fuel Tax		219.19
5300 Class II FBO Fees	900.00	1,700.00
5400 Misc Income		2,000.00
5404 Rock Materials Sales	2,682.77	10,008.21
5500 Interest Income	75.73	450.50
Total Income	\$52,067.83	\$56,217.33
Cost of Goods Sold		
6000.1 Cost Of Goods Sold	2,514.00	
Total Cost of Goods Sold	\$2,514.00	\$0.00
GROSS PROFIT	\$49,553.83	\$56,217.33
Expenses		
6130 Dues	295.00	
6135 Memberships		275.00
6169 Taxes & Licenses	50.00	
6190 Office Expence-PC Software	642.96	295.34
6200 Office Expenses -PC Hardware		75.77
6210 Mileage		237.48
6211 Meals and Entertainment		57.20
6218 Marketing and Website	220.00	365.50
6300 Operating Expenses		
6301 Utilities		
6302 Phone & Internet	457.05	426.34
6303 Electric	746.07	589.44
6304 Gas	30.24	30.24
6305 Water	159.57	125.39
6306 Carson City Landfill	10.00	
Total 6301 Utilities	1,402.93	1,171.41
Total 6300 Operating Expenses	1,402.93	1,171.41
6308 Office Expenses and Supplies	85.12	193.25

Carson City Airport Authority-2

Profit and Loss Comparison

October 2021

	TOTAL	
	OCT 2021	OCT 2020 (PY)
6309 Legal	4,560.00	5,490.00
6310 Security	924.99	324.99
6311 CCAA printing		41.58
6312 Data Storage	32.56	30.84
6313 Insurance	818.47	
6314A Accounting/Bullis	3,985.00	595.00
6315 Contract Services/Appraisals	3,000.00	
6317 Airport Equipment Maintenace	774.36	412.59
6317.5 AWOS III Service Charges		1,387.50
6318 Terminal Building Maint		38.47
6319 Airfield Maintenance	246.79	
6319.5 Gate Maintenance		250.00
6350 Labor Expense		
6351 Salaries	10,364.00	11,011.94
6352 Healthcare	2,985.08	1,617.28
6353 PERS Retirement Contribution	3,083.29	2,583.94
6354 Nevada Payroll	83.75	80.00
6356 State Unemployment Contri		
6357 Federal Quarterly Tax		0.00
6358 Medicare Expense		159.67
6360 Managers Medical Expense		1,182.77
6363 Voya/Deferred Comp		925.00
6476 Uniforms	131.12	
Total 6350 Labor Expense	16,647.24	17,560.60
6999 Uncategorized Expense		1,291.03
Total Expenses	\$33,685.42	\$30,093.55
NET OPERATING INCOME	\$15,868.41	\$26,123.78
Other Expenses		
6032 AIP 34 SRE RWY rehab Catexes		8,932.00
6032.1 AIP #34 SRE RWY Rehab Catexes Revenue		-20,728.00
Total 6032 AIP 34 SRE RWY rehab Catexes		-11,796.00
6062 AIP #33 Perimeter Fence & Rehab Runway 9-27		
6062.1 AIP #33 Perimeter Fense Design Revenue		-117,410.68
Total 6062 AIP #33 Perimeter Fence & Rehab Runway 9-27		-117,410.68
6400 Capital Project		
6400.1 Paving		24,348.00
Total 6400 Capital Project		24,348.00
Total Other Expenses	\$0.00	\$ -104,858.68
NET OTHER INCOME	\$0.00	\$104,858.68
NET INCOME	\$15,868.41	\$130,982.46

Carson City Airport Authority-2

Profit and Loss Comparison

July - October, 2021

	TOTAL	
	JUL - OCT, 2021	JUL - OCT, 2020 (PY)
Income		
5010 Real/Personal Property Tax	138,125.27	84,627.18
5050 AIRPORT LEASES		
5050H Hanger Lease	14,282.88	13,731.64
5051 Land Leases	60,376.78	47,193.15
5052 Tower Leases	14,145.56	17,111.39
5053 Lease-Mayes	2,080.00	2,080.00
Total 5050 AIRPORT LEASES	90,885.22	80,116.18
5150 Tie Down Fees	2,961.60	3,250.89
5151 Gate Card Fees	423.30	707.73
5155 Parking Fees	679.67	605.52
5200 Committed-Fuel Flowage Fees	3,502.27	5,840.64
5201 Committed-Jet Fuel Tax	1,983.01	611.77
5300 Class II FBO Fees	3,300.00	3,100.00
5400 Misc Income		2,083.80
5404 Rock Materials Sales	6,791.22	36,550.77
5500 Interest Income	472.77	453.19
5915 Sales		320.00
Total Income	\$249,124.33	\$218,267.67
Cost of Goods Sold		
6000.1 Cost Of Goods Sold	2,514.00	
Total Cost of Goods Sold	\$2,514.00	\$0.00
GROSS PROFIT	\$246,610.33	\$218,267.67
Expenses		
6130 Dues	425.00	
6135 Memberships	275.00	1,145.00
6137 Conferences	455.00	
6169 Taxes & Licenses	250.00	
6190 Office Expence-PC Software	1,162.68	841.29
6200 Office Expenses -PC Hardware		75.77
6210 Mileage		426.19
6211 Meals and Entertainment		100.17
6218 Marketing and Website	220.00	2,343.03
6218A Legal Notices		382.47

Carson City Airport Authority-2

Profit and Loss Comparison

July - October, 2021

	TOTAL	
	JUL - OCT, 2021	JUL - OCT, 2020 (PY)
6300 Operating Expenses		
6301 Utilities		
6302 Phone & Internet	1,099.03	1,416.49
6303 Electric	2,789.75	2,615.88
6304 Gas	120.96	151.20
6305 Water	554.58	365.76
6306 Carson City Landfill	40.25	30.00
Total 6301 Utilities	4,604.57	4,579.33
Total 6300 Operating Expenses	4,604.57	4,579.33
6308 Office Expenses and Supplies	414.61	466.84
6309 Legal	24,810.00	9,600.00
6310 Security	1,574.97	1,299.96
6311 CCAA printing		92.15
6312 Data Storage	97.68	154.20
6313 Insurance	8,299.53	7,666.00
6314A Accounting/Bullis	8,435.00	1,785.00
6315 Contract Services/Appraisals	3,000.00	
6316 Bank Charges/Square Chgs	34.13	213.20
6317 Airport Equipment Maintenance	6,358.92	1,350.90
6317.5 AWOS III Service Charges	5,550.00	2,775.00
6318 Terminal Building Maint	581.41	2,341.12
6319 Airfield Maintenance	12,689.56	1,586.75
6319.5 Gate Maintenance	0.00	250.00
6350 Labor Expense		
6351 Salaries	35,365.56	49,553.73
6352 Healthcare	9,695.84	6,469.12
6353 PERS Retirement Contribution	10,352.46	8,349.85
6354 Nevada Payroll	357.75	360.00
6355 Workers Compensation		1,821.40
6356 State Unemployment Contri	49.68	35.06
6357 Federal Quarterly Tax	0.00	0.00
6358 Medicare Expense	80.04	718.54
6360 Managers Medical Expense		2,358.99
6363 Voya/Deferred Comp		0.00
6476 Uniforms	504.76	591.08
Total 6350 Labor Expense	56,406.09	70,257.77
6369 Travel	3,989.33	
6444 Advertising & Marketing	149.00	