

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, January 19, 2022 – 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. CONSENT AGENDA

- 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 and discussed at the November CCAA meeting. 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. The plan, as drafted and with changes per the discussions at the last meeting, was implemented during the recent snow event with good results. A revision has been made to chapter 3 of the plan following the last snow event. Staff recommend approval of the new Snow Removal Plan

G. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2020/21. (J. Rogers)

Staff Summary: Eide Bailly completed the annual audit required by NRS 345. The review and approval of the audit by the Authority is required under the statute.

2. FOR DISCUSSION AND POSSIBLE ACTION: MODIFICATION TO THE MOUNTAIN WEST AVIATION, LLC. LEASE RECORDED SEPTEMBER 5, 2008 AS DOCUMENT NO. 382384 FOR LOT LINE ADJUSTMENT TO CORRECT THE LEGAL DESCRIPTION TO THE AREA ACTUALLY CONSTRUCTED BY THE AUTHORITY WHEN THE LEASE WAS SITED; ADJUSTMENT OF RENT AND REFUND OVERPAYMENT. (S.Tackes)

Staff Summary: The recent land survey revealed that the area occupied by Mountain West Aviation LLC for the self serve fuel island is not identical to the description in the lease that was approved in 2008. The Authority engineers sited that lot as part of the Authority's relocation of the lease required by the re-alignment of the runway. As a result, this correction to the legal description of the lease will align the lot to the edge of the pavement and results in a reduction of the lot by 1417sq ft. Staff recommends approval as this must be corrected prior to leasing the remaining Bravo lease parcel and can be corrected on the same Record of Survey. The corresponding rent should be adjusted.

3. FOR DISCUSSION AND POSSIBLE ACTION: THRESHOLD DECISION ON WHETHER TO LEASE THE BRAVO PARCEL AS A SINGLE PARCEL; THRESHOLD DECISION ON SIZE OF PARCELS FOR THE TRIANGLE LEASE PARCEL AND/OR DETERMINATION OF MINIMUM OR MAXIMUM SIZE OF PARCELS TO LEASE; SUPPORTING DOCUMENTS NEEDED FOR LEASING.

Staff Summary: CFA Reno has prepared survey documents identifying the Bravo Lease Parcel and the Triangle Lease Parcel. The Authority has been approached by persons interested in leasing Airport property for aviation purposes. Carson Tahoe Executive LLC has requested that the Bravo parcel (approx 12.27 ac) be leased as one parcel. The Authority will determine whether it is appropriate to lease said parcel as one parcel or whether to split it up. As for the Triangle parcel, a similar determination would be considered for size of parcels to be made available. The Authority will also consider what supporting documents to require for the bid responses.

4. ADOPTION OF RESOLUTION AND NOTICE OF INVITATION TO BID CARSON CITY AIRPORT LEASE ON THE FOLLOWING LEASE PARCEL: BRAVO LEASE PARCEL LOCATED WITHIN THE NORTHEAST ONE-QUARTER (1/4) OF SECTION FOUR (4) TOWNSHIP 15, NORTH, RANGE 20 EAST, MDM, CARSON CITY, NEVADA, OF APPROXIMATELY 12.27 ACRES AS DESCRIBED IN THE SURVEY DOCUMENT PREPARED BY CFA RENO AND POSTED ON THE AIRPORT WEBPAGE; APPROPRIATE MINIMUM LEASE RATE AND TERMS OF LEASE AND PERMITTED USES; SET DEADLINE FOR BIDS AND THE DATE FOR THE BID OPENING AND CONSIDERATION PURSUANT TO NRS 244.283. (S. Tackes)

Staff Summary: Per NRS 244.283, the required process for leasing airport land is via a public offering and sealed bid process upon adoption of resolution by the Authority. The Authority had previously identified this parcel for lease and obtained an MAI appraisal showing that this lot, in

its current improved state, has an appraised rental rate of \$0.28/sqft/yr. The proposed resolution will: (a) Describe the property proposed to be leased in such manner as to identify it; (b) Specify the minimum rental, and the terms upon which it will be leased; and (c) Fix a time, not less than 3 weeks thereafter, for a public meeting of the board to be held at its regular place of meeting, at which sealed proposals to lease will be received and considered. The Authority may consider a phased development offering option. The Authority may consider commercial FBO activities for this leasehold.

6. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF CHANGE OF CONTROL OF GONI AVIATION LLC, FROM MESSRS HARTMAN AND CLARY TO KEVIN UPDEGROVE; APPROVAL OF CURRENT RENT ON THE GONI AVIATION LLC LEASE OR ACTION NEEDED FOR CURRENT MARKET RATE; CONSIDERATION OF ISSUE RAISED BY TENANT AS TO OFFSET DUE TO DRAINAGE ACTIONS TAKEN BY THE CITY.

Staff Summary: Ownership change- Bill Hartman and George Clary transferred their interest in Goni Aviation, LLC to Kevin Updegrove. Per the terms of the lease, a change of ownership of 25% or more is subject to Authority approval. Staff recommends approval of the change in ownership of Goni Aviation LLC. If approved the ownership interest in Goni Aviation LLC will be 50% Kevin Updegrove and 50% Steve Lewis. Rent change- The terms of the Goni Aviation lease state that a portion of the rent was prepaid through 2021, and that beginning in the year 2022, the rate will be set at the then-current market rate for the remainder of the lease term. It further states that the rent shall be adjusted by a reasonable CPI adjustment. Thus the Authority will consider the current market rate for use in 2022 and going forward. Staff recommends use of the last appraisal or alternatively to undertake an appraisal to set the rate. Staff recommends use of the same biennial CPI provision that applies to the other leases on the airport. Tenant has raised an issue regarding drainage improvements made by the City to the lease area and are requesting an offset to rent.

- 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.

Final

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**DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am,
January 13, 2022**

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| 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 ~ 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</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

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