

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, March 16, 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. AIRPORT ENGINEER’S REPORT (*Non-Action Item*).

G. CONSENT AGENDA

- 1. FOR POSSIBLE ACTION: EXECUTE CONTRACT WITH TITAN ELECTRICAL CONTRACTING, INC., IN THE AMOUNT OF \$155,263.00.

Staff Summary: Titan Electrical Contracting was awarded the construction contract for the AWOS relocation project at the March 3rd, 2022 board meeting. The contract now needs to be executed for the project to proceed.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AMENDMENT TO LEASE; RECONSIDERATION OF ISSUE RAISED BY TENANT AS TO RENT OFFSET DUE TO DRAINAGE ACTIONS TAKEN BY THE CITY.

Staff Summary: At the meeting held on January 19, 2022, the Authority approved an ownership change to Kevin Updegrave, and set the rent per the terms of the lease at the current market rate of \$0.28/sqft/yr (commercial FBO rate). Those matters are set forth in the lease amendment to be considered by the Authority. At the prior meeting, the Authority also heard and approved a rent offset to the Tenant per an issue raised by the Tenant regarding drainage improvements made by the City to the lease area. This matter is being reheard and re-considered so that Carson City Public Works can give input and/or respond to the Tenant's claims. Depending on the outcome it either will or will not be included in the lease amendment.

2. DISCUSSION AND ACTION CONTINUED FROM MARCH 3, 2022 MEETING REGARDING SUPPLEMENT OF MISSING BID ITEMS ON CONSIDERATION OF SOLE BID RECEIVED (CARSON TAHOE EXECUTIVE) RESPONSIVE TO THE RESOLUTION TO LEASE AND AWARD LEASE FOR THE 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; LEASE AWARD MADE PURSUANT TO NRS 244.283. (S. Tackes)

Staff Summary: Per the NRS 244.283 process, one bid was received. The bid from Carson Tahoe Executive was missing some items and thus the meeting was continued so that the bid could be supplemented to satisfy the elements of the resolution by the Authority. The Authority will review, discuss, and deliberate on the bid as supplemented and if found compliant with the Resolution and satisfactory, the Authority will vote to award the lease to that bidder and forward the lease to the Board of Supervisors for their approval.

3. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE FY 22/23 PRELIMINARY BUDGET FOR SUBMISSION TO THE NEVADA DEPARTMENT OF TAXATION. (Rogers)

Staff Summary: This is the second review of the FY 22/23 Preliminary Budget. NRS statutes requires that a preliminary budget must be approved and submitted to the Nevada Department of Taxation no later than April 15, 2022.

- I. AIRPORT MANAGER'S REPORT (*Non-Action Item*).
- J. LEGAL COUNSEL'S REPORT (*Non-Action Item*).
- K. TREASURER'S REPORT (*Non-Action Item*).
- L. REPORT FROM AUTHORITY MEMBERS (*Non-Action Item*).
 - Status review of projects
 - Internal communications and administrative matters

Correspondence to the Authority
Status reports and comments from the members of the Authority

- M. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak on items discussed on the agenda related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.
- N. AGENDA ITEMS FOR NEXT REGULAR MEETING (*Non-Action Item*).
- O. ACTION ON ADJOURNMENT.

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DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, March 11, 2022

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