

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, November 16, 2022 – 5:00 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.
 - 1. 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.
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- F. AIRPORT ENGINEER’S REPORT (*Non-Action Item*).
- G. CONSENT AGENDA
 - 1. FOR POSSIBLE ACTION: Approve Ortiz Bros. Aviation, LLC Lease Assignment to Echo Delta Community Association as the hangar owner’s association.

Staff Summary: Ortiz Brothers Aviation would like to complete a lease assignment to the Hangar Association Echo Delta Community Association.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: AUTHORIZATION TO ISSUE NOTICE OF DEFAULT ON THE KCXP INVESTMENTS, LLC, LEASE ON TAXYWAY C (LEASE RECORDED SETP 5, 2008, AS DOC. NO. 382385) WHICH WAS ENTERED INTO WITH A 2 YEAR REQUIEIMENT TO BUILD HANGARS; DETERMIN DEADLINE FOR CURE OF BREACH AND TERMINATION OF LEASE OR OTHER REMEDY. (S. Tackes)

Staff Summary: In 2008, the Authority entered into a lease for hangar construction on a 1.5 acre area along Taxiway C, and allowed an assignment of that lease to KCXP Investments, LLC. Requests for action by the tenant have been made, with the latest being a letter sent by the Airport Manager to the tenant on December 10, 2021. No construction action has taken place. As a result, the Airport Staff recommends that the Authority authorize issuance of the notice of default under the lease giving the tenant a deadline for cure of the breach or termination of the lease.

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE GROUND LEASE TO ARROWHEAD TENANT, LLC FOR CONSTRUCTION OF AIRCRAFT STORAGE HANGARS NORTH OF THE FUEL ISLAND ON TAXIWAY BRAVO, BEING A PORTION OF APN 005- 011-01, OF APPROXIMATELY 1.70 ACRES, AS SET FORTH IN THE LEGAL DESCRIPTION AND DIAGRAM FILED WITH THE AUTHORITY. (C. Jenkins, Steve Tackes)

Staff Summary: Action to review & approve ground lease for aircraft storage hangars by Airport Tenant, LLC, beneficially owned by Ward Chilton, Susan Roll-Chaiken, and David Etchell, to construct large aircraft hangars based on current appraisal and acceptable lease terms.

3. FOR DISCUSSION AND POSSIBLE ACTION: ADOPTION OF RESOLUTION AND NOTICE OF INVITATION TO BID CARSON CITY AIRPORT LEASE LOCATED AT 4331 GONI ROAD, APN 005-011-94, (formerly leased to Shadetree Aviation) OF APPROXIMATELY 24,900 SQUARE FEET AS DESCRIBED IN LEGAL DESCRIPTION AND RAMP DIAGRAM PREPARED BY ATKINS AND POSTED ON THE AIRPORT WEBPAGE; APPROPRIATE MINIMUM LEASE RATE AND TERMS OF LEASE AND PERMITTED USES; CONSIDER ALTERNATIVE OF SALE OF BUILDING WITH LEASE OF LAND; SET DEADLINE FOR BIDS AND THE DATE FOR THE BID OPENING AND CONSIDERATION PURSUANT TO NRS 244.283. (C. Jenkins, 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 appraisal. 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/or leased with a purchase of the hangar; 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.

Final

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE DRAFT REQUEST FOR QUALIFICATIONS (RFQ) FOR LEGAL SERVICES.

Staff Summary: Our current legal counsel has notified us that their rates will be increasing in January 2023. By completing a RFQ we can determine whether there are feasible alternatives in line with our obligation to the airport users and residents of Carson City and that we are taking action to ensure we have the most qualified legal counsel, and the rates are reasonable.

5. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASES FOR AIRPORT OPERATIONS TECHNICIAN. (C. Jenkins)

Staff Summary: Airport Operations Technician Rick Lee has performed exceptionally well in his position since his last raise over a year ago on July 1st, 2021. A recommended increase of 10% is reflective of his performance and will slightly exceed the most recent consumer price index calculation.

- 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*).
1. Status review of projects
 2. Internal communications and administrative matters
 3. Correspondence to the Authority
 4. 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, November 10, 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 ~ 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