



CCAA BOARD MEMO

Agenda Item: H-4

BOARD MEMO 2022-37

Meeting Date: November 16, 2022

Agenda Title: 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.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the draft request for qualifications and direct staff to proceed with the publication of the RFQ.

CCAA'S Strategic Goal

Maintain financial stability

Previous Action and Executive Summary

Our current legal counsel has been involved with the airport authority since 1991. They have contributed greatly to the success of the airport over this period. The current rate was established back in 2010. The new proposed rate is an increase of 58% which exceeds the consumer price index for that period of approximately 37%. The new rate is still a 11% discounted date over their regular rate.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund:

Is it currently budgeted?

Alternatives

Approve the draft RFQ with changes

Do not approve staff to complete the RFQ

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)



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REQUEST FOR QUALIFICATIONS TO SERVE AS LEGAL COUNSEL TO THE CARSON CITY AIRPORT AUTHORITY

The Carson City Airport Authority (CCAA) is formally requesting Statements of Interest and Qualifications for professional services of qualified firms to serve as Airport Legal Counsel. Airport Legal Counsel may be comprised of a single lawyer, a law firm, or a team of lawyers, but in each instance a Lead Counsel shall be designated to serve as the primary point of contact for the CCAA. The Lead Counsel and, if applicable, the law firm and/or team of lawyers shall be collectively referred to as “Respondent.” The CCAA seeks to retain these services for a three (3) year term.

Minimum Education and Experience Requirements for Lead Counsel:

- Juris Doctorate degree.
- Current member in good standing with the Nevada Bar, eligible to practice law in Nevada, with no disciplinary history in the past ten (10) years.
- Ten (10) years of professional experience practicing law.
- Five (5) years of experience representing a municipality, public board, agency, council, or commission.
- The Respondent must be an attorney in private practice with malpractice insurance in a form and amount satisfactory to the Airport’s Insurance.
- Demonstrate knowledge of Nevada Public Records and Ethics Regulations.
- Demonstrate knowledge of the statutory, regulatory, and governing provisions by which the CCAA operates.
- Experience working with the Federal Aviation Administration and knowledge of the Federal Aviation Regulations
- Consideration given to a pilot and/or counsel with experience representing airports

Skills and Abilities:

- Demonstrate knowledge of the public procurement and grant processes, including but not limited to compliance with the FAA and Nevada grant assurances.
- Demonstrate knowledge of leasing, land development and construction.
- Demonstrate knowledge of employment law and employee benefits.
- Demonstrate knowledge of intergovernmental affairs.
- Extensive knowledge of the theories, principles, and practices of the legal profession.
- Ability to provide expert legal advice to the CCAA, its members and staff.
- Ability to interpret and clarify complex laws, statutes, ordinances, and rules.
- Ability to communicate clearly, concisely, verbally and in writing.



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Scope of Services

- Manage CCAA legal matters
- Assist with the preparation of the agenda for the CCAA meetings
- Attend CCAA meetings and Carson City Board of Supervisor meetings if necessary
- Tort liability and defense
- Real estate transactions including:
 - Ground leases
 - Building leases
 - Disposition & development agreements
 - Easements; including Avigation Easements
- Draft, review, and negotiate various commercial contracts and agreements
- Prepare initial draft or review documents
- Risk management
- Advise on requests for proposals and qualifications
- Ensure compliance with all laws and regulations that apply to CCAA
- Other duties and responsibilities as may be assigned