**CARSON CITY AIRPORT AUTHORITY MEETING AGENDA**

**Wednesday, January 18, 2023 – 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***

1. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.
4. 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*.
5. 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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1. AIRPORT ENGINEER’S REPORT *(Non-Action Item)*.
2. CONSENT AGENDA
3. PUBLIC HEARINGS
	1. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDER BIDS RECEIVED RESPONSIVE TO THE RESOLUTION AND NOTICE OF INVITATION TO BID AND AWARD LEASE FOR THE PARCEL LOCATED AT 2025 ARROWHEAD DR., APN 005-011-94 OF APPROXIMATELY 24,900 SQUARE FEET INLUDING ALL IMPROVEMENTS AS DESCRIBED IN LEGAL DESCRIPTION AND RAMP DIAGRAM PRAEPARED BY ATKINS AND POSTED ON THE AIRPORT WEBPAGE. CONSIDER ANY BIDS FOR THE ALTERNATIVE OF SALE OF BUILDING WITH LEASE OF LAND. LEASE AWARD MADE PURSUANT TO NRS 244.283 (S. TACKES, C. JENKINS)

*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. At its public meeting on November 16, 2022, the Authority adopted a Resolution that: (a) Described the property proposed to be leased; (b) Specified a minimum rental rate and/or building sale value based on an appraisal, along with a model lease specifying the terms upon which it will be leased; and (c) Set January 12 as a deadline for sealed bids and set January 18 for a public meeting of the board to be held, at which sealed proposals to lease will be received and considered. The Authority will review, discuss, and deliberate on the bids received and if a satisfactory bid is accepted, the Authority will vote to award the lease to that bidder and forward the lease to the Board of Supervisors for their approval.*

* 1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW QUALIFICATIONS RECEIVED RESPONSIVE TO THE REQUEST FOR QUALIFICATIONS (RFQ) TO SERVE AS LEGAL COUNSEL TO THE CARSON CITY AIRPORT AUTHORITY POSTED ON THE AIRPORT WEBPAGE. PROVIDE DIRECTION TO STAFF HOW TO PROCEED. (C. Jenkins)

 *Staff Summary: At its public meeting on November 16, the Authority approved the RFQ and directed staff to publish the RFQ. Per NRS 332.115, legal services are exempt from competitive bidding. The Airport Authority can review the qualifications received and determine how to proceed.*

* 1. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDER RESPONSE (IF ANY) FROM KCXP INVESTMENTS LLC REGARDING NOTICE OF BREACH AND TERMINATION OF LEASE ON TAXIWAY C AND CORRESPONDING ACTION; REVIEW, MODIFY AND/OR APPROVE THE NOTICE OF TERMINATION FOR THE KCXP INVESTMENTS, LLC LEASE ON TAXIWAY C (LEASE RECORDED SEPTEMBER 5, 2008, AS DOC. NO. 382385) TO BE RECORDED.

*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. Request for action by the tenant, as required by the lease terms, have been made, with the latest being a Notice of Default sent on November 17, 2022. No construction action has taken place. As a result, the Airport Staff recommends that the Authority authorize issuance of the Notice of Termination.*

1. AIRPORT MANAGER’S REPORT *(Non-Action Item)*.
2. LEGAL COUNSEL’S REPORT *(Non-Action Item)*.
3. TREASURER’S REPORT *(Non-Action Item)*.
4. 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
5. 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.
6. AGENDA ITEMS FOR NEXT REGULAR MEETING *(Non-Action Item)*.
7. ACTION ON ADJOURNMENT.

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**DELIVERED *(via E-Mail)* to the FOLLOWING LOCATIONS for POSTING by 9am, January 12, 2022**

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| The Carson City Airport (CCA) Website: [www.flycarsonc](http://www.flycarson/)ity.com |
| Airport Terminal Building2600 College ParkwayCarson City, NV | Mountain West Aviation2101 Arrowhead Dr. Carson City, NV |
| Sterling Air, Ltd.2640 College ParkwayCarson City, NV | State of Nevada Public Notice Website [https://notice.nv.gov](https://notice.nv.gov/) |
| *~ 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 a***](http://www.flycarsoncity.com/)***s 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**