

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, February 15, 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

- 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.
- *****
- F. AIRPORT ENGINEER’S REPORT (*Non-Action Item*).
- G. CONSENT AGENDA
- H. PUBLIC HEARINGS
 - 1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AGREEMENT TO POSTPONE OR AVOID LEASE TERMINATION WITH KCXP INVESTMENTS. (C. Jenkins/S. Tackes)

Staff Summary: Following the January 18, 2023, Carson City Airport Authority (CCAA) Meeting, staff has created a draft agreement with KCXP Investments to

Final

postpone or avoid lease termination that meets all the requirements set by the CCAA.

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW RESEARCH AND ANALYSIS OF AIRPORT STAFFING NEEDS AND APPROVE ADDITIONAL STAFF POSITION OF SUPERVISOR OF AIRPORT OPERATIONS AND MAINTENANCE. (C. Jenkins)

Staff Summary: The Airport staff has an overwhelming amount of work to do and inadequate man-hours to do so. In comparing to other area airports, our airport is currently operating with a much smaller staff. These other airports also have more support from the Cities they are owned and operated by or their parent companies. We are also in a period of growth with new hangar construction, new ground leases for construction, and interest in more development soon. There are many tasks that get pushed aside to complete higher priority items for airport safety and federal grant assurance compliance. With the airport generating additional revenue, it is time to hire additional staff to provide the best possible service to the community. Staff recommends adding an additional member at this time.

3. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASES FOR AIRPORT MANAGER. (C. Jenkins/ S. Tackes)

Staff Summary: Annual review of Airport Manager. At the February 2022 Carson City Airport Authority Meeting, the Airport Manager Corey Jenkins was determined to meet all the requirements set forth in the Offer of Employment. Per Airport Counsel evaluation, an increase in the Manager's salary is warranted based on his performance this past year. A recommended increase of 10% is reflective of his performance and will slightly exceed the most recent consumer price index calculation.

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS FY 23/24 PRELIMINARY BUDGET (C. Jenkins/J. Rogers)

Staff Summary: CCAA Treasurer and Airport Manager to discuss CCAA budget for FY 23/24 (July 1, 2023 – June 30, 2024)

- 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.

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