

**CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA**

**Wednesday, March 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](mailto: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.*

2. FOR POSSIBLE ACTION: APPROVE LEASE TO HIGH SIERRA PILOTS, LLC DOING BUSINESS AS STEW'S AERO SERVICES FOR THE PARCEL APN 005-011-94 LOCATED AT 4331 GONI ROAD, OF APPROXIMATELY 24,900 SQUARE FEET INCLUDING ALL IMPROVEMENTS.

*Staff Summary: The parcel was posted for bid per NRS 244.283, and Stew's Aero was the winning bidder at the November 16, 2022, CCAA meeting. The lease was generated to meet the conditions of the winning bid.*

3. FOR POSSIBLE ACTION: ADOPTION OF SMALL BUSINESS IMPACT STATEMENT FOR THE UPDATED THROUGH THE FENCE FEES FOR THE CARSON CITY AIRPORT ADOPTED OCTOBER 19, 2022, WHICH REFLECT THE CURRENT COST OF AIRPORT MAINTENANCE AND AMOUNT OF HANGAR SPACE AND AIRCRAFT PARKING; AND REAFFIRM THE RATE CHAGNE AND APPROVE AN AMENDMENT TO THE CARSON CITY MUNICIPAL CODE TITLE 10.03.060 FEES TO REFLECT THE UPDATE.

*Staff Summary: The fee change was approved based on a calculation of the Airport operating costs and forecasted pavement maintenance expenses. NRS 237 requires that a Business Impact Study be made. Such Study was made and provided to the TTF peritees and both consented to the fee changes. As such, the Authority is being requested to approve the Business Impact Statement and find that the fees do not impose a direct and significant economic burden on businesses, nor directly restrict the formation, operation or expansion of a business.*

## H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE REQUEST FROM CARSON TAHOE EXECUTIVE, LLC TO (1) CONSTRUCT A BULK FUEL FACILITY ON THEIR LEASE PARCEL (APN 005-011-83), (2) TO UTILIZE A FUEL TRUCK AS A TEMPORARY FUEL FACILITY WHILE OBTAINING PERMITS AND CONSTRUCTION OF A PERMANENT FUEL FACILITY (TRUCK-TO-TRUCK) (3) ESTABLISH A FUEL FLOWAGE RATE AND (4) IF NECESSARY AMEND THE LEASE TO ALLOW FUEL TRANSFERS FROM THE TEMPORARY FUEL TRUCK/FACILITY; DETERMINE CONDITIONS AND COMPLIANCES.

*Staff Summary: Carson City Municipal Code Title 19.02.020.340 requires Airport Authority approval for any improvement at the airport that requires a permit from the City. Carson Tahoe Executive is seeking approval for the development of a Bulk Fuel Facility, so they can pursue the necessary permits from all applicable regulatory authorities. All permits must be obtained for construction within 120 days and construction must be completed within 2 years of approval, additional time may be requested for unavoidable delays out of the control of Carson Tahoe Executive. The Approval of the Carson City Airport Authority is still subject to all applicable federal, state, and local regulations and does not take precedent over any other regulatory authority. The truck-to-truck operation as a temporary fuel facility is a proposal for a temporary approval directly tied to the construction of the fuel facility. If the tenant fails to construct the fuel farm in the approved time*

*Final*

*frame, the temporary truck-to-truck fuel facility approval will be revoked. The fuel flowage fee proposed is the one established in the airport fee schedule effective July 2021 at \$0.05 per gallon. The lease permits sales of fuel from a fuel facility and may need to be amended if the truck-to-truck transfer is approved.*

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE FY 23/24 PRELIMINARY BUDGET FOR SUBMISSION TO THE NEVADA DEPARTMENT OF TAXATION. (C. JENKINS)

*Staff Summary: This is the second review of the FY 23/24 Preliminary budget. NRS statute requires that a preliminary budget must be approved and submitted to the Nevada Department of Taxation no later than April 15, 2023.*

- 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 about 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, March 10, 2023**

The Carson City Airport (CCA) Website: <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a>	
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 <a href="https://notice.nv.gov">https://notice.nv.gov</a>
<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 <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a> 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](mailto: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**