

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, August 16, 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: Manager@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

- 1. FOR POSSIBLE ACTION: AWARD AND EXECUTE FAA CONTRACT FOR AIP 43 (Phase 3 Approach Lighting Construction) TO THE RESPONSIVE APPARENT LOW BIDDER, TITAN ELECTRICAL CONTRACTING, INC., IN THE AMOUNT OF \$236,557.50

Staff Summary: A request for proposals was published May 24, 31 and June 7; with an initial bid opening on June 13. The bid opening was extended to June 16 at the request of one bidder. On June 16, one bid was received from Titan Electrical Contracting. The award of the contract will allow the project to proceed.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: CCAA RFQ COMMITTEE TO PRESENT DATA COLLECTED AND RESULTANT RANKING REGARDING APPLICANTS FOR AIRPORT ARCHITECTURAL/ENGINEERING AND PLANNING SERVICES CONTRACT(S); CCAA TO DETERMINE RANKING OF CONSULTANTS AND AUTHORIZE AIRPORT MANAGER TO ENGAGE IN FEE NEGOTIATIONS WITH HIGHEST RANKED CONSULTANT(S).

Staff Summary: A committee of airport staff and a few (less than a quorum of) CCAA members scored the applicants using the Selection Criteria defined in FAA Advisory Circular 150/5100-14E Section 2.8. The committee will present the results of their scoring for the selection for Airport Architectural/Engineering and Planning services contracts based on the selection criteria, so that the CCAA can vote on the ranking and selection.

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, August 11, 2023

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| The Carson City Airport Website | https://flycarsoncity.com/ |
| State of Nevada Public Notice Website | https://notice.nv.gov |
| Airport Terminal Building | 2600 College Parkway Carson City, NV |
| Carson City Community Center | 851 E. William Carson City, Nevada |
| Mountain West Aviation | 2101 Arrowhead Dr. Carson City, NV |
| Stellar Aviation of Carson City, LLC | 2640 College Parkway Carson City, NV |
| <i>~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~</i> | |
| <i>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