

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, September 20, 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: APPROVE PROFESSIONAL SERVICES AGREEMENT (PSA) WITH COFFMAN & ASSOCIATES TO SERVE AS THE AIRPORT PLANNING CONSULTANT FOR A PERIOD OF FIVE YEARS.

Staff Summary: Staff to present proposed contract with Coffman & Associates to provide on-call Airport Planning and Environmental Services.

2. FOR POSSIBLE ACTION: AWARD AND EXECUTE FAA CONTRACT FOR AIP 44 (SNOW REMOVAL EQUIPMENT BUILDING CONSTRUCTION) TO THE RESPONSIVE APPARENT LOW BIDDER, HOUSTON SMITH CONSTRUCTION, INC, IN THE AMOUNT OF \$1,548,781.57

Staff Summary: A request for proposals was published March 22, March 29, April 5, and April 12; with a bid opening on April 18. Three bids were received and Houston Smith Construction, INC was the lowest responsive bid. The award of the contract will allow the project to proceed.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF CHANGE OF CONTROL OF KCXP INVESTMENTS, LLC FROM TOM GONZALES TO BRADLEY BUSBIN, THE TRUSTEE OF THE GONZALES CHARITABLE REMAINDER UNITRUST TWO.

Staff Summary: Tom Gonzales transferred his membership interests in KCXP Investments, LLC to a Charitable Remainder Trust with Bradley Busbin as Trustee on January 12th, 2018. Bradley Busbin notified airport staff of the change of ownership on June 30, 2023. Per the terms of the lease, a change of ownership of 25% or more is subject to Authority approval. Staff recommends approval.

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE KCXP INVESTMENTS, LLC LEASE ASSIGNMENT TO CARSON TAHOE EXECUTIVE, LLC.

Staff Summary: KCXP Investments, LLC has executed a lease assignment of APN 005-021-06 to Carson Tahoe Executive, LLC. Per the terms of the lease, Authority approval is required. Staff recommends approval.

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE KCXP INVESTMENTS, LLC SUBLEASE TO CARSON TAHOE EXECUTIVE, LLC.

Staff Summary: KCXP Investments, LLC has executed a sublease their entire parcel (APN 005-021-04) to Carson Tahoe Executive. Per the lease a sublease of the entire parcel requires Authority approval. Staff recommends approval.

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.

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DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, September 15, 2023

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
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