

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, April 17, 2024 – 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. DISCUSSION AND POSSIBLE ACTION: TO APPROVE THE REQUEST BY SPORT AVIATION CENTER TO EXPAND ITS CLASS II FBO CAPABILITIES TO MARKET FOR AIRCRAFT SALES. (C. JENKINS)

Staff Summary: Sport Aviation Center was previously approved for Light Sport Aircraft Sales. They are now requesting to expand to all aircraft sales.

2. DISCUSSION AND POSSIBLE ACTION: APPROVE LEASE ASSIGNMENT FROM THE BYARD FAMILY TRUST TO JEFFREY G. BYARD.

Staff Summary: The BYARD FAMILY TRUST has executed a lease assignment of APN 005-011-87 to JEFFREY G. BYARD. Per the terms of the lease, Authority approval is required. Staff recommends approval.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE FAA AIRPORT CAPITAL IMPROVEMENT PLAN (“ACIP”) 2024 – 2025

Staff Summary: The FAA ACIP must be approved and presented to the Carson City BOS for approval and submitted to the FAA Airport District Office.

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AIRPORT EMERGENCY PLAN REVISION. (C. JENKINS)

Staff Summary: Airport staff has completed a revision of the Airport Emergency Plan to include an emergency response checklist, emergency aircraft recovery contact, updated contact information, and miscellaneous grammar and content improvements.

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

* * * * *

DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, April 12, 2024

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

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
March 20, 2024 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

Chair – Tim Puliz	Vice Chair – Harlow Norvell
Treasurer – Jon Rogers	Member – Curtis Horton
Member – Paul Hamilton	Member – Karl Hutter
Member – Michael Golden	

Staff

Corey Jenkins – Airport Manager
Steve Tackes – Airport Counsel
Briana Munoz – Public Meetings Clerk

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM

(5:32:40) – Chairperson Puliz called the meeting to order at 5:32 p.m.

(5:33:17) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Tim Puliz	Present	
Vice Chair Harlow Norvell	Present	
Treasurer Jon Rogers	Present	
Member Michael Golden	Present	
Member Paul Hamilton	Present	
Member Curtis Horton	Present	
Member Karl Hutter	Absent	

B. PLEDGE OF ALLEGIANCE

(5:33:36) – Led by Treasurer Rogers.

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.

(5:34:03) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the February 21, 2024 meeting.

(5:34:14) – MOTION: Member Golden moved to approve the minutes of the February 21, 2024 meeting. Member Hamilton seconded the motion. The motion carried 6-0-0.

RESULT:	APPROVED (6-0-0)
MOVER:	Golden
SECONDER:	Hamilton
AYES:	Puliz, Norvell, Rogers, Golden, Hamilton, Horton
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter

D. MODIFICATION OF THE AGENDA.

(5:34:32) – Chairperson Puliz introduced the item and noted that Agenda Item H-2 would be postponed to the next meeting on April 17, 2024, at the request of Member Horton. Additionally, Chair Puliz stated that the Airport Engineer’s Report would be provided after Agenda Item H-1.

E. PUBLIC COMMENT

(5:35:33) – Chairperson Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:46:30) – Chairperson Puliz introduced the item. Wood Rodgers Representative Brian Martinezmoles presented his report, which is incorporated into the record. Mr. Martinezmoles and Mr. Jenkins responded to clarifying questions. Mr. Jenkins referenced an email submitted by Armstrong Consultants, which is incorporated into the record, regarding the Snow Removal Equipment (SRE) Building.

(5:49:52) – In response to Vice Chair Norvell’s question regarding progress on Offset PAPI, Mr. Jenkins noted that Armstrong Consultants had stated that there were no updates. Mr. Jenkins added that there were lead time issues with the Offset PAPI project.

G. CONSENT AGENDA

(5:36:26) – Chair Puliz introduced the item and entertained a motion.

(5:36:59) – MOTION: Vice Chair Norvell moved to approve the consent agenda as presented. Member Horton seconded the motion. The motion carried 6-0-0.

RESULT:	APPROVED (6-0-0)
MOVER:	Norvell
SECONDER:	Horton
AYES:	Puliz, Norvell, Rogers, Golden, Hamilton, Horton
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter

1. POSSIBLE ACTION: REVIEW AND APPROVE ADDENDUM 2 TASK ORDER E ATTACHMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN SPONSOR AND ENGINEER.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE THE FY 24/25 PRELIMINARY BUDGET FOR SUBMISSION TO THE NEVADA DEPARTMENT OF TAXATION.

(5:37:20) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Board Memo, which is incorporated into the record, and went over changes to the Fiscal Year (FY) 24/25 Preliminary Budget. He noted revisions to the salary section to accurately reflect employee raises and changes to the pavement maintenance capital improvement project, which was renamed from “perimeter road project” to “pavement maintenance.” Mr. Jenkins added that the Federal Aviation Administration (FAA) informed the Airport that if the runway extension project is approved, the Airport will likely not be approved for the pavement maintenance project.

(5:39:28) – Mr. Jenkins responded to clarifying questions. Discussion ensued regarding the runway extension project and FAA approval.

(5:43:47) – Treasurer Rogers asked Mr. Tackes to outline the final FY 24/25 budget process and timeline. Mr. Tackes stated that the final Budget had to be approved between the third Monday of May 2024 and the end of May 2024. He noted that most of the issues with the FY 24/25 Preliminary Budget had been addressed. Mr. Tackes added that only Treasurer Rogers had to sign the Preliminary Budget but the final Budget had to be signed by the Board.

(5:45:12) – Chair Puliz entertained a motion and responded to clarifying questions.

(5:45:30) – MOTION: Member Golden moved to approve the FY 24/25 Preliminary Budget as submitted pending final Budget approval by the Airport Authority. Member Horton seconded the motion.

RESULT:	APPROVED (6-0-0)
MOVER:	Golden
SECONDER:	Horton
AYES:	Puliz, Norvell, Rogers, Golden, Hamilton, Horton
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AIRPORT EMERGENCY PLAN REVISION.

The item was postponed to the April 17, 2024 meeting to modify the Airport Emergency Plan.

I. AIRPORT MANAGER’S REPORT

(5:51:02) – Chairperson Puliz introduced the item. Mr. Jenkins provided his report, which is incorporated into the record.

(5:56:51) – In response to Treasurer Rogers’ question on the SRE Building, Mr. Jenkins stated that the project was moving forward. Mr. Jenkins responded to questions regarding the Carson City Chamber Leadership Institute’s amphitheater restoration project, stating that a fundraiser would be held at Mayer Family Wines to cover material expenses of the project.

J. LEGAL COUNSEL’S REPORT

(5:58:52) – Chairperson Puliz introduced the item. Mr. Tackes noted that the next Airport Authority meeting, scheduled for May 15, 2024, would not meet the timeframe for final budget approval, which must be submitted between the third Monday in May and the end of May 2024. He recommended holding a special meeting in May 2024 or rescheduling the May 15, 2024 meeting to a later date. Mr. Tackes added that the Board could determine a date by the next meeting in April. Additionally, Mr. Tackes noted that at the time the Airport Authority files the tentative FY 24/25 budget, it must arrange for publishing a notice of the final FY 24/25 meeting time and date in a newspaper ad.

K. TREASURER’S REPORT

(6:00:31) – Chairperson Puliz introduced the item. Treasurer Rogers referenced the agenda materials, which are incorporated into the record.

L. REPORT FROM AUTHORITY MEMBERS

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

(6:00:53) – Chairperson Puliz entertained Member reports. Vice Chair Norvell asked for updates on the pavement maintenance project “in terms of weight bearing.” Mr. Jenkins stated that the Airport was “further along” and noted that a revised final report was underway to clarify which fuel trucks could be on the perimeter road. He added that the Airport was “already doing the correct thing” by limiting fuel trucks to 2000 gallons on the perimeter roads. Mr. Jenkins stated that the final report would include a recommendation on the complete replacement of the project and would be up to the Board to determine how to manage it.

M. PUBLIC COMMENT

(6:02:22) – Chairperson Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:02:25) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming. He noted that the next meeting would include discussion and possible action on the Airport Emergency Plan.

O. ACTION ON ADJOURNMENT

(6:02:37) – MOTION: Chairperson Puliz adjourned the meeting at 6:02 p.m.

The Minutes of the March 20, 2024 Carson City Airport Authority meeting are so approved on this 17th day of April 2024.



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CCAA BOARD MEMO

Agenda Item: G-1

BOARD MEMO 2024-8

Meeting Date: April 17, 2024

Agenda Title: DISCUSSION AND POSSIBLE ACTION: TO APPROVE THE REQUEST BY SPORT AVIATION CENTER TO EXPAND ITS CLASS II FBO CAPABILITIES TO MARKET FOR AIRCRAFT SALES. (C. JENKINS)

Staff Summary: Sport Aviation Center was previously approved for Light Sport Aircraft Sales. They are now requesting to expand to all aircraft sales.

Agenda Action: Formal Action/Motion

Time Requested: 0 Minutes

Proposed Motion

I move to approve the request from Sport Aviation Center to expand its Class II FBO capabilities to market for aircraft sales.

CCAA'S Strategic Goal

Support economic activity in the region.

Previous Action and Executive Summary

April 19, 2013 – Carson City Airport Authority approved Sport Aviation Center as a Class 2 Fixed Based Operator Flight School.

April 16, 2014 – Carson City Airport Authority approved Sport Aviation Center to expand its services to market for the sale of weight-shift control aircraft.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund/ Federal Share:

Is it currently budgeted?

Alternatives

Approve with changes.

Do not approve.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)



**PAUL HAMILTON'S
SPORT AVIATION CENTER**

March 26, 2024

RE: Sport Aviation Center LLC addition of airplane sales to existing flight training and weight-shift control aircraft FBO sales privileges.

On August 21, 2013 Paul Hamilton of Sport Aviation Center LLC was approved by the Carson City Airport Board to do business as a Class 2 Flight School at 2640 E. College Parkway from a Class 1 FBO per Title 19 requirements.

In April 2014 at the Carson City Airport Board meeting, Sport Aviation Center was approved to add aircraft sales to the Class 2 FBO but limited to Weight Shift (powered hang gliders) aircraft sales.

This is a simple "add on" request for "airplane sales" to the existing flight school and weight-shift aircraft sales.

Sincerely,

Paul Hamilton

A handwritten signature in blue ink, appearing to read 'Paul Hamilton', with a long horizontal line extending to the right.



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: G-2

BOARD MEMO 2024-9

Meeting Date: April 17, 2024

Agenda Title: DISCUSSION AND POSSIBLE ACTION: APPROVE LEASE ASSIGNMENT FROM THE BYARD FAMILY TRUST TO JEFFREY G. BYARD.

Staff Summary: The BYARD FAMILY TRUST has executed a lease assignment of APN 005-011-87 to JEFFREY G. BYARD. Per the terms of the lease, Authority approval is required. Staff recommends approval.

Agenda Action: Formal Action/Motion

Time Requested: 0 Minutes

Proposed Motion

I move to approve the lease assignment from Byard Family Trust to Jeffrey G. Byard.

CCAA'S Strategic Goal

Support economic activity in the region.

Previous Action and Executive Summary

December 5, 2002 (Item 3-4) – The Carson City Board of Supervisors approved the ground lease for the Byard Family Trust.

September 20, 2017 (Item F-2) – The Carson City Airport Authority approved an amendment to the Byard Family Trust ground lease.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund/ Federal Share:

Is it currently budgeted?

Alternatives

Do not approve.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

APN: 005-011-87

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

JEFFERY G. BYARD
109 Augusta Court
Dayton, NV 89403

SPACE ABOVE THIS LINE FOR RECORDER'S USE

The Assignor, Assignee and Landlord hereto affirm that this document submitted for recording does not contain the social security number of any person or persons. (Per NRS 239B.030).

ASSIGNMENT AND ASSUMPTION OF AIRPORT HANGAR LEASE

THIS ASSIGNMENT AND ASSUMPTION OF AIRPORT HANGAR LEASE AND LANDLORD'S CONSENT ("Assignment") is executed as of April 4, 2024, and effective as of the Effective Date (as defined below), by and among the BYARD FAMILY TRUST dated June 6, 2002 ("Assignor"), JEFFERY G. BYARD ("Assignee") and with the consent of the CARSON CITY AIRPORT AUTHORITY ("Landlord").

- A. The BYARD FAMILY TRUST and Landlord entered into that certain Carson City Airport Lease Agreement dated September 19, 2002, recorded with the Carson City Recorder as Documents No. 288081 and 288082, and as amended by the Amendment recorded Oct 17, 2017 as Document No. 479560 (collectively, the "Airport Lease") attached hereto as Exhibit A, pursuant to which Landlord agreed to lease to the BYARD FAMILY TRUST and the BYARD FAMILY TRUST agreed to lease from Landlord those certain real property and appurtenant rights identified therein (the "Leased Premises").
- B. Pursuant to Section 9 of the Airport Lease, Landlord's prior written consent is required for any assignment of Assignor's interest the Airport Lease.
- C. George F. Byard, the Settlor and Trustee of the BYARD FAMILY TRUST, died on January 8, 2024, and the current Trustees of said Trust are JEFFERY G. BYARD and KIMBERLY A. WURTZ per the Affidavit of Death of Trustee recorded January 25, 2024 as Document No. 544688.
- D. JEFFERY G. BYARD and KIMBERLY A. WURTZ, as Trustees of the BYARD FAMILY TRUST now wish to assign the Airport Lease to JEFFERY G. BYARD, a married man as his sole and separate property.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties hereby agree as follows:

1. Assignment. Assignor hereby assigns to Assignee all of Assignor's right, title and interest, as tenant in to and under the Airport Lease, to be effective upon approval of the Carson City Airport Authority and Carson City ("the Effective Date").

2. Assumption. Assignee hereby assumes all of Assignor's obligations in, to and under the Airport Lease effective upon the Effective Date.

3. Indemnification. Assignee hereby agrees to indemnify, defend and hold Assignor harmless with respect to any loss or liability, including attorney's fees, resulting from any breach by Assignee of its obligations as tenant under the Airport Lease occurring after the Effective Date. Assignor hereby agrees to indemnify, defend and hold Assignee harmless with respect to any loss or liability, including attorney's fees, resulting from any breach by Assignor of its obligations as tenant under the Airport Lease occurring prior to and up to and including the Effective Date.

4. Miscellaneous. This Assignment may be executed in counterparts, each of which each of which shall be deemed an original and all of which, taken together, shall be one instrument. This Assignment shall be binding upon the parties and their respective successors and assigns. This Assignment shall be governed by and interpreted in accordance with the laws of the State of Nevada. If any action or proceeding is commenced by either party with respect to this Assignment, the prevailing party in such action or proceeding shall be entitled to recover its costs and expenses incurred in such action or proceeding, including attorney's fees and costs. This Assignment may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one agreement.

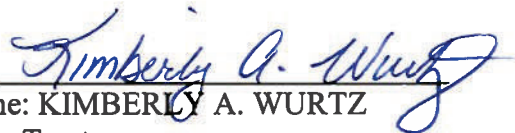
IN WITNESS WHEREOF, this Assignment is made and entered into as of the date first set forth above.

ASSIGNOR:

ASSIGNEE:

BYARD FAMILY TRUST dated June 6, 2002
A Nevada trust

JEFFERY G. BYARD
a married man as his sole and
separate property

By: 
Name: KIMBERLY A. WURTZ
Title: Trustee

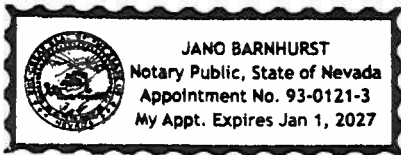

JEFFERY G. BYARD

By: 
Name: JEFFERY G. BYARD
Title: Trustee

STATE OF NEVADA)

CARSON CITY)

On April 4, 2024, personally appeared before me, a notary public, KIMBERLY A. WURTZ and JEFFERY G. BYARD, personally known (or proved) to me to be the persons whose names are subscribed to the foregoing instrument, and who acknowledged to me that they executed the foregoing instrument for the purposes stated therein.



Jano Barnhurst
Notary Public

CONSENTED TO AND AGREED BY:

CARSON CITY AIRPORT AUTHORITY

By: _____
TIM PULIZ, Chairman

ATTEST:

By: _____
Jon Rogers, TREASURER

CARSON CITY

The Board of Supervisors of Carson City, Nevada, hereby approves and acknowledges the Lease, and the right and authority of the Authority to assign the Lease to the Assignee.

Approved by the Board of Supervisors this ____ day of _____, 2024.

LORI BAGWELL, Mayor

ATTEST:

CITY'S LEGAL COUNSEL
Approved as to form.

CLERK/RECORDER (or Deputy)

DEP. DISTRICT ATTORNEY

AIRPORT AUTHORITY COUNSEL
Approved as to form

STEVEN E. TACKES, ESQ.

CARSON CITY AIRPORT LEASE AGREEMENT

This lease, made and entered into this 19th day of Sept, 2002, between the Carson City Airport Authority (Landlord), whose address is 2600 E. Graves Lane #6 Carson City, Nevada 89706, and THE BYARD FAMILY TRUST (Tenant), whose address is 109 Augusta Court, Dayton, Nevada 89403.

WITNESSETH:

WHEREAS, the Tenant desires to lease from Landlord certain ground space which had previously been subleased from Mentors Unlimited, Inc.; and

WHEREAS, Landlord desires to lease Tenant ground space consistent with aviation uses and to provide monetary support to the Carson City Airport; and

WHEREAS, this Lease shall replace and terminate the sublease between Mentors Unlimited, Inc., and George F. Byard dated August 4, 1994.

THEREFORE, Landlord and Tenant agree as follows:

1. PREMISES. Landlord leases to Tenant and Tenant leases from Landlord the real property located at the Carson City Airport identified as set forth in the legal description attached as Exhibit "A" hereto. An easement for access has been granted by Mentors Unlimited, Inc., and shall continue in place. Said easement is a sixty (60) foot wide easement along the eastern side of the Mentors Unlimited, Inc., leasehold.

2. TERM. The term shall be the same as the remainder of the term of the Mentors Unlimited, Inc., lease, as that lease currently exists. As such, this lease shall expire on December 8, 2024. Upon further negotiation and if agreement as to terms is reached by both parties, then, in that event, the term of lease may be extended for a period of ten (10) years.

3. RENT. Tenant shall pay to Landlord:

A. \$2,618.22 dollars per year, or \$218.18 per month, for the entire leased area (33,740 sq.ft.; \$.0776/sq.ft./yr.) Rent shall be payable monthly on the first day of each month.

B. Tenant shall be responsible for the cost of all utilities provided to the leased premises.

4. CPI ADJUSTMENT. An adjustment of the rental and fees above described shall occur on two year anniversary intervals from January 1, 2003, during the term of this Lease. Such adjustment of rental shall be based upon the percentage change reflected by the Consumer Price Index (hereinafter called the Price Index) for the preceding two year period. The Price Index shall mean the average for "all items" shown on the "U.S. City Average for All Urban Consumers" as promulgated by Bureau of Legal Statistics of the U.S. Department of Labor, as amended or replaced by the agency. Landlord shall measure each two year adjustment using the most recently available report, recognizing that it may be necessary to use a 2 year period with a final quarter ending prior to each December 31 adjustment date. In no event, however, shall any decrease in the Consumer Price Index result in a decrease of the rental below the base rate. For example, if the CPI for December 2005 is 155.0 (1982-1984=100) and for December 2002 is 150.0, then the rent would be adjusted by the difference (155.0-150.0) divided by 150.0 which equals a 3.3% increase.

5. IMPROVEMENTS. Tenant has already made improvements as required by the former lease.

6. DEFAULT. The occurrence of any of the following shall constitute a default by Tenant:

A. Failure to pay rent when due, if the failure continues for ten (10) days after notice has been given to Tenant.

B. Abandonment and vacation of the premises (failure to occupy and operate the premises for thirty (30) consecutive days shall be deemed an abandonment and vacation).

C. Failure to perform any other provision of this lease including the construction requirements, if the failure to perform is not cured within thirty (30) days after notice has been given to Tenant. If Tenant can demonstrate to the satisfaction of Landlord the default cannot reasonably be cured within thirty (30) days, Tenant shall not be in default of this lease if Tenant commences to cure the default within the thirty (30) day period and diligently and in good faith continues to cure the default.

D. Filing a petition of voluntary or involuntary bankruptcy.

E. The making by the tenant of any general assignment for the benefit of creditors.

F. Violation of any of these standards, rules, and regulations, or failure to maintain current licenses required for the permitted operation.

Notices given under this paragraph must specify the alleged default and the applicable lease provisions, and must demand that Tenant perform the provisions of this lease or pay the rent that is in arrears, within the applicable period of time, or quit the premises. No such notice will be deemed a forfeiture or a termination of this lease unless Landlord so elects in the notice.

7. REMEDIES. Landlord shall have the following remedies if Tenant commits a default. These remedies are not exclusive; they are cumulative to any remedies now or later allowed by law.

A. Tenant's right to possession not terminated. Landlord can continue this lease in full force and effect, and the lease will continue in effect as long as Landlord does not terminate tenant's right to possession, and Landlord shall have the right to collect rent when due. During the period Tenant is in default, Landlord can enter the premises and relet them, or any part of them, to third parties for Tenant's account. Tenant shall be liable immediately to Landlord for all costs Landlord incurs in reletting the premises. Reletting can be for a period shorter or longer than the remaining term of this lease. Tenant shall pay to Landlord the rent due under this lease on the dates the rent is due, less the rent Landlord receives from any reletting.

If Landlord elects to relet the premises as provided in this paragraph, rent that Landlord receives from reletting shall be applied to the payment of:

First, any indebtedness from Tenant to Landlord other than rent due from Tenant;

Second, all costs, including maintenance, incurred by Landlord in reletting;

Third, rent due and unpaid under this lease, after deducting the payments referred to in this paragraph, any sum remaining from the rent Landlord received from reletting shall be held by Landlord and applied in payment of future rent as rent becomes due under this lease. In no event shall Tenant be entitled to any excess rent received by Landlord. If, on the date rent is due under this lease, the rent received from

reletting is less than the rent due on the date, Tenant shall pay to Landlord, in addition to the remaining rent due, all costs including for maintenance Landlord incurred in reletting that remain after applying the rent received from the reletting as provided in this paragraph.

B. Termination of Tenant's right to possession. Landlord can terminate Tenant's right to possession of the premises at any time after default. No act by Landlord other than giving notice to Tenant shall terminate this lease. Acts of maintenance, efforts to relet the premises, or the appointment of a receiver on Landlord's initiative to protect Landlord's interest under this lease shall not constitute a termination of Tenant's right to possession. On termination, Landlord has the right to recover from Tenant the unpaid rent that had been earned at the time of termination of this lease, and any other amount, and court costs, necessary to compensate Landlord for all detriment proximately caused by Tenant's default.

8. APPURTENANT RIGHTS AND RESTRICTIONS.

A. Tenant may use the premises primarily for aircraft storage and for such non-aviation business upon the premises as are otherwise permitted by law and do not otherwise interfere with the aviation uses permitted under this Lease and other leases on this airport. Landlord's decision shall be final as to claims of conflict over interfering uses.

B. Ingress and Egress. Tenant shall continue to have full and unimpaired access to the premises at all times as provided herein. Tenant shall be responsible for, and control the access to, the premises. Access between the leasehold and Airport shall comply with the Landlord's rules, regulations, or access plans.

C. Right of Entry. Landlord, or its designated Airport Manager or agent, reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection deemed expedient or desirable for the proper enforcement of any terms, conditions, provisions, and covenants of this Agreement.

D. Air Space and Subsurface Rights. This lease confers no rights to the subsurface of the land more than five (5) feet below the ground level of the premises or to airspace more than ten (10) feet above the top of the roof of the building or buildings that is a part of the premises. All exemptions or applications must have the prior approval of Landlord.

E. Federal Requirements.

1. The Tenant for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration, does covenant and agree as a covenant running with the land that Tenant shall comply with all Federal Aviation Regulations (FARs) applicable to Tenant's operations on the premises.

2. The Tenant for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration covenants and agrees as a covenant running with the land that: 1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subject to discrimination in the use of the facilities; 2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination.

3. Tenant shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, DOT, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as the Regulation may be amended.

4. Tenant shall furnish its accommodations and/or services on a fair, equal, and not unjustly discriminatory basis to all users and it must charge fair, reasonable, and not unjustly discriminatory prices for each unit or service; PROVIDED that the Tenant may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

5. Noncompliance with Provision 4 above shall constitute a material breach of this Agreement and in the event of such noncompliance, the Landlord shall have the right to terminate this lease Agreement without liability or at the election of the Landlord or the United States; either or both governments shall have the right to judicially enforce these provisions.

6. Tenant agrees that it shall insert the above five provisions in any lease agreement by which the Tenant grants a right or privilege to any person, firm, or corporation to render accommodations and/or services to the public on the leased premises.

7. If the conduct of business is permitted on the premises, the Tenant assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities

covered in 14 CFR Part 152, Subpart E. The Tenant assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart.

8. The Landlord reserves the right to further develop or improve the landing area of the Carson City Airport as it sees fit, regardless of the desires or view of the Tenant and without interference or hindrance.

9. The Landlord reserves the right, but shall not be obligated to the Tenant, to maintain and keep in repair the landing area of the Airport and all publicly-owned facilities of the Airport, together with the right to direct and control all activities of the Tenant in this regard.

10. This lease shall be subordinate to the provisions and requirements of any existing or future agreement between the Landlord and the United States, relative to the development, operation, or maintenance of the Airport.

11. The Landlord, its successors and assigns, for the use and benefit of the public, does reserve a right of flight for the passage of aircraft in the airspace above the surface of the lease premises. This public right of flight shall include the right to cause in the airspace any noise inherent in the operation of any aircraft used for navigation or flight through the airspace or landing at, taking off from, or operation of the Carson City Airport.

12. Tenant agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event future construction of a building is planned for the leased premises, or in the event of any

planned modification or alteration of any present or future building or structure situated on the leased premises.

13. The Tenant by accepting this expressly agrees for itself, its successors and assigns that it will not erect nor permit the erection of any structure or object, nor permit the growth of any tree on the leased premises to a height more than ten (10) feet above the highest part of Tenant's building. In the event this covenant is breached, the Landlord reserves the right to enter upon the premises to remove the offending structure or object and cut the offending tree, all of which shall be at the expense of the Tenant.

14. The Tenant, by accepting this lease, agrees for itself, its successors and assigns, that it will not make use of the leased premises in any manner which might interfere with the landing and taking off of aircraft from Carson City Airport or otherwise constitutes a hazard. In the event this covenant is breached, the Landlord reserves the right to enter upon the premises and to abate the interference at the expense of the Tenant.

15. It is understood and agreed that nothing contained in this lease shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act of 1958 (49 U.S.C. 1349).

F. Tenant assures complete compliance with the Carson City Airport Rules and Regulations upon leased premises.

9. ASSIGNMENT AND SUBLEASING. Tenant shall have no right to assign or sublet its interest in this lease except upon Landlord's prior consent. Any such

assignment or sublease will be binding to assignees/sublessees on all terms and conditions in this lease.

Tenant shall have the right to assign, pledge, or hypothecate this lease for the purpose of securing additional financing, upon the prior approval of Landlord.

The parties agree that a transfer of corporate interests in excess of twenty-five percent (25%) shall be deemed an assignment of this lease.

The Landlord reserves the right to assign, pledge, or hypothecate this Agreement upon notice to the Tenant.

10. INSURANCE AND BONDING.

A. Coverage. As a condition precedent to this lease, Tenant shall provide, at his own cost, insurance coverage in the amount of ONE MILLION DOLLARS (\$1,000,000.00), the category to be under-written by a responsible insurance carrier, authorized by the State of Nevada to provide such coverage. The following coverage shall be included:

1. Third-party comprehensive general liability coverage for bodily injury and property damage including owned and non-owned aircraft, for any claim or liability for any injury or damage to any person or property occurring on the leased premises or arising out of or resulting from Tenant's operations or omissions at the Carson City Airport.

2. Products liability coverage in addition to the foregoing comprehensive general liability insurance where the licensee operates a food service or offers goods or merchandise for sale.

3. Statutory workers' compensation and employer's liability coverage to the extent required by law.

4. Fire and extended coverage and vandalism and malicious mischief insurance, as provided by the lease Agreements, for damage or destruction of real property or leasehold improvements, where the Landlord has, or will have, an interest in such property by virtue of an existing lease.

B. Insured Includes. Landlord and Carson City must be named as additional insureds and the policy must require that the insurance carrier underwriting such coverage give the Landlord and Carson City thirty (30) days written notice prior to cancellation of or material alteration to the policy.

Landlord requires that Tenant provide Landlord with a Certificate of Insurance evidencing the coverage in effect, including limits and expiration date. Such policy or policies shall be maintained in full force and effect during the term of the lease, and renewals or extensions of same.

11. HOLD HARMLESS. The Tenant, in consideration of the Landlord's agreement to lease certain real property to Tenant pursuant to this Agreement, agrees that at all times during the term of this Agreement, Tenant shall indemnify and defend, saving harmless Landlord, Carson City, their officers, boards, commissions, agents, and employees from any and all claims by any person whatsoever on account of property damage, injury, or death of a person or persons acting on behalf of, or upon the request of, the Tenant during the term of this Agreement.

The Tenant further agrees to indemnify Landlord and Carson City from environmental liability for contamination or damage to the premises and any adjacent area to the premises.

Landlord, Carson City, their officers' boards, commissions, agents, and employees shall be held harmless in all respect for any cost, expense, or liability of any nature which may be incurred by the Tenant during the term of this Agreement.

12. MAINTENANCE. Landlord is not required to provide any maintenance, repairs, removal, and construction of gross area leased or of buildings or facilities erected by Tenant.

Tenant shall provide and pay for all light, gas, electric, water, janitorial, and sewer charges used or incurred in or about the lease premises.

Tenant shall maintain all leased areas, salvage and rehabilitation areas, displays, storage areas, landscaping, pavement, facilities, and structures in a state of repair and good appearance acceptable to the Landlord. Landlord shall have sole discretion in interpreting and enforcing all Federal, State, and local rules, regulations, codes, and ordinances in determining what is, or is not, acceptable.

Landlord may require Tenant to perform all necessary maintenance, repairs, removal, construction or cleaning/clearing of unsightly areas upon the leased premises. In the event such maintenance, repairs, removal, construction, or cleaning/clearing of unsightly areas is not undertaken as required, Landlord may perform such maintenance, repairs, removal, construction, or cleaning/clearing of unsightly areas on behalf of Tenant and at Tenant's expense, plus ten percent (10%) for administration.

13. TAX OBLIGATION. Tenant shall pay all taxes and assessment against any buildings or other structures and improvements used by Tenant in its operations, and if imposed at any future date, any and all real property taxes assessed against the land leased from Landlord, including any possessory interest taxes.

14. REMOVAL OF BUILDINGS AND IMPROVEMENTS. Tenant shall construct improvements in accordance with Exhibit B and shall remove at his cost all buildings and improvements upon termination of the Agreement and restore the premises to its original condition. Title in building and improvements shall at all times during the lease term remain in the Tenant. The Landlord shall have the option on termination to take title of the buildings and improvements, at no cost or obligation to Landlord, in lieu of Tenant's obligation to restore the premises to its original condition.

15. REPORTING. Anything that affects the safe and efficient operation of the Carson City Airport shall be immediately reported to Landlord or the designated Airport Manager.

16. AMENDMENTS. Any amendments to this lease require approval by the Landlord, Carson City and Tenant. All proposed amendments must be submitted in writing to Landlord for review and placement before regularly scheduled meetings of the Carson City Airport Authority and Carson City Board of Supervisors for consideration.

17. GENERAL. It is understood and agreed that each and all the terms of this Lease are subject to the regulations and provisions of law applicable to the operation of the Carson City Airport as a Federal Aid Airport Project. If any provision of this Lease is invalid, the other provisions of the Lease which are valid shall remain in effect, and the Lease will be re-negotiated to comply with the requirements of the applicable laws and

regulations. In the event that negotiation attempts are unsuccessful, either party may petition the First Judicial District Court, which shall then be entitled to establish such replacement provisions or issue such rulings as are just, for the purpose of satisfying the intent of the Lease provisions.

The Tenant agrees to observe and obey during the terms of this Lease all laws, rules, and regulations promulgated and enforced by the State of Nevada, Carson City, and by any other proper authority having jurisdiction over the conduct of operations at the Carson Airport.

Landlord and the Carson City Sheriff's Office shall have complete dominion over the premises herein during the term of this Lease for the purpose of, and to the extent necessary, to maintain law, order, and safety, and has the authority and the right to deny access to the Carson Airport by any person who fails to obey all relevant laws, rules, and regulations.

18. NOTICES. It is agreed that any notice to be given or served upon either party shall be sufficient if sent by certified mail, postage prepaid, addressed to the address of the party listed at the beginning of this Lease, or to such other address as may be designated in writing by such party. Notices to Carson City shall be sent to 198 N. Carson Street, Carson City, NV 89701.

19. TERMINATION OF SUBLEASE. The parties acknowledge that execution of this lease shall constitute termination and release of the parties to the sublease as between Mentors Unlimited, Inc., and George F. Byard.

George F. Byard
TENANT, GEORGE F. BYARD, Trustee of
THE BYARD FAMILY TRUST

Lorrell Byard
TENANT, LORRELL BYARD, Trustee of
THE BYARD FAMILY TRUST

TERMS AND RELEASE OF OBLIGATIONS
AGREED BY:
MENTORS UNLIMITED, INC.

Neil Weaver
NEIL WEAVER

CARSON CITY AIRPORT AUTHORITY,
LANDLORD

By Bob Thomas
BOB THOMAS, Chairman

ATTEST:

Richard Staub
RICHARD STAUB, Vice-Chairman

CARSON CITY

Approved by the Board of Supervisors this 5th day of Dec, 2002.

Ray Masako
RAY MASAKO, Mayor

ATTEST:

Alan Glover
ALAN GLOVER, Clerk/Recorder
Deputy for

CITY'S LEGAL COUNSEL
Approved as to form.

Melanie Burkett
DISTRICT ATTORNEY

EXHIBIT A- LEGAL DESCRIPTION

"A certain parcel of land situate in the north 1/2 of the southeast 1/4 of section 4, township 15 north, range 20 east, M.D.B.&M., Carson City, Nevada, said parcel being more particularly described to wit:

Commencing at the south 1/16 corner common to section 3 and 4; thence on a Nevada State plane coordinate system bearing north 71°05'32" west - 2036.03 feet; thence south 71°41'25" east - 15 feet; thence south 17°18'35" west - 150 feet to the point of beginning; thence continuing south 72°41'25" east - 241 feet; thence south 17°18'35" west - 140 feet; thence north 72°41'25" west - 241 feet; thence north 17°18'35" east - 140 feet to the point of beginning. The above described parcel has an area of 33,740 sq. ft. more or less."

FILED FOR RECORD
AT THE REQUEST OF
CARSON CITY CLERK TO
THE BOARD
02 DEC -6 A9:24

FILE NO. 288082
ALAN GLOVER
CARSON CITY RECORDER
FEES *AK* DEP. *A*

**AMENDMENT TO
CARSON CITY AIRPORT LEASE AGREEMENT
(THE BYARD FAMILY TRUST)**

This lease amendment is made this 20th day of September, 2017, between Carson City, the CARSON CITY AIRPORT AUTHORITY (Landlord), whose address is 2600 College Parkway #6 Carson City, Nevada 89706, and THE BYARD FAMILY TRUST (hereinafter referred to as Tenant), whose address is 109 Augusta Court, Dayton, Nevada 89403.

WITNESSETH:

WHEREAS, the Tenant and Landlord desire to extend the term of the lease recorded with the Carson City Recorder as Document No 288082, pursuant to NRS 496.080, which permits leasing and renewals of aircraft storage leases based upon an appraisal conducted within the last 6 months; and

WHEREAS, the MAI appraisal within the last 6 months determined the lease value to be \$0.13/sqft/yr, and Tenant has agreed to increase its rent to that level; and

WHEREAS, Tenant is making a one time opportunity cost payment in the amount of \$14,306.95, after full approval of this Amendment and released thereon to the Airport Authority and not as payment of rent;

THEREFORE, Landlord and Tenant agree as follows:

1. TERM. The lease shall be renewed for a 50 year term, commencing on October 1, 2017, and ending on September 30, 2067.

2. RENT. Tenant shall pay to Landlord a new base rental amount of \$0.13/sqft/yr commencing on October 1, 2017, ($\$0.13 \times 33740 = \$4,386.20/yr = \$365.51/mo$) and subject to the CPI increases set forth in the lease occurring on 2 year anniversaries of the new lease term.

A. At the option of the Landlord, the rent rate may be adjusted to the appraised rate on January 1 of each 10 year anniversary of the new lease term. If the Landlord chooses to exercise the option, Landlord shall, at its expense, use an MAI certified appraiser, selected by the Landlord and Tenant from the Carson City Board of Supervisors' approved list of appraisers.

B. Tenant has invested funds for improvement and maintenance expenditures over term of the lease. Tenant shall continue to maintain and improve the property at a

similar or greater rate, approximated as \$0.03/sqft/yr, averaged over a 10 year period. (33,740 sqft x .03 x 10= \$10,110). Upon each 10 year anniversary of January 1, 2018, the Tenant shall report on its improvements to, and maintenance on, the leasehold made during the 10 year period. Upon request, Tenant shall provide supporting documentation of such Tenant expenditures to ensure that the facility is being maintained in the same fashion, i.e. same good condition as currently held, normal wear and tear excepted.

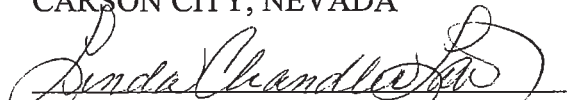
C. In the event that the leasehold use is modified to allow for FBO use beyond aircraft storage, then the lease rate shall convert to the appraised lease rate for full FBO lots.

D. All other lease terms remain unchanged.

TENANT
THE BYARD FAMILY TRUST

LANDLORD
CARSON CITY AIRPORT AUTHORITY
CARSON CITY, NEVADA


GEORGE BYARD


LINDA CHANDER-LAW, CHAIRMAN

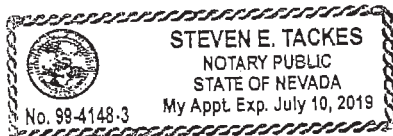
ATTEST:


LARRY HARVEY, TREASURER

STATE OF NEVADA)
)
COUNTY OF Carson City : ss

On this 20th day of Sept, 2017, before me, the undersigned, a Notary Public, personally appeared GEORGE BYARD, Trustee of THE BYARD FAMILY TRUST, known to me to be the person described herein, who executed the foregoing instrument, and he acknowledged to me, that he has the requisite authority and executed the same freely and voluntarily, and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year hereinabove written.




NOTARY PUBLIC (SEAL)

479560

CARSON CITY

The Board of Supervisors of Carson City, Nevada, as underlying owner of the Airport, and thus the Lease Parcel, hereby approves and acknowledges the Lease amendment, and the right and authority of the Authority to enter into the lease amendment with Tenant.


Approved by the Board of Supervisors this 5th day of October, 2017.


ROBERT L. CROWELL, Mayor

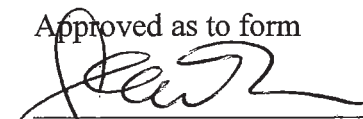
ATTEST:


SUSAN MERIWETHER, Clerk/Recorder

CITY'S LEGAL COUNSEL
Approved as to form.


DISTRICT ATTORNEY

AIRPORT AUTHORITY COUNSEL
Approved as to form


STEVEN E. TACKES, ESQ.

479560



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2024-10

Meeting Date: April 17, 2024

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: APPROVE FAA AIRPORT CAPITAL IMPROVEMENT PLAN (“ACIP”) 2024 – 2025

Staff Summary: The FAA ACIP must be approved and presented to the Carson City BOS for approval and submitted to the FAA Airport District Office.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the 2024 – 2025 Airport Capital Improvement Plan.

CCAA’S Strategic Goal

Maintain airport infrastructure in top condition.
Support economic activity in the region.
Provide for the safety and security of airport users.

Previous Action and Executive Summary

The CCAA approves the ACIP each year.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund/ Federal Share:

Is it currently budgeted?

Yes, the financial impact is included in the FY 24-25 budget.

Alternatives

Approve with changes.

Do not approve.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

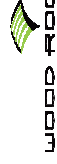
(Vote Recorded By)



**Airport Capital Improvement Plan
Carson City Airport (CXP)
FY2024 - 2029**

DRAFT

Project Description	Work Code	AIP Grant		BIL Grant		BIL ATP Grant		Total						
		Federal	Local	Federal	Local	Federal	Local							
		FAA FY 2024		FAA FY 2025		FAA FY 2026			FAA FY 2027		FAA FY 2028		FAA FY 2029	
RSA Drainage and Improvements (Design)	ST RW SF	\$150,000	\$10,000	\$70,609	\$18,250									\$160,000
Extend Rwy 9/27 (75' x 800') [Focused Planning Study and 25% Design]	EN PL MA				\$300,000		\$20,000							\$320,000
Extend Rwy 9/27 (75' x 800') [EA]	EN PL MA				\$200,000		\$13,333							\$213,333
Total		\$150,000	\$10,000	\$500,000	\$33,333	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$693,333
RSA Drainage and Improvements (Construction)	ST RW SF	\$1,059,141	\$70,609	\$292,000	\$18,250									\$1,440,000
Extend Rwy 9/27 (75' x 800') [Final Design]	EN PL MA				\$388,000		\$25,867							\$413,867
CXP Terminal Building Replacement [Design]	CA TE CO						\$1,406,250						\$93,750	\$1,500,000
Pavement Rehab - Main Apron (57,540 SY) [Design]	RE AP IM	\$30,000	\$2,000											\$32,000
Pavement Rehab - North Apron (39,920 SY) [Design]	RE AP IM	\$21,094	\$1,406											\$22,500
Total		\$1,110,235	\$74,015	\$680,000	\$44,117	\$1,406,250	\$93,750	\$0	\$0	\$0	\$0	\$0	\$0	\$3,408,367
Reconstruct Taxiway B (2,765' x 50') [Design]	RE TW IM	\$52,500	\$3,500											\$56,000
Extend Rwy 9/27 (75' x 800') [Construction]	EN PL MA	\$5,331,152	\$355,410		\$295,000		\$18,438							\$5,600,000
CXP Terminal Building Replacement [Construction]	CA TE CO						\$11,250,000						\$750,000	\$12,000,000
Pavement Rehab - Main Apron (57,540 SY) [Construct]	RE AP IM	\$270,000	\$18,000											\$288,000
Pavement Rehab - North Apron (39,920 SY) [Construct]	RE AP IM	\$189,844	\$12,656											\$202,500
Total		\$5,843,496	\$389,566	\$295,000	\$18,438	\$11,250,000	\$750,000	\$0	\$0	\$0	\$0	\$0	\$0	\$18,546,500
Pavement Rehab - TW A (7,320' x 50') & TW D (6,830' x 50') + Lights	RE TW IM	\$70,312	\$4,688											\$75,000
Reconstruct Taxiway B (2,765' x 50') [Construct]	RE TW IM	\$472,500	\$31,500											\$504,000
Total		\$542,812	\$36,188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$579,000
Pavement Rehab - Runway 9/27 (6,101' x 75') [Design]	RE RW IM	\$45,000	\$3,000											\$48,000
Pavement Rehab - TW A (7,320' x 50') & TW D (6,830' x 50') + Lights	RE TW IM	\$632,812	\$42,188											\$675,000
Total		\$677,812	\$45,188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$723,000
Pavement Rehab - TWC & SW Storm Drain (3,800 LF) [Design + Construct]	ST OT IM	\$234,375	\$15,625											\$250,000
Pavement Rehab - Runway 9/27 (6,101' x 75') [Design]	RE RW IM	\$405,000	\$27,000											\$432,000
Total		\$639,375	\$42,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$682,000





CCAA BOARD MEMO

Agenda Item: H-2

BOARD MEMO 2024-11

Meeting Date: April 17, 2024

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AIRPORT EMERGENCY PLAN REVISION. (C. JENKINS)

Staff Summary: Airport staff has completed a revision of the Airport Emergency Plan (AEP) to include an emergency response checklist, emergency aircraft recovery contact, updated contact information, and miscellaneous grammar and content improvements.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the revision of the Airport Emergency Plan.

CCAA'S Strategic Goal

Provide for the safety and security of airport users.

Previous Action and Executive Summary

May 20, 2020 (Item G-8) – The CCAA approved the AEP.

May 17, 2022 – A revision of the AEP was completed.

Rick Lee and Cody Puchalski completed a revision of the AEP in February 2024. Their revision was reviewed by Corey Jenkins (Airport Manager), Curtis Horton (Carson City Board of Supervisors), and Jon Bakkedahl (Carson City Fire Department Emergency Manager).

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund/ Federal Share:

Is it currently budgeted?

Alternatives

Approve with changes.

Do not approve.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)



FlyCarsonCity.com

AIRPORT EMERGENCY PLAN

Draft

Adopted

May 20, 2020

Revised

April 17, 2024

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Basic Plan

Purpose

The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at Carson City Airport. It is intended to assist the airport manager, airport staff, and emergency organizations in carrying out their responsibilities efficiently in case of an airport emergency.

Note that, in addition to this document, a brief reference guide titled Airport Emergency Procedures is included in the emergency kit located at the airport, which provides additional guidance to specific emergency situations.

Introduction

We recognize that not all emergency situations can be anticipated. If an emergency arises and is not covered in this plan, the Airport Manager can direct such actions as he or she may deem necessary.

This plan was approved and adopted on _____.

Airport Emergency Plan Coordinator

The coordinator of this plan may be the airport manager or their designated representative, who will be responsible for the administration and review processes of this plan and will ensure the implementation of these procedures during any emergency or disaster. Emergency response may vary depending on hazard-specific conditions as contained herein. An Incident Command will be established in a manner consistent with Carson City emergency response procedures and National Incident Management System (NIMS) guidelines.

Basic Assumptions

In developing this plan, we considered the following:

- How best to work together as a team and use the resources of the city and airport.
- How to manage communications at the airport during an emergency.
- How to hand off control as the availability of staff and the nature of the emergency changes.
- How to coordinate radio frequencies so that all emergency responders can communicate effectively with each other.
- Where to go during an emergency.
- How to inform tenants and other airport users about the emergency.
- How to restrict access and control bystanders during an emergency.

Organization and Assignment of Responsibility

The individuals and agencies that have a role in an emergency at the Carson City Airport are listed in Table 1. This list is not meant to be all-inclusive in terms of the agencies or individuals involved, as others may be needed.

Table 1. Airport Emergency Responsibilities

Position or Description	Responsibilities for Airport Emergency
Airport Manager or designee	<ul style="list-style-type: none"> • Serve as Emergency Coordinator. * • Establishes Incident Command for all response and recovery operations, as appropriate. • Establish, promulgate, coordinate, maintain, and implement the Airport Emergency Plan (AEP). • Contact 911 and provide appropriate alerts and notifications. • Coordinate the airport's closing when necessary and disseminate relevant safety-related information to aviation users (NOTAMs).
Carson City Manager or designee	<ul style="list-style-type: none"> • Provide access to city resources.
Fire Chief or Designee /Carson City Fire Department	<ul style="list-style-type: none"> • Manage and direct firefighting and rescue operations. • Direct hazardous materials response. • Coordinate mutual aid resources through the Incident Command System. • Responsible for EMS, triage, and transport of sick and injured. • Assume Incident Command as appropriate.
Sheriff or Designee Carson City Sheriff's Office	<ul style="list-style-type: none"> • Manage and direct sheriff operations and assist with investigations. • Assist with traffic control and scene security. • Assist with search and rescue or evacuations. • Respond as needed for activities involving crowds or assemblies of people. • Respond to bomb threats or acts of terrorism. • Assume Incident Command as appropriate.
Carson City Emergency Manager or designee	<ul style="list-style-type: none"> • Assist the airport with obtaining all resources offered by the state or federal governments. • Assist the City in obtaining any state or federal government resources that may be needed because of an emergency. • Support and assist with responder, public, and airport information sharing and reporting.
Carson Tahoe Hospital	<ul style="list-style-type: none"> • Provide emergency medical services to the airport during emergencies, including triage, stabilization, first aid, medical care, and transportation of the injured. • Coordinate planning, response, and recovery efforts with hospitals, fire and Law Enforcement departments, airport operators, etc. • Coordinate the hospital disaster plan with the airport and community Emergency Operations Plan (EOP).
Tenants and FBOs	<ul style="list-style-type: none"> • Coordinate the use of their available equipment and supplies. • Coordinate the use of their workers. The tenants usually have information about the airport, aircraft, and other technical knowledge.
Public Works Department	<ul style="list-style-type: none"> • Coordinate the use of resources for debris removal or building maintenance. • Coordinate restoration of public utilities. • Provide equipment for emergency response and recovery.
	<p>*Note: In the absence of the airport manager, an airport staff member may serve as the emergency coordinator until the airport manager is on-site.</p>

Administration and Review

The Airport Manager reviews this document every 12 months and recommends updates and changes to the Carson City Airport Authority. As part of this review, local emergency and medical personnel may conduct a tabletop exercise to identify needed changes every 12 months. At least once every three years, the Airport Manager may conduct a full-scale emergency plan exercise. Emergency plan reviews and exercises may involve all the agencies that have responsibilities in the execution of the emergency plan.

After the Airport Manager submits the updated emergency plan to the Carson City Airport Authority, the board should have final approval of the revised plan.

In the event of a major emergency or disaster that exceeds the resources and capabilities of the airport, and which requires immediate state and/or federal assistance, the Nevada Division of Emergency Management (DEM) Duty Officer may be contacted at the following phone numbers:

- 775-687-0498 ~~M-F 8:00 a.m. to 5:00 p.m.~~ 24/7,
- ~~NSP Dispatch can act as a backup 775-687-0400 7 Days a week after 5:00 p.m.~~

Functional Areas

This section provides information on tasks and core responsibilities that may be applied to all airport emergencies. Detailed information about specific emergency situations is found in the standard operating procedures for hazard-specific areas.

Note: Many general aviation airports do not have enough staff to designate an individual to cover each function. FAA Advisory Circular 150/5200-31C recognizes this and states that in many instances, these roles may need to be combined or may include off-airport expertise.

Command and Control

Command and control of an airport emergency will vary depending on the type of emergency and the response required. The Incident Command System (ICS) will be utilized in a manner consistent with the Carson City Emergency Operations Plan.

In case of an emergency, the first qualified person on scene should establish command and then transfer command to a more qualified staff member as necessary or until relieved by a proper agency or authority (i.e., Fire, Law Enforcement, or Federal Agency) the Airport Manager may be assigned as the Airport liaison within the Incident Command Structure or may become an I.C. in a unified command structure.

The Carson City Fire Department, located at 777 S. Stewart St, should be the first choice for the Emergency Operations Center (EOC).

The Carson City Emergency Manager will help provide resource coordination **and information flow between** government agencies, **the public**, and the private sector as needed.

Communication

Primary communication for responding agencies will be through two-way radios using frequencies assigned by the Carson City Dispatch Center.

If secondary communications are needed, electronic communications, cell phones, amateur radio, or secondary Carson City communication equipment may be used.

The Carson City Airport uses the following civil aviation band frequencies: 123.00 MHz.

Alert Notifications and Warning

The Airport Manager, their designee, or airport tenants will be responsible for initiating a 911 call in an emergency.

Note: Notifications regarding airport emergencies may also be reported by the public in some cases.

The airport manager should coordinate with the incident commander (I.C.) **and/or emergency manager** to notify the appropriate aviation agencies and ensure that notifications are made to protect the public.

The Airport Manager should notify the appropriate key Carson City government and private organization officials.

Dispatch of emergency personnel will be the responsibility of the Carson City Dispatch Center after alert notification is received.

Emergency Public Information

Airport management should coordinate with Incident Command to ensure actions are taken to protect the public in the event of an emergency. Instructions should be delivered to the public through the following methods:

- ~~Code Red~~ **Mass Notification System**
- Wireless Emergency Alert
- Carson Now
- KKFT Radio 99.1

The Incident Commander may assign a public information officer (PIO) to work within the Incident Command System (ICS) and coordinate public information.

Media briefings should be coordinated through the **PIO with the approval of the Incident Commander**.

Protective Actions

The Airport Manager will coordinate with the Incident Commander to ensure actions are taken to protect the public in accordance with procedures of the Carson City Emergency Operations Plan.

Evacuation/shelter-in-place orders will be coordinated through the Incident Commander. The Airport Manager will work within the ICS structure to assist with evacuations of airport buildings.

Law Enforcement

Law enforcement agencies will operate **within** the Incident Command System; they will ensure the availability of sufficient numbers of qualified and trained law enforcement personnel to support an airport emergency. Law enforcement **will coordinate** multi-jurisdictional law enforcement response and any required mutual aid.

Law enforcement will establish security for all airport emergency scenes, including traffic control and security at access points. Law enforcement will assume Command for situations involving bomb threats or terrorism.

Firefighting and Rescue

The Carson City Fire Department (CCFD) will utilize the Incident Command System (ICS) and ensure the availability of sufficient numbers of qualified and trained personnel to support an airport emergency. CCFD will provide EMS, triage, treatment, and transport of sick and injured. CCFD will coordinate appropriate response and recovery operations, including any mutual aid needed.

CCFD will assume Command for all fire suppression, **rescue operations, and hazardous material incidents.**

Health and Medical Services

The Carson Tahoe Hospital will provide medical services, including stabilization, first aid, and emergency medical care at the hospital during an airport emergency. Carson Tahoe will be responsible for ensuring that coordination with any other mutual aid agency is accomplished through Incident Command.

Hospital: Carson Tahoe Hospital
(775) 445-8000
1600 Medical Pkwy
Carson City, Nevada

Emergency Medical Services (EMS): Carson City Fire Department

The following are pre-determined areas that may be utilized at the discretion of the Incident Commander for uninjured, injured, and deceased:

- Main Terminal Building
- South Hangar Building
- Experimental Aircraft Association (EAA) Building

Resource Management

The Incident Commander will ensure that the appropriate resources are obtained for the emergency, including response and recovery operations. The following is a list of resources to support potential emergencies:

- Carson City Emergency Management
- Carson City Fire Department
- **Carson City Public Works Department**
- **Connolly Crane Service**

An airport emergency kit is at 2600 E College Parkway (also shown in Figure 2).

*NOTE: Handheld **VHF** radio is available in the **furnace closet** and maintenance office

Contents of Emergency Kit:

- Copy of airport emergency plan
- Airport grid map. Includes gate locations, fire department access point, location of lighted x's and airfield lighting vault, directions to turn off airfield lights. The key for lighting vault.
- Copies of forms for aircraft incidents, missing aircraft, bomb threat
- Copy of the "immediate action guide."
- Airport tenant contact list
- Two flashlights and one lantern
- One wool blanket
- First aid kit
- Caution tape
- Package of twenty n-95 masks
- Spill kit.

Each agency, department, or service of the Carson City government will provide for the maintenance of records during an emergency. These records shall be submitted on the proper ICS forms. They should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. This information will be provided to the ICS finance section through the proper chain of command.

Airport Operations and Maintenance

The airport manager or representative will be responsible for controlling the airport during an emergency. In conjunction with the I.C., the Airport Manager will determine if the runway or other airport surfaces need to be closed. If the runway is closed, the Airport Manager/designee will ensure that yellow x's for runway closure are placed as appropriate.

The Airport Manager/designee will issue NOTAMs for airport conditions and closures and any required coordination with air traffic control facilities. The Airport Manager/designee will use their discretion to notify airport tenants via the Tenant Bulletin system.

The Airport Manager will coordinate airport operations with Incident Command as required and make all necessary equipment and facilities available.

Standard Operating Procedures and Checklists for Specific Hazards

This section focuses on the special planning needs and hazards to airports. It addresses the essential operational actions needed to help complete a specific response function. Some hazards that may require a response are:

- Aircraft incidents and accidents.
- Natural disasters.
- Bomb incidents.
- Hazardous materials incidents.
- Structural Fires.
- Failure of power.
- Missing aircraft.

The following section includes detailed instructions and checklist information for hazard-specific sections and the airport grid map.

Reference: Title 49: Transportation

PART 830—NOTIFICATION AND REPORTING OF AIRCRAFT ACCIDENTS OR INCIDENTS AND OVERDUE AIRCRAFT, AND PRESERVATION OF AIRCRAFT WRECKAGE, MAIL, CARGO, AND RECORDS

Airport Access

Airport access is through Station 52 North Gate or Knox Box locked at Gate 1 east of main terminal building off 2600 E College Parkway.

Post-Incident Procedures

Implement Responders and Family/Victim Assistance Plan

- The Airport Manager may secure facilities for victims' families and friends that are easily accessible and are removed from areas involved with the emergency response or designated for the media.
- The Airport Manager may provide areas for the care of emergency responders.

Implement Media Plan

- Implement a media plan that covers all phases of the airport emergency.
- The Airport Manager will designate an area for the media to gather and set up to cover the situation if necessary.
- The Airport Manager may serve as the Public Information Officer (PIO) or designate a person. The PIO will interface with the media when needed. This designated individual will disseminate information consistent with inputs from all involved agencies and approved by Incident Command or Unified Command.
- The PIO will conduct media briefings in the designated location if the scale or duration of the airport emergency incident warrants it.

Establish Safe Airport Operations

The Airport Manager will ensure that all appropriate actions are taken, regardless of the type of emergency, to establish safe airport operations after an incident.

- If the airport has been closed due to an emergency, before reopening, the Airport Manager will ensure:
 - Aircraft operating areas are safe and secure.
 - Aircraft movement areas to be reopened have been inspected.
 - Adequate aircraft rescue and firefighting protection is available if needed.
 - Public safety is assured.
 - The airport manager will ensure that responsibility is assigned to document all actions taken. The airport manager will write an incident report and submit it to the airport authority for review. This report should include all pertinent information regarding the incident, such as type of incident, time and date of occurrence, names and addresses of persons involved, witnesses, reporting party, response actions, and recommendations for further actions.
 - Cancel NOTAMS.

Work Through Investigations

An investigation will begin in the event of an aircraft accident, possibly during the response and recovery phase. The NTSB is responsible for accident investigations involving civil aircraft, but it is not uncommon for that responsibility to be delegated to the FAA.

Based on instructions from the NTSB or the FAA, the location of the accident may be secured prior to the NTSB or investigative authority arriving on the scene of an aircraft emergency incident. This may include establishing a perimeter around the accident scene to protect property and preserve evidence.

Appendix A.

Airport Emergency Initial Response Checklist for Aircraft Accident/ Incident

- Call 911 if an incident involves any injury or fire. If airport staff is at the airport, be prepared to escort first responders to the incident.
- Monitor CTAF at all times and notify any traffic of the pavement closures.
- Call flight services (877) 487-6867 to active NOTAM if necessary.
- If NOTAM is issued, contact Oakland Center (510) 745-3331 and NorCal TRACON (916) 366-4001 to verify they are aware of NOTAM.
- Notify Airport manager (775) 841-2255, and/or Airport Ops (775) 443-7288
- Post a voice message on AWOS to advise of any closure or hazard.
- Call Reno FSDO. Prior to calling, have the Aircraft tail number and be prepared to describe damage to Aircraft and any injuries (775) 858-7700.
- As soon as practical, have airport staff remain on-site with disabled aircraft if it is on movement area pavement or inside of RWY or TWY safety area. (with ops/maintenance vehicle – beacon on and monitor CTAF)
- Begin filling out Aircraft incident report.

Appendix B.

Hazard 1: Aircraft Incidents and Accidents

Definition and Classification of Incidents and Accidents

Aircraft accident: Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury because of the occurrence or in which the aircraft receives substantial damage.

Aircraft incident: Any occurrence associated with the operation of an aircraft that is not considered an "aircraft accident."

Incident Classification System

- **Alert 1:** An accident may happen. For example, if there is a landing gear problem, or a situation or emergency exists or is perceived to exist that may result in an incident or accident. This includes situations where it is unknown if an incident or accident emergency has occurred.
- **Alert 2:** An aircraft is known or suspected to have an operational defect that affects normal flight operations to the extent that there is a danger of an accident.
- **Alert 3:** An aircraft accident occurred at or near the airport.

Emergency Contact Information

Fire/Sheriff Departments:	911
Sheriff	775-722-5856
Airport Manager: NOTAM:	775-841-2255
Leidos FSS	877-487-6867
FAA Western Pacific Operations Center: (the FAA will contact NTSB)	206-231-2099
Airport Operations	Cell: 775-443-7288
CCFD Emergency Management MGT/HAZMAT	Cell: [REDACTED]
CCFD Fire Chief/HazMat	Cell: [REDACTED]
Carson City Street Supervisor	Cell: [REDACTED]
Carson City Public Works Supervisor On-Call	Carson City Dispatch Center 775-887-2007
Carson City Manager	Work: 775-887-2100
*Connolly Crane Service Michael Butler-General Manager	Manager Cell: [REDACTED] Office: 775-782-3036

*Connolly Crane Service. Email: mike@connollycrane.com They can pick up and move any Aircraft, with a 1 hour response time during regular business hours and a longer response time after hours. They will respond anytime.

Alert Notification and Warning

Once it has been determined that a potential or actual airport/aircraft emergency exists, appropriate parties listed under Emergency Contact Information should be notified by the Airport Manager or the Airport Manager's designee. After making appropriate phone calls, the Airport Manager or the Airport Manager's designee should be available by phone or in-person to direct responders and answer questions.

Note: The Airport Manager or the Airport Manager's designee may have other response duties depending on the level of training and/or local procedures.

Alert 1 Fire House Standby Classification Response

If able, airport staff should advise 911 dispatch and provide the following information if known:

- Type of aircraft
- N-number
- Type and amount of fuel.
- Number, or potential number, of passengers and crew.
- Nature of emergency (difficulty: rough running engine, low fuel, etc.)
- Type and/or amount and location of cargo.
- Number of passengers on board
- Location of aircraft

Alert 2 Airport Standby Classification Response

911 dispatch should be provided with the same information as above, plus any additional details that should allow preparation for likely contingencies. Emergency equipment should be operating and positioned with engines running and all emergency lights operating, enabling rapid response to the incident/accident site.

- Standby locations on the Carson City Airport should be accessed through the Station 52 North Gate, and responding units should position themselves in such a manner as to have a clear view of the runway and taxiways. Personnel in charge of response equipment (fire department) should anticipate the aircraft's rollout and station emergency response vehicles some distance upwind from the rollout area.
- Communication with the aircraft by airport staff should be made if possible (on Unicom frequency 123.00 or the emergency frequency 121.50) and passed to the fire department. This provides a safety factor for rollout; should an emergency require it, the vehicle could be on the move to the aircraft stopping point from an upwind direction.
- The fire department vehicle will move on a fast parallel course to the aircraft once it is apparent that the aircraft is going to pass the standby position.

Alert 3 Accident Classification Response

Appropriate fire department procedures should be put into effect. The airport staff or reporting party should relay all pertinent updated information to 911 dispatch. 911 dispatch is responsible for relaying information to responding emergency units, including the accident's location, using direction and distance from the arrival/departure building, thresholds, mid-field, street/road intersections, or landmarks.

Notify the FAA Western Pacific Operations Center of conditions at the accident site, particularly if such conditions could interfere with flight operations. Airport staff should issue applicable NOTAMs and ensure appropriate CTAF advisories are communicated. Note: that all NOTAMs should specify if the airport will remain open for emergency aircraft.

Recovery

Preservation of wreckage

If the accident involves personal injury or death, the wreckage CANNOT BE MOVED OR DISTURBED except for emergency extrication to protect the wreckage from further damage or to protect the public from injury. The Incident Commander should ensure the preservation of wreckage until otherwise authorized by the FAA Western Pacific Operations Center duty officer (see Emergency Contact List) or until the appropriate governing agency takes custody of or releases the wreckage.

Following FAA approval, the wreckage may be moved away from the runway/taxiways or accident scene to facilitate the timely reopening of the airport. The aircraft owner is responsible for removing or making arrangements to remove the damaged aircraft. **With the pilot's consent, the FBO's may assist in the recovery process. Prior to any Airport equipment being used in the recovery, the pilot must sign a release of liability waiver.**

Following removal of the wreckage, the Airport Manager/designee will inspect the runway/taxiway pavement and surrounding surfaces for damage and debris, and, if satisfactory, the airport may be reopened to air traffic. If the runway is closed, X's should be removed from the runway ends.

The Airport Authority will bill all costs for the recovery and removal of aircraft from the operational areas of the airport to the owner/operator of the aircraft involved.

Public Information

Airport personnel or other city personnel should avoid making any statements to the news media during an emergency at the airport or aircraft accident scene unless previously directed. The Airport Manager and a representative from the FAA or NTSB will normally serve as the public information officer (PIO). Any city employee with questions about media inquiries will refer the media to the PIO.

Organizational Response and Responsibilities

Airport Staff

- Locate the aircraft owner/operator if pilots or passengers are unable to communicate.
- Check with the FBO for any parties that might have been waiting for or associated with the aircraft.
- Check with the FAA Western Pacific Operations Center to determine if a flight plan exists for the aircraft and obtain related pilot and owner information.
- If the aircraft tail number is readable or known, use the Internet to quickly determine the owner/operator at <https://registry.faa.gov>:
 - Type in aircraft's N number.
 - Click on "Submit."
- Complete airfield inspections and documentation.
- Issue appropriate NOTAMs.
- Cooperate with investigations.

The Airport Manager/designee should notify appropriate officials, assist with the investigative process, and provide documentation, including the Airport Incident Report form.

Airport Fixed-Base Operators (FBO)

If the FBO operator is informed of an aircraft incident/accident:

- Provide the specific or best estimate of the location on or near the airport or closest intersection, landmark, etc., of the emergency.
- Call 911 (law enforcement/fire dispatch).
- State the "ALERT Level (Alert 1, 2, or 3)." Provide information from the description of Alert Level.
- Make a CTAF advisory call (123.0) if there's a danger to other aircraft.
- Contact Airport Staff: Airport Manager 775-240-0533 or Airport Operations 775-443-7288
- Standby to direct firefighters or EMS to the accident site.

Fire Department

The Fire department personnel on the scene will utilize the ICS to direct all fire suppression efforts and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure that adequate equipment is available for rapid-fire suppression,

rescue of victims, and transportation of victims to area hospitals. The I.C. will maintain contact with the Airport Manager/designee.

Sheriff Department/Department of Public Safety

- Secure the area and ensure the free flow of emergency equipment into the incident scene.
- Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.
- Treat and secure the accident/incident scene as a major crime scene.

Public Works Department

The Public Works Department will respond to any serious aircraft or airport incident when directed by the Incident Commander. The Director of Public Works **or his designee** will help the Airport return to normal operations quickly. The Director of Public Works **or his designee** will coordinate with the I.C. and assist in and supervise the recovery, removal, or salvage of property that creates a problem at the airport and restricts aircraft operations. This may include the removal of aircraft and hazardous debris on runways and taxiways. The Public Works Department may respond with the initial equipment necessary to accomplish its mission, such as:

- Front-end loader
- Dump truck.
- Flatbed trailer
- Sweeper
- Adequate cables and ropes to move an aircraft.
- Support equipment (e.g., barricades, cones, and lighting systems for night recovery operations)

Airport Tenants

Airport tenants and their employees should be considered a prime source of readily available equipment and labor and may have an intimate knowledge of the airport and the aircraft. These individuals can be invaluable, especially if their background includes aircraft maintenance, medical training, or aircraft transportation. If used voluntarily, these individuals must be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting other emergency operations.

CCFD Emergency Medical Services (EMS)

EMS will provide emergency medical services, including triage, patient care, and transport. EMS will coordinate with the Carson-Tahoe Hospital and Incident Command for any required mutual aid.

Appendix C.

Hazard 2: Natural Disasters

In the event of a natural disaster such as a tornado, hailstorm, flooding, severe thunderstorm, or high wind, the Carson City Emergency Management Plan and the Hazardous Weather Emergency Operations Plan will be followed.

Emergency Contact Information

Fire/Sheriff Departments	911
Airport Manager/Operations	775-841-2255/775-443-7288
NOTAM: Leidos Flight Service	877-487-6867
Public Works Director	775-887-2355

Alert Notifications and Warning

All parties listed under Emergency Contact Information should be notified. The general public will be warned of severe weather, radio, etc.

Response

If time allows: ~~CodeRED~~ use ~~Emergency Notification System~~

- Notify airport tenants of the threatening condition.
- Advise aircraft owners and pilots so they can depart the airport ahead of the condition or secure their aircraft properly.
- Survey the airport for unsecured objects that may become projectiles in high winds or be damaged by floodwaters.
- Move aircraft to safe areas (hangars) or positions and secure them as best as time allows.
- Stop fueling operations when lightning is observed in the vicinity.
- Secure airfield lighting as necessary to protect from flood damage.
- Lower or remove the windsock.
- Issue a NOTAM advising of airport conditions.

The designated storm shelter area will be Airport Terminal Building 2600 E College Parkway.

If required:

- The Incident Commander may activate the Emergency Operations Center (EOC) at 777 S. Stewart St to coordinate any airborne emergency relief.
- Coordinate with all military and relief flight operations for the orderly flow of air traffic.
- Designate unloading areas and the movement from the airport of relief supplies.

- Provide current weather and airport status information to the City Manager, **Sheriff**, Fire Chief, emergency management staff, and **Public Works** departments.
- The Carson City Public Works Director or his designee will be the Incident Commander and may enter a unified command with the fire department and the Airport management. All will work within ICS and follow the Carson City Emergency Operations Plan guidelines.

Recovery

The Incident Commander will ensure all local utilities, such as N.V. Energy, Southwest Gas, AT&T, Spectrum, and Carson City Public Works, are notified. All available resources and equipment will be utilized as necessary to return the airport to operational condition as soon as possible, and this will ensure an additional avenue for emergency relief.

Organizational Response and Responsibilities

Airport Management

- Provide alert information to responding agencies, airport tenants, users, and the general public at the airport.
- Conduct inspections and issue appropriate NOTAMs.
- Monitor the NOAA weather radio to ascertain conditions that will affect the airport. The airport may also obtain a tone alert monitor to watch the weather or other relevant emergencies.
- Complete documentation regarding the event, including incident reports, damage assessments, and financial impacts.

Fire Department

- Respond to protect persons and property.
- Coordinate rescue operations as needed.

Sheriff Department

- Respond to protect persons and property.
- Participate in traffic control, evacuations, or sheltering of the general public.

Public Works

- Direct resources as necessary to assess damage, make repairs, and restore utilities.
- Provide equipment for shoring up public buildings or removing debris.

Appendix D.

Hazard 3: Bomb Incidents/Terroristic Threat

Criminal activities and disturbances may include bomb threats, terrorism, vandalism, or crowd control problems. In general, law enforcement will assume Incident Command for these situations.

Emergency Contact Information

Carson City Sheriff's Department	911
Airport Manager/Airport Operations	775-841-2255/775-443-7288
TSA	866-907-8391
AOPA GA SECURE Hotline	866-427-3287
Carson City Manager	775-887-2100

Alert Notifications and Warning

All parties listed under the Emergency Contact Information should be notified. It may not be necessary to contact the TSA or AOPA GA-SECURE Hotline for all criminal activities, such as those not involving aircraft operations.

Response

Law enforcement will be the primary response agency and assume Incident Command. For bomb threats, airport management or personnel may be involved with gathering initial threat information and providing alert notifications and warnings.

Recovery

The Airport Manager should coordinate with law enforcement, conduct necessary inspections, issue appropriate NOTAMs, and return the airport to normal operations.

Organizational Response and Responsibilities

Airport Management

- If a threat is phoned into the airport, use the bomb threat form to get as much information as possible.
- For a suspicious package or parcel, leave it unopened where it was discovered.
- Establish an isolation zone on the airport and clear it of all personnel.
- Have all passengers leave baggage and cargo. All persons should be detained until cleared by the designated law enforcement personnel.
- Notify the CC Sheriff's department by calling 911.
- Notify the TSA by calling 866-907-8391.
- If on an aircraft, notify the person(s) or firm that owns the aircraft.
- For threats on aircraft or hijacking situations, direct all aircraft to the pre-determined isolation area located Runway 27 run-up area.
- Notify the tenant of the building, if any, and direct all persons to be evacuated to a minimum of 500 feet from the threatened building; ensure a tenant familiar with the building will meet with authorities to help identify building contents during the bomb search.
- Ensure all personnel and vehicles are kept at a minimum safe distance of 500 feet from around the building; divert flights away from any building with a suspicious package or device.

Sheriff Department

- Respond to the scene and assume Incident Command or establish Unified Command as necessary.
- Establish scene security and isolation areas.
- Assist with crowd control, evacuations, and protection of the public.
- Coordinate any required law enforcement mutual aid.

Appendix E.

Hazard 4: Hazardous Materials Emergencies

A hazardous materials emergency involves the possible spillage of hazardous material on a commercial, military, or private aircraft in flight or any hazardous materials incident on airport property.

Emergency Contact Information

Carson City Fire/Sheriff Departments	911
Airport Manager/Airport Operations	775-841-2255/775-443-7288
CCPW Environmental Control Authority	775-887-2355
NDEP State Duty Officer	888-331-6337

Alert Notifications and Warning

Upon notification from the pilot or other responsible person(s), or observation of a hazardous material incident on airport property, notify the fire department by telephone (911).

Organizational Response and Recovery Responsibilities

Airport Management

- Provide alert notifications by calling 911 and move to safety.
- Notify any affected airport tenants or the general public at the airport and provide public information on evacuation or shelter-in-place procedures as coordinated with incident command.
- Issue appropriate NOTAMs closing isolation areas of the airport.
- If the incident is on an aircraft, upon landing, direct the pilot to the predetermined isolation zone located Runway 27 run-up area.

Fire Department

- Assume incident command or establish Unified Command as necessary.
- For a hazardous materials spill (gas, fuel oil, etc.) of more than five gallons, or for assistance in dealing with any hazardous materials incident, notify the **CCPW Environmental Control Authority 775-887-2355** and Nevada EPA Spill Duty Officer at 775- 687-9485 or 888-331-6337.
- Establish a 1,500-foot perimeter around the area or an adequate distance per the *Emergency Response Guide* published by the Department of Transportation for isolation distance from the aircraft.
- Protect persons and property and implement evacuation or sheltering-in-place procedures.
- Permit only rescue crews and authorized personnel within the perimeter if radioactive smoke-borne or wind-carried particles are present.
- Close doors and windows of buildings where blowing smoke-borne or other particles are present. Evacuate area.

- Determine if an actual spill has occurred. If the hazardous material container is found to be unbroken, the alert will be canceled, and the material will be held in custody until proper disposal instructions are received. If a spill has occurred, the fire department and the senior fire official on the scene will take charge, and the official will become the incident commander. The fire department will direct all containment and cleanup operations.

Emergency Medical Services (EMS)

- Provide any emergency medical services, patient care, or transport.

Public Works

- Provide equipment and resources for containment as directed by incident command.

Appendix F.

Hazard 5: Structural Fires

A structural fire emergency involves fires occurring at or in airport buildings such as terminals or hangars.

Emergency Contact Information

Carson City Fire/Sheriff Depts	911
CCFD non-emergency	775-887-2210
Airport Manager/Airport Operations	775-841-2255
Airport Operations	775-443-7288
Public Works Director	775-887-2355

Alert Notifications and Warning

Airport management or a representative will contact all parties listed in the emergency contact information and notify affected tenants at the airport.

Response

Carson City Fire Department will be the primary response agency and will assume Incident Command.

Recovery

Airport management and the public works department will be responsible for returning the airport to normal operations and working with affected building owners to clean up and document actions taken.

Organizational Response and Responsibilities

Airport Staff/Maintenance

- Airport Manager or Representative Call 911.
- Take protective actions for employees and the public.
- Evacuate the area according to evacuation plan.
- Coordinate response activities.
- Control access to the facility until it has been inspected and/or will not impede emergency response organizations.
- Coordinate news releases with incident command and PIO, if necessary.
- Assist with critical services, including utility support (activation/cutoff) as needed.
- Provide safety inspections.
- Assist in facility restoration.

Tenants

- Aid on a voluntary basis or in accordance with established agreements.
- Provide specialized tools, equipment, and knowledge of building contents as needed.

Fire Department

Fire department personnel on the scene will serve as Incident Command and direct all fire suppression efforts and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals. The Incident Commander will maintain contact with the Airport Manager.

Sheriff Department

- Secure the area and ensure the free flow of emergency equipment into the incident scene.
- Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.

CCFD Emergency Medical Services (CCFD EMS)

- Provide emergency medical services for patient care and transport.

Public Works

- Direct cleanup operations of public buildings and grounds, as necessary.

Appendix G.

Hazard 6: Failure of Utilities

A utility failure at the airport may require closing the airport due to a lack of lighting for aircraft operations or the need to keep operating aircraft and people away from a gas leak. The water main failure may require stopping work in hangars and ceasing fueling operations if water is required for first aid, such as eye wash stations or clean up from a fuel spill. The fire department must be consulted about its ability to fight a fire while the water is cut off.

Emergency Contact Information

Carson City Fire/Sheriff Departments	911
Airport Manager /Airport Operations	775-841-2255/775-443-7288
Public Works Director	775-887-2355

In case of electrical power failure:

- Call NV Energy at 775-834-4100
- Stay clear of all downed power lines.

In case of gas line rupture:

- CALL 911 Immediately
- Clear the immediate area.
- Call Southwest Gas at 877-860-6020

In case of a water main break:

- Call Carson City **Public Works Water Division** at **775-887-2355**

Alert Notification and Warning

Airport management or a representative will notify all utility companies affected by the failure, the Carson City Fire Department, and the Public Works Director.

Organizational Response and Recovery Responsibilities

Airport Management

- Notify staff and repair personnel of the outage.
- Issue NOTAM, if required.
- Notify the NORCAL TRACONAREA E (FAA Air Traffic Control Facility) regarding a failure that may affect the safety of flight. NORCAL TRACONAREA E: 916-361-6874.
- Notify tenants.
- Coordinate and disseminate public information to address public safety and the impacts of utility failures in public buildings or parking lots.
- Inspect airport facilities to ensure proper working conditions before returning to service and normal operations. The critical facilities prioritized for return to service and inspections include:
 - AWOS
 - Runways, Taxiways Alpha & Delta, Airport Lighting
 - Fuel Facilities

Public Works

- Coordinate any repair necessary with the utility companies and restore services to priority areas.

Appendix H

Hazard 7: Missing Aircraft

Emergency Contact Information

Carson City Fire/Sheriff's Department	911
Airport Manager /Airport Operations	775-841-2255/775-443-7288
Leidos Flight Service	877-487-6867

Alert Notifications and Warning

The FAA or the general public may notify the Airport Manager or representative in cases of missing or overdue aircraft. It is possible that the pilot of a missing or overdue aircraft may have landed and not canceled a flight plan. In these cases, the missing aircraft and pilot may be found somewhere on the airport facilities, so notification to all responding agencies may not be required.

Organizational Response and Recovery Responsibilities

Airport Management

- Search airport facilities and check with tenants for missing or overdue aircraft.
- Alert local response agencies as appropriate for search and rescue operations.
- Obtain information regarding missing or overdue aircraft (see Missing/Overdue Aircraft Information Form).
- Coordinate with the FAA.

Fire Department

- Assist with any search and rescue operations.
- Coordinate any required mutual aid assistance.
- Consider activation of the Emergency Operations Center (EOC).

Sheriff's Department

- Assist with any search and rescue operations.

Attachments

Bomb Threat Form

1. When is the bomb going to explode? _____
 2. Where is it right now? _____
 3. What does it look like? _____
 4. What kind of bomb is it? _____
 5. What will cause it to explode? _____
 6. Did you place the bomb? _____
 7. What is your name? _____
 8. What is your phone number? _____
 9. Note the exact wording of the threat (write on the back).
 10. What are the sex, race, and age of the caller? _____
 11. What was the length of the call? _____
 12. The number at which the call was received: _____
 13. Time received: _____
 14. Was the caller's voice familiar? If so, whom did it sound like:

 15. Was the caller's voice calm, angry, excited, slow, rapid, soft, loud, laughing, crying, normal, distinct, slurred, nasal, stuttering, lisping, raspy, deep, ragged, clearing throat, breathing deeply, cracking, disguised, have an accent, familiar, or whispered? _____
 16. Did you hear any background sounds? _____
 17. Was the threat language well-spoken, foul, irrational, incoherent, taped, or read like a rehearsed message? _
- *CALL 911.*
 - **Evacuate the building/aircraft to a safe distance.**
 - **Contact the Airport Manager/Airport Operations 775-841-2255/775-443-7288.**

Aircraft Incident Report

Date: __ Time: _____

Type of Incident (check one)

Aircraft Accident/Incident: _____ Natural Disaster: _____

Property Damage: _____ Bomb Threat: __ Other: _

Reported by

Name: _____ Address: _____ Phone #: _____

Location: _____

Weather conditions:

Nature of incident:

Aircraft type and tail number: _____

Name(s) of pilot(s): _____

Pilot(s) contact information: _____

Units that responded to incident:

Action taken:

Missing Aircraft Form

The Airport Manager and staff will assist in locating aircraft on or near the airport by taking the following information and actions:

Notified of a missing aircraft (N-number): _____

By (name): _____

(organization): _____

Contact number: _____

Estimated time of arrival: _____ at (airport): _____

Aircraft type: _____

Aircraft color: _____

Pilot name: _____ number: _____ Local contact

(name): _____ number: _____ People on

board: _____ Last contact

(time): _____ location: _____

1. Check to see if the aircraft is on the ramp.
2. Check the hangar list to see if the pilot or a local contact has a hangar on the field.
3. Call the hangar owner to ask if the aircraft is in hangar.
4. Visit the hangar if unable to contact hangar owner.
5. Contact police to find out if an aircraft crash has been reported in the area.
6. Physically tour the airport property, looking off the ends of runways and any low spots where an aircraft would not be easily seen.
7. Report back to the person who reported the aircraft missing.
8. If the initial report came from the pilot's family or friends, contact Leidos Flight Services at 887-487-6867 or the FAA at 206-231-2099.
9. If the aircraft is not initially located, contact the Airport Manager 775-841-2255 or Airport Operations 775-443-7288.

Release for Removal of Disabled or Damaged Aircraft

CARSON CITY AIRPORT AUTHORITY

2600 College Parkway Carson City, Nevada 89706

DATE: _____

OWNER/PILOT NAME: _____

ADDRESS: _____

THE CARSON CITY AIRPORT AUTHORITY, AS PER YOUR REQUEST, WILL ASSIST IN REMOVING DISABLED OR DAMAGED AIRCRAFT:

Aircraft type & Registration Number: _____

OWNED AND/OR OPERATED BY THE UNDERSIGNED, FROM _____

(Current location)

TO _____

(Where aircraft will be taken)

AND IN SO DOING, INCURS NO LIABILITY FOR ANY DAMAGE, OR ANY FURTHER DAMAGE TO THE ABOVE-MENTIONED AIRCRAFT, OR INJURY TO PERSONS OCCURRING DURING THE REMOVAL ACTIVITY. IT IS AGREED THAT YOU WILL DEFEND, HOLD HARMLESS, AND INDEMNIFY THE CARSON CITY AIRPORT AUTHORITY, ITS EMPLOYEES, TRUSTEES, AND AGENTS FOR ANY CLAIM ARISING OUT OF THE REMOVAL OF THE DISABLED OR DAMAGED AIRCRAFT.

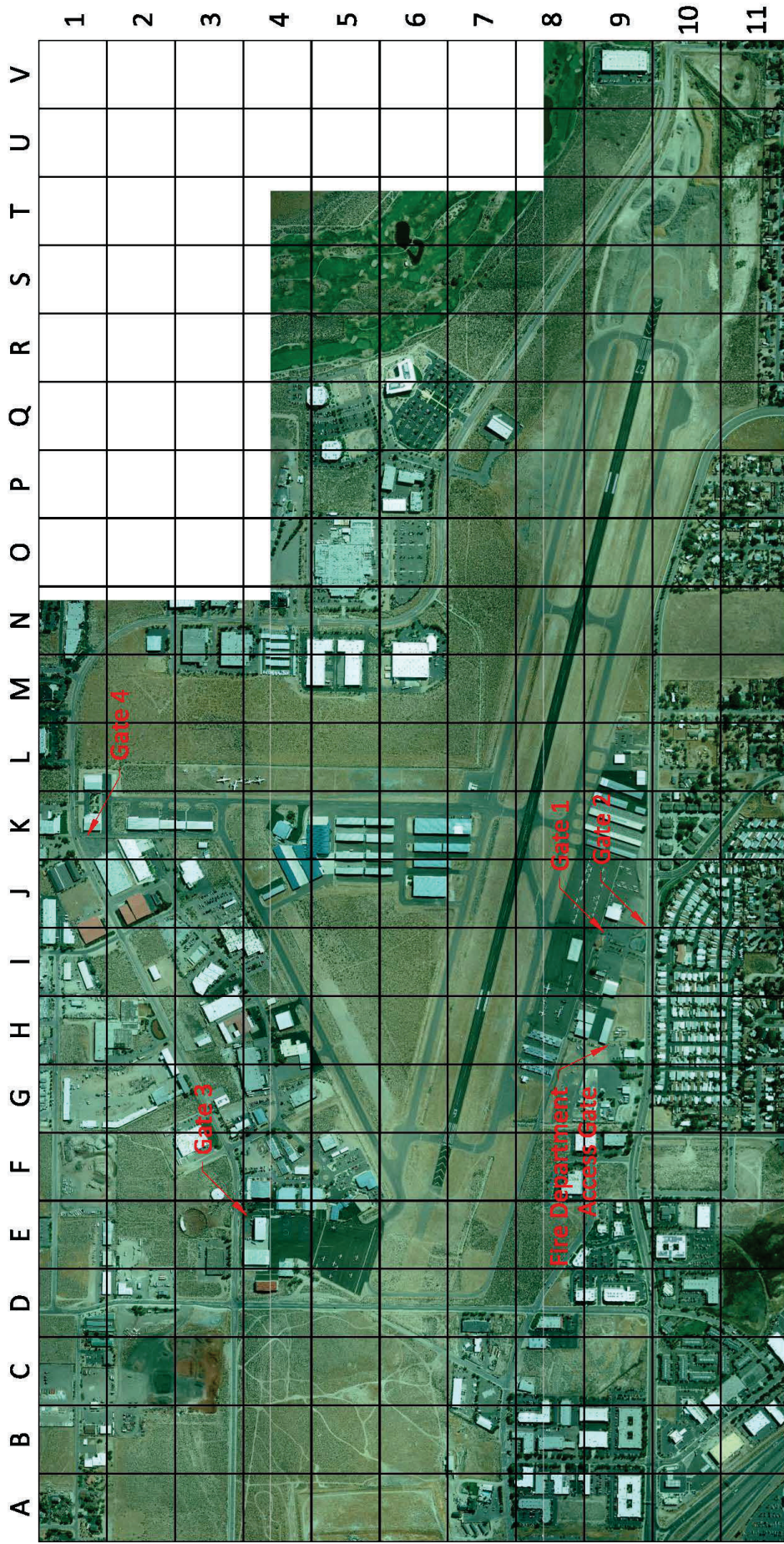
CARSON CITY AIRPORT AUTHORITY REPRESENTATIVE:

PRINT: _____ SIGN: _____

AIRCRAFT OWNER/PILOT:

PRINT: _____ SIGN: _____

DATE: _____





FlyCarsonCity.com

April 17, 2024

Carson City Airport Manager's Report Prepared by Corey Jenkins

Managers' Report

- Crack Seal Project
 - Taxiway Charlie and Bravo is complete.
- ACIP Meetings and Planning
 - We have had a follow up meeting with the FAA.
 - Coffman and Associates is preparing a letter to send to the FAA providing them with the data supporting the runway extension from the Master Plan and Letters of Support.
- The tentative budget was submitted to the state in the correct format.
 - The public hearing for the final budget will be 05/21/2024 at 5:30 PM at the Airport Terminal Building
- Carson City Chamber Leadership Institute
 - I was not able to attend this month due to a conflict, but I will be making up the day by attending another Chamber event.
 - The Amphitheater restoration work has already begun and is nearly complete.
- Airport Operations
 - Airport Operations and Maintenance staff have begun the alternating 4 10 schedule.
 - The airport now has staff on site 7 days a week and an additional two hours each day.
 - Responded to an aircraft accident on 4/17/2024.
 - There were no injuries.
 - The response was smooth with a quick aircraft recovery.
 - A few aircraft had to divert to Minden during the recovery until the runway was reopened.

Fuel Flowage

Total							
	Self-Serve		Full-Service		Total Combined		% Change
Month	100LL	Jet A	100LL	Jet A	Gallons	Fuel Flowage Fee	Annual Change
January-24	5932	1389	2655	10751	20727	\$ 1,036.36	97%
February-24	6355	637	1343	13511	21847	\$ 1,092.34	12%
March-24	7206	353	2737	13374.9	23670	\$ 1,183.51	52%
April-24	0	0	0	0	0	\$ -	-100%
May-24	0	0	0	0	0	\$ -	-100%
June-24	0	0	0	0	0	\$ -	-100%
July-24	0	0	0	0	0	\$ -	-100%
August-24	0	0	0	0	0	\$ -	-100%
September-24	0	0	0	0	0	\$ -	-100%
October-24	0	0	0	0	0	\$ -	-100%
November-24	0	0	0	0	0	\$ -	-100%
December-24	0	0	0	0	0	\$ -	-100%

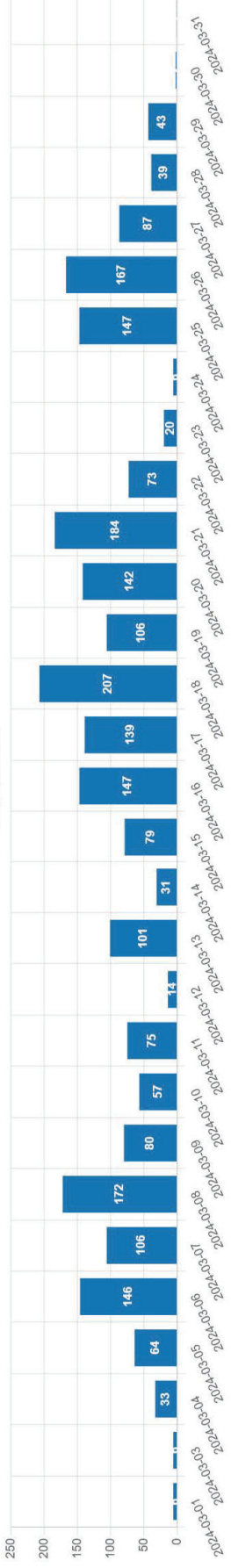
Aircraft Operations

2024 ADS-B Airport Operations				
Month	Arrivals	Departures	Total Operations	Annual Change
January-24	1457	1483	2940	32%
February-24	1295	1265	2560	-27%
March-24	1238	1242	2480	0%
April-24	0	0	0	-100%
May-24	0	0	0	-100%
June-24	0	0	0	-100%
July-24	0	0	0	-100%
August-24	0	0	0	-100%
September-24	0	0	0	-100%
October-24	0	0	0	-100%
November-24	0	0	0	-100%
December-24	0	0	0	-100%
Total Annual	3990	3990	7980	-87%

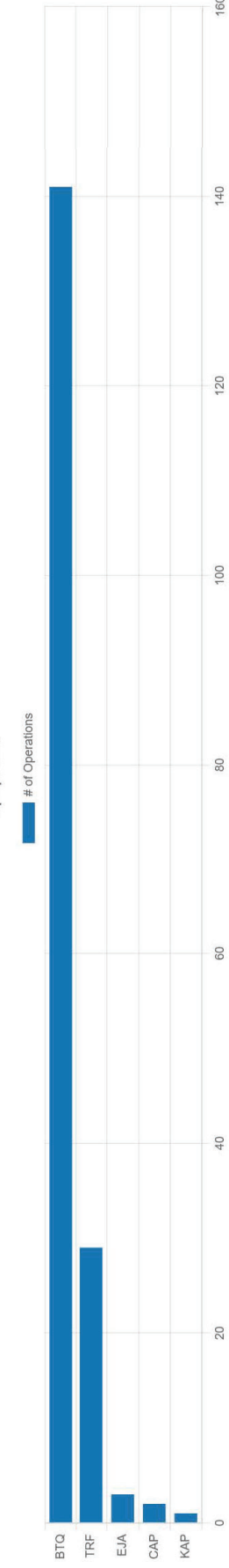
Hourly Operations



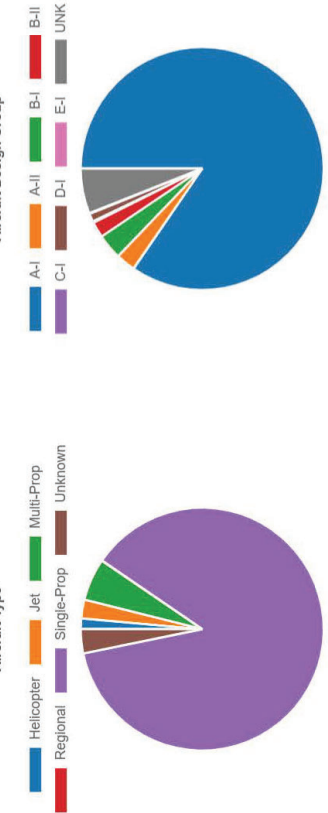
Daily Operations



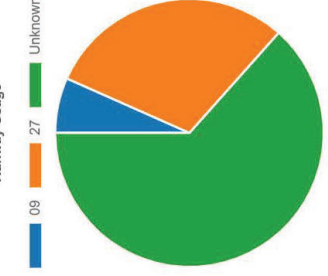
Top Operators



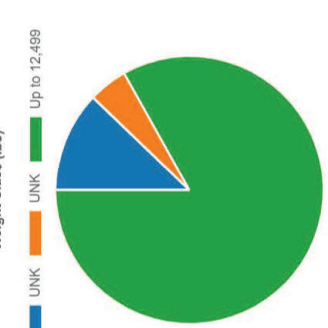
Aircraft Design Group



Runway Usage



Weight Class (lbs)



Total Arrivals/Departures

