

**CARSON CITY AIRPORT
AUTHORITY MEETING AGENDA**

Tuesday, May 21, 2024 – 5:30 P.M.

Public Meeting at:

**Carson City Airport Terminal
2600 E. College Parkway
Carson City, Nevada**

This Agenda Prepared by Corey Jenkins, Airport Manager

- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.
- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Authority; Items may be pulled or removed from the agenda at any time.*
- E. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak on *agendized and non-agendized matters* related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.
 - 1. The public may provide public comment in advance of a meeting by written submission to the following email address: Manager@flycarsoncity.com. For inclusion or reference in the minutes of the meeting, your public comment must include your full name & address and be submitted via email by not later than 5:00 p.m. the day before the meeting. The Carson City Airport Authority values your input. Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda in person.

- F. AIRPORT ENGINEER’S REPORT (*Non-Action Item*).

G. CONSENT AGENDA

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS CHANGE, IF ANY, TO THE TENTATIVE FY 2024-2025 FINAL BUDGET AND ADOPTION OF THE RESULTING FINAL BUDGET (C. Jenkins, J. Rogers)

Staff Summary: This is the public hearing of FY 24-25 CCAA final budget. A tentative budget was filed with the Nevada Department of Taxation and was approved at the March 20, 2024, Carson City Airport Authority board meeting. There are no changes from the tentative budget.

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE A LEASE AMENDMENT FOR AT&T WIRELESS SERVICES, INC. FOR THE ADDITION AND MODIFICATOIN OF EQUIPMENT.

Staff Summary: AT&T would like to install some new equipment on the beacon tower and that will require an amended lease.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE THE PROPOSED PARCEL MAP AND THE SEPARATION OF THE FIRE DEPARTMENT LAND (PARCEL 2) FROM THE AIRPORT PARCEL (PARCEL 1).

Staff Summary: The city would like to separate the fire department land from the airport parcel. Prior to the formation of the Airport Authority under NRS 844, the fire department area and Airport area overlapped. This Action is to correct the parcels so that the fire department is not on the Airport but remains City property adjacent to the Airport. The Fire Department area is already excluded on the Airport Master Plan and the Airport Layout Plan.

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) FOR THE INSTALLATION OF FAA WEATHER CAMERAS ON THE AIRPORT OWNED AUTOMATED WEATHER OBSERVATION SYSTEM (AWOS) TOWER.

Staff Summary: When wildfire smoke is present at the airport, the AWOS visibility sensor reports visibility incorrectly. The FAA Weather Camera system will provide pilots with visual references so they can determine visibility during any conditions that will affect visibility. The Memorandum of Understanding is to allow the FAA to mount the cameras on the AWOS tower.

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE THE AGREEMENT TO EXTEND TIME AND AVOID LEASE TERMINATION WITH CARSON TAHOE EXECUTIVE, LLC (CTE).

Staff Summary: CTE has made a considerable effort to develop the parcels APN 005-02-105 and 005-02-106 according to the agreement to postpone or avoid lease termination. More time than what was originally allotted is required to accommodate their development plans. Approving the additional time is mutually beneficial for CTE and the Airport.

- I. AIRPORT MANAGER'S REPORT (*Non-Action Item*).
- J. LEGAL COUNSEL'S REPORT (*Non-Action Item*).
- K. TREASURER'S REPORT (*Non-Action Item*).
- L. REPORT FROM AUTHORITY MEMBERS (*Non-Action Item*).
 1. Status review of projects
 2. Internal communications and administrative matters
 3. Correspondence to the Authority
 4. Status reports and comments from the members of the Authority
- M. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak about items discussed on the agenda related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.
- N. AGENDA ITEMS FOR NEXT REGULAR MEETING (*Non-Action Item*).
- O. ACTION ON ADJOURNMENT.

Final

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DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, May 16, 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