

CARSON CITY AIRPORT AUTHORITY MEETING AGENDA

Wednesday, October 16, 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. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE LEASE AMENDMENT TO CACTUS AIRFORCE, LLC EXECUTING A LEASE EXTENSION FOR A PERIOD OF AN ADDITIONAL TEN YEARS AND AT CURRENT MARKET RATE.

Staff Summary: In the CARSON CITY AIRPORT LEASE AGREEMENT with CACTUS AIR FORCE, LLC, it states “WHEREAS, the Tenant and Landlord desire to enter into separate leases for the area previously subleased from Mentors Unlimited Inc., (Original lease recorded as Doc #000170359; Sublease recorded as Doc# 00013 3264) incorporating the principal terms of said lease and sublease into the Airport;”

In the FIRST ADDENDUM TO LEASE with Mentors Unlimited, it states “Mentors Unlimited, Inc., a Nevada corporation (“Mentors”); Mentors Master Lease provided: “Upon further negotiation and if agreement as to terms is reached by both parties, then in that event the term of the lease may be extended for a period of ten (10) years. (Mentors Lease, Section 1 on p1)”

According to the language in the lease assignment to Cactus Air Force, LLC and the original lease with Mentors Unlimited, LLC, the extension is permitted. An appraisal was used to raise the rental rate per NRS. Staff recommends the extension.

2. FOR DISCUSSION AND POSSIBLE ACTION: RENEWAL OF THE CINDERLITE CONTRACT FOR THREE YEARS.

Staff Summary: The Cinderlite Contract will be up for renewal on November 1, 2024. The renewal includes a 15.07% CPI increase and language that allows for coordination of the installation of a MALSF if required. Staff recommends renewal.

3. FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED GRANT OF UTILITY EASEMENT (“EASEMENT”) FROM CARSON CITY TO SIERRA PACIFIC POWER COMPANY, D/B/A NV ENERGY (“NV ENERGY”) TO BUILD AND MAINTAIN ELECTRIC UTILITY INFRASTRUCTURE ON PORTIONS OF ASSESSOR PARCEL NUMBERS (“APN”) 05-011-09, 005-021-14, 005-021-16, AND 005-021-17 AT THE CARSON CITY AIRPORT (“AIRPORT”).

Staff Summary: NV Energy is requiring a duly executed easement from the city before providing utility improvements needed for certain development undertaken by an airport tenant, Arrowhead Tenant, LLC. The project had previously been approved by the Authority. The terms and location are consistent with that approval. Staff recommends approval for the utility easement.

H. PUBLIC HEARINGS

1. FOR DISCUSSION: THANK OPEN HOUSE COMMITTEE FOR THEIR WORK IN PLANNING THE 2023 AND 2024 AVIATION FESTIVAL AND OPEN HOUSE.

Staff Summary: The planning committee has dedicated a significant amount of time and effort in making the Aviation Festival and Airport Open House possible and an improving success year over year. The makeup of the committee is going to change for next year, so this is an opportunity for the Carson City Airport Authority to properly thank them for their efforts.

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE PROPOSED LEASE AMENDMENT (“AMENDMENT”) ENTERED INTO BETWEEN CARSON TAHOE EXECUTIVE, LLC (“CTE”), AS TENANT, AND CARSON CITY AND THE CARSON CITY AIRPORT AUTHORITY (“CCAA”), TOGETHER AS LANDLORD. THE AMENDMENT WILL RECONFIGURE THE LEASED AREA TO ACCOMMODATE A NEW HANGAR DEVELOPMENT PLAN.

Staff Summary: The original lease was established with Mountain West Aviation, LLC on August 20, 2008, for the purpose of constructing hangars. It was assigned prior to construction, and subsequently assigned to CTE. This proposed amendment will enable the current tenant, CTE, to build two hangars with a revised design that differs from the original site plan. This adjustment aims to enhance functionality and better serve the needs of the airport community. Staff recommends approval.

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

Final

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DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, October 10, 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