

CARSON CITY AIRPORT AUTHORITY MEETING AGENDA

Wednesday, November 20, 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
- H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: Approval of Airport Lease Amendment for the south FBO lease held by Mountain West CXP, LLC, (“MW”), to release approximate 17,000 sq ft for the Airport to use for a taxilane, and to extend the Lease for 8 years in return.

Staff Summary: The proposed action is to approve an Eleventh Amendment to the MW lease to remove a portion of leased area. This will allow for a taxilane so that the CCAA can provide aircraft access from a lot to be developed immediately to the south of the MW leasehold. In exchange for the loss of area, as well as its use and profit, the CCAA will extend the remaining portion of the MW lease for 8 years. The area involved is shown on Exhibit A to the Amendment. A Record of Survey will be obtained and recorded to precisely define the area.

2. FOR DISCUSSION AND POSSIBLE ACTION: Adoption of resolution and notice of invitation to bid to Carson City Airport Lease located at the South side of airport being 2.48 acres bounded by College Parkway, The Airport parking lot, and the existing leases to the West and North of the subject parcel; appropriate minimum lease rate and terms of lease and permitted uses; set deadline for bids and the date for the bid opening and consideration pursuant to NRS 244.283 (C. Jenkins, S. Tackes)

Staff Summary: Per NRS 244.283, the required process for leasing airport land is via a public offering and sealed bid process upon adoption of resolution by the Authority. The Authority had previously identified this parcel for lease and obtained an appraisal. The proposed resolution will: (a) Describe the property proposed to be leased in such manner as to identify it; (b) Specify the minimum rental, and the terms upon which it will be leased and/or leased with a purchase of the hangar; and (c) Fix a time, not less than 3 weeks thereafter, for a public meeting of the board to be held at its regular place of meeting, at which sealed proposals to lease will be received and considered.

3. FOR DISCUSSION AND POSSIBLE ACTION: Consider bids received in response to the solicitation for a Fixed Base Operator (FBO) to manage Airport-Owned Tie-Downs on the Northwest Ramp.

Staff Summary: The Airport Manager notified all commercial service FBOs about the opportunity to enter into an agreement to manage the Airport-Owned Tie-Downs on the Northwest Ramp. Multiple responses were received from interested parties; however, there is no clear best selection. The Airport Manager has brought this item to the Authority for consideration in selecting the most qualified respondent, or for the possibility of splitting the 25 tie-downs among the interested parties.

4. FOR DISCUSSION AND POSSIBLE ACTION: Approve the FAA Airport Capital Improvement Plan (“ACIP”) 2025 - 2029

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. We are submitting the ACIP earlier than usual based on feedback from the FAA.

5. FOR DISCUSSION AND POSSIBLE ACTION: Approval of the Annual Audit Report of the Carson City Airport Authority for FY 2023/24. (J. Rogers)

Staff Summary: Casey Neilon completed the annual audit required by NRS 345. The review and approval of the audit by the Authority is required under the statute.

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, November 15, 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