



CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2025-01

Meeting Date: January 15, 2025

Agenda Title: 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; Select and authorize FBO(s) for license agreement.

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. Each appears to be qualified. The Airport Manager has brought this item to the Authority to select one or more of the FBOs, and for consideration of whether to reserve some tie downs for transient aircraft managed by the Airport Manager. The matter was continued from the November 20, 2024 Authority meeting.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move that we award the license agreement to _____ at the rate of \$11.37 per tie-down under the terms proposed by the Authority and authorize the Chair to execute the agreement.

CCAA'S Strategic Goal

Support economic activity in the region.

Previous Action and Executive Summary

September 18, 2024 (Item H-1) – The CCAA approved the license agreement and the solicitation of an FBO to manage Airport-Owned Tie-Downs on the Northwest Ramp. November 20, 2024 (Item H-3) – The CCAA continued the matter to a future meeting.

The airport does not currently operate a Fixed Base Operator (FBO) and lacks the staffing capacity to manage the amount of tie-down spaces on the northwest ramp. In addition, it is in the best interest of the community for the Authority to avoid competing with the existing commercial FBOs on the field. Instead, the Authority has focused on fostering opportunities for small businesses.

Soliciting a commercial service FBO to manage the tie-downs on the northwest ramp presents an opportunity to increase revenue, enhance customer service, and contribute to the local economy, while minimizing new demands that may require adding Airport Staff.

The rate specified in the license agreement was determined based on the current rate for tie-down rentals to commercial service FBOs on the northwest ramp.

Three proposals were received and are attached. The Authority's options range from selecting one of the FBOs, to splitting the tie-downs between them (assuming they are interested in serving less than all. With all options, the Authority can retain some tie downs (e.g. 5) for miscellaneous uses administered by the Airport Staff. The Authority may use its judgement as to what they believe would be in the best interest of the Airport.

One recommended option would be to select High Sierra Pilots since they do not have other tie-down rights which Mountain West and Stellar already have. High Sierra Pilots already 20 of these spaces and regularly shuttle pilots to and from this area as well as the terminal building. This could also include removing five of the spaces for Airport operations use.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount: 3099 General Fund

General Fund: Monthly increase of \$11.37 per tie-down for a total of \$284.25 per month or more depending on the CCAA selection.

Is it currently budgeted?

No

This will likely increase Tie-Down revenues due to an increase in collections.

Alternatives

Do not make a single selection, but split up the tie-downs to rent to multiple parties.
Do not select and give alternative direction to Airport Staff.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

TIE-DOWN LICENSE AGREEMENT

This Tie-Down License Agreement ("Agreement") is made and entered into this ___ day of January, 2025, by and between the **Carson City Airport Authority**, the governing authority over the Carson City Airport ("Licensor"), with an address of 2600 College Parkway #6, Carson City, Nevada 89706 (email: airportmanager@flycarsoncity.com) and _____ ("Licensee"), with an address of _____ (email: _____).

WITNESSETH:

WHEREAS, Licensor is entity authorized by NRS 844 to govern the Carson City Airport, along with the right to contract with any person to provide services as necessary or desirable to the Airport. (NRS 844, Sec 9).

WHEREAS, Licensor is the entity entitled to collect fees for certain improved aircraft tie-downs located on Parcel Number 005-01-193 at the Carson City Airport; and

WHEREAS, Licensee desires to license twenty-five (25) of said improved tie-downs from Licensor for the purpose of securing aircraft, of its own or others.

THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. LICENSE OF TIE-DOWNS.

Licensor hereby license to Licensee, and Licensee hereby licenses from Licensor, twenty-five (25) improved aircraft tie-downs located on Parcel Number 00501193 at Carson City Airport.

2. TERM.

The term of this Agreement shall commence on February __, 2024, and shall continue for a period of five (5) years, with a renewal of five (5) years, unless terminated earlier in accordance with the provisions of this Agreement.

3. FEE.

Licensee shall pay to Licensor an initial license fee of **Eleven Dollars and Thirty-Seven Cents (\$11.37)** per tie-down, per month, for a total monthly license fee of **Two Hundred Eighty-Four Dollars and Twenty-Five Cents (\$284.25)** for the twenty-five (25) tie-downs.

4. PAYMENT TERMS.

Rent payments shall be due and payable on the first day of each month, commencing on February __, 2024. All payments shall be made payable to the Carson City Airport Authority and delivered to the address specified by Licensor. The failure to pay the fee, or the violation of any law, regulation or ordinance, shall constitute a default by Licensee. Assignee shall have ten (10) days from the date of written notice from Licensor to cure the default, failing which the Agreement shall be terminated.

5. CONSUMER PRICE INDEX ADJUSTMENT.

The adjustment of the license described above shall occur first on January 1, 2027, then at two-year anniversary intervals from January 1, 2027, during the term of this Lease. Such adjustment of license 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 Bureau of Legal Statistics. Licensor 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 January 1 adjustment date. In no event, however, shall any decrease in the Price Index result in a decrease of the license below the base rate set forth in Section 3 of this license agreement. For example, if the Price Index ending with November of 2026 is 155.0, and for November 2024 was 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.

6. USE OF TIE-DOWNS.

Licensee shall use the tie-downs exclusively for the purpose of securing aircraft, and may rent or license others to tie-down. Licensee shall not use the tie-downs for any unlawful purpose or in any manner that would violate any applicable laws, regulations, or ordinances. Approval of this lease constitutes approval of FBO services for storage of aircraft. (Class 1 FBO; no Class 2 fees)

7. MAINTENANCE AND REPAIRS.

Licensee shall, at its own expense, maintain the existing tie-down mechanisms and pavement marking in good condition and repair, reasonable wear and tear excepted. The Licensor shall be responsible for any structural repairs or improvements to the tie-downs.

8. SNOW, ICE AND WEED REMOVAL.

The Licensee agrees to remove snow, Ice and weeds from the areas leased and herein described. The Licensor, may at the request of Licensee, assist Licensee in Snow, ice and weed I removal. In the event of Licensor assistance, Licensee agrees to hold Licensor harmless from all liability for damage caused by such assistance on leased property.

9. INDEMNITY AND INSURANCE.

Licensee agrees to indemnify and hold harmless Licensor from all claims, liabilities, or damages arising out of or related to Licensee's use of the tie-downs. Licensee shall, at its own expense, maintain liability insurance in an amount sufficient to cover any such claims or damages. Licensee shall name Licensor as an additional insured and shall provide evidence of the same to Licensor.

10. TERMINATION.

Either party may terminate this Agreement upon thirty (30) days' written notice to the other party. In the event of termination by Licensor, Licensee shall be entitled to a prorated refund of any prepaid rent.

11. ENTIRE AGREEMENT.

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, and negotiations, whether written or oral.

12. AMENDMENTS.

Any amendments or modifications to this Agreement must be in writing and signed by both parties. Licensee may not assign this Agreement without prior approval of Licensor.

13. INDEMNIFICATION.

To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, Licensor and Licensee shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents arising in connection to this lease. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

14. REPORTING.

Anything that affects the safe and efficient operation of the Airport shall be immediately reported to the Airport Manager.

15. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the Federal Government, State of Nevada, City of Carson City, and Rules and Regulations of the Carson City Airport Authority. This Agreement shall be subordinate to the provisions and requirements of any existing or future agreement between the Licensor and the United States, relative to the development, operation, or maintenance of the Airport.

16. PROPER AUTHORITY.

Licensor and Licensee represent and warrant that the person executing this lease on behalf of each party has full power and authority to enter into this lease.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

LICENSEE

By _____
Name

LICENSOR

CARSON CITY AIRPORT AUTHORITY

By _____
Tim Puliz, CHAIRMAN

ATTEST:

Jon Rogers, TREASURER

STATE OF NEVADA)
 : ss
COUNTY OF _____)

On this ___ day of _____, 2025, before me, the undersigned, a Notary Public, personally appeared ___(NAME OF LICENSEE)___, known to me (or proved 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)