

*Final*

**CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA**

**Wednesday, June 18, 2025 – 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](mailto: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: Request for approval of change of ownership and control of KCXP Investments LLC, holder of the Jet Ranch lease, from Tom Gonzales to the Gonzales Charitable Remainder Unitrust Two dated January 12, 2018. (S. Tackes, C. Jenkins)

*Staff Summary: Approval is requested for the change of ownership of the tenant that holds the Jet Ranch lease, recorded September 2, 2005 as Document No.*

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342199. *The Lease provides in Section 9 that any assignment of the lease requires Landlord's prior consent. While the tenant is still KCXP Investments, LLC, the ownership of that LLC is changing from Tom Gonzales to a charitable remainder trust which he created. The lease states that a transfer of corporate interests in excess of twenty-five percent (25%) is included within the term "assignment". No change to the lease is requested. Rather, this is a request for CCAA approval of the change of ownership and control, as well as, a means to having accurate lease records. Staff recommends approval.*

2. FOR DISCUSSION AND POSSIBLE ACTION: Approval of Change Order 1 to the contract with Houston Smith Construction, Inc. For AIP 44, Snow Removal Equipment Building ("SRE Building") Construction, in an amount not to exceed \$47,475.

*Staff Summary: On September 20, 2023, the CCAA approved the award and execution of the construction contract for the SRE Building under AIP 44 to Houston Smith Construction, Inc. in the amount of \$1,548,781.57. Following site coordination and design finalization, a change order is now proposed in the amount of \$47,475.00 to account for necessary additions and cost increases. The estimated cost of the additional pavement was included in the FY 25/26 budget under the pavement maintenance budget item. The estimate was high, and this increase will be covered entirely by this budget item. Approval of this item will also be approval to use the pavement maintenance budget to cover the cost.*

3. FOR DISCUSSION AND POSSIBLE ACTION: Election of FY 2025/2026 CCAA Officers; CHAIR, VICE-CHAIR, SECRETARY and TREASURER (S. TACKES)

*Staff Summary: Election of CCAA officers as required by Chapter 844, Statutes of Nevada 1989.*

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 THE NEXT REGULAR MEETING (*Non-Action Item*).

O. ACTION ON ADJOURNMENT.

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**DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, June 13, 2025**

The Carson City Airport Website	<a href="https://flycarsoncity.com/">https://flycarsoncity.com/</a>
State of Nevada Public Notice Website	<a href="https://notice.nv.gov">https://notice.nv.gov</a>
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 <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a> 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](mailto: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**