

Final

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, December 17, 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. 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 POSSIBLE ACTION: Approve Budget Augmentation for Open House Expense 2025 Account 7002.2

Staff Summary: The Open House Expense 2025 account 7002.2 had an original budgeted income and expense of \$12,000. Actual income from the event exceeded expectations at \$22,800. To utilize the additional funds, a budget augmentation is required to increase the expense allocation accordingly. The additional funds will support the purchase of a utility trailer for future open house events, with the remainder donated to various non-profits, primarily focused on aviation youth education programs.

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2. FOR POSSIBLE ACTION: Approval of Change Order 4 to the contract with Houston Smith Construction, Inc. for AIP 44, Snow Removal Equipment Building (“SRE Building”) Construction, in an amount not to exceed \$31,278.85.

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, the City is requiring additional changes to meet City Code requirements. This item is also critical to prevent erosion. The change order is now proposed in the amount of \$31,278.85 for swale landscaping and check valve installation on the fire water line.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: Approve the DebtBook Master Services Agreement and Order Form for Lease and SBITA Management Software

Staff Summary: Approval of the DebtBook contract will provide Carson City Airport with specialized software for managing leases and Subscription-Based Information Technology Arrangements (SBITAs) to ensure compliance with GASB 87 and 96 accounting standards. This addresses findings from the previous audit, where manual tracking led to increased auditor involvement.

2. FOR DISCUSSION AND POSSIBLE ACTION: Approve the FAA Airport Capital Improvement Plan (“ACIP”) 2027 - 2031

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 based on ongoing feedback from the FAA to align with national priorities for airport development.

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, December 12, 2025

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