



## CCAA BOARD MEMO

Agenda Item: G-1

BOARD MEMO 2026-08

Meeting Date: May 20, 2026

**Agenda Title:** FOR POSSIBLE ACTION: Approve the Coffman Associates, Inc. Scope of Services for preparation of a Categorical Exclusion (CATEX) for the Taxiway Bravo Reconstruction Project.

*Staff Summary: This task consists of preparing a Categorical Exclusion for the Taxiway Bravo Reconstruction Project. Completion of the CATEX is required prior to grant award; however, these costs will be eligible for reimbursement once grant funding is secured.*

**Agenda Action:** Motion

**Time Requested:** 0 Minutes

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### **Proposed Motion**

I move to approve the Scope of Services submitted by Coffman Associates, Inc. for preparation of a Categorical Exclusion (CATEX) for the Taxiway Bravo Reconstruction Project and authorize the Chair to execute the associated professional services agreement.

### **CCAA'S Strategic Goal**

Maintain airport infrastructure in top condition  
Provide for the safety and security of airport users

### **Previous Action and Executive Summary**

The Taxiway Bravo Reconstruction Project is a critical capital improvement project at the Airport that is currently programmed in the Airport Capital Improvement Program (ACIP). Prior to award of anticipated federal grant funding from the Federal Aviation Administration (FAA), the Airport must complete environmental review under the National Environmental Policy Act (NEPA). A Categorical Exclusion (CATEX) is the appropriate level of environmental documentation for this project.

Coffman Associates, Inc. has submitted a Scope of Services to prepare the required CATEX documentation, including all necessary studies, coordination, and FAA submittals. Completion of the CATEX is a prerequisite for grant award; however, these professional service costs are fully eligible for reimbursement once FAA grant funding is secured.

Staff recommends Board approval of the Coffman Associates, Inc. Scope of Services to maintain project schedule and preserve eligibility for federal funding.

**Financial Information**

Is there a fiscal impact?

No    X Yes

If yes, account name/number & amount: \$5,732

General Fund:

Is it currently budgeted?

**Alternatives**

N/A

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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\_\_\_\_\_  
(Vote Recorded)

## AUTHORIZATION OF SERVICES #26-01

### SCOPE OF SERVICES FOR A DOCUMENTED CATEGORICAL EXCLUSION FOR RECONSTRUCTION OF TAXIWAY B (CONSTRUCT) CARSON CITY AIRPORT, CARSON CITY, NEVADA

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1. **Scope of Services.** The Consultant (Coffman Associates) shall provide the professional airport consulting services described in Exhibit A of this Authorization of Services Amendment to the Airport Planning Services Contract dated November 19, 2023.
2. **Compensation.** It is expressly understood and agreed that the total compensation to be paid to the Consultant shall be a firm fixed lump sum amount of **Five Thousand Seven Hundred Thirty-two Dollars (\$5,732.00)** for the services specified in Exhibit A - Scope of Services and Cost Summary. Such sum shall constitute full and complete compensation for the Consultant's services. If additional work is required beyond the scope outlined in Exhibit A, the additional work and associated costs must first be approved in writing by the Sponsor (Carson City Airport Authority).
3. **Method of Payment.** Payments shall be at monthly intervals subject to receipt of requisitions for payments from the Consultant specifying that he has performed the work and is entitled to the amount requisitioned under the terms of this Agreement.
4. **Consultant Responsibilities for Compensation.** The Consultant shall prepare monthly invoices which clearly indicate the progress to date and the amount of compensation due by virtue of that progress. All requisitions for payment shall be for work completed unless otherwise agreed to by the Sponsor.
5. **Sponsor Responsibilities for Compensation.** The Sponsor agrees to pay the Consultant's invoices net upon receipt. At no time will payment of requisitions exceed thirty (30) days from the date of the invoice without notification to the Consultant. It is expressly understood that the Sponsor has the right to withhold payment on any invoice if he feels that the Consultant has not performed the requisitioned work efforts in a satisfactory manner. If the Sponsor does decide to withhold payments to the Consultant for any reason, he must provide written notification and an explanation to the Consultant within ten (10) days of the date of the invoice.
6. **Release.** The Consultant, upon final payment of the amount due under this Agreement, releases the Sponsor, its officers and employees, for all liabilities, claims and obligations whatsoever, arising from or under this Agreement. The Consultant agrees not to purport to bind the Sponsor to any obligation not assumed herein by the Sponsor unless the Consultant has written authority to do so, and then only within the strict limits of that authority.

7. **Additional Services.** The fee for any additional services required by the Sponsor will be computed either on a negotiated lump sum basis or upon actual hours and expenses incurred by the Consultant.
8. **Time of Performance.** The total time of performance for the services outlined in Exhibit A shall be thirty (30) days from the date of the official Notice-to-Proceed letter issued by the Sponsor and receipt of all required project information. This timeframe is exclusive of governmental reviews and approvals.
9. **Notice to Proceed.** The official notice to proceed will be issued by the Sponsor. The Consultant may proceed with work elements associated with this project prior to the issuance of a Notice to Proceed at his own risk if he so desires.
10. **Subcontracts.** This Scope of Services does not include any subcontracted services at this time. If additional subcontracted work becomes necessary, the Consultant shall notify the Sponsor of the nature of such services and identify the proposed subcontracting firm. The Consultant must receive approval in writing from the Sponsor prior to utilization of additional subcontractors.
11. **Resolution of Differences.** All claims, disputes, and other matters in question between the parties of this Agreement, arising out of or relating to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the rules of the American Arbitration Association unless the parties mutually agree otherwise. It is understood that differences in professional judgment or opinions of the Consultant and the Sponsor do not create a breach in this Agreement and that, at the request of the Sponsor, the Consultant may be asked to complete additional work by the Sponsor according to the terms of this Agreement, to resolve such differences. In no event shall the demand for arbitration be made after the date when initiation of legal proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.
12. **Termination of the Agreement.** The Sponsor may by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the Sponsor's convenience or because of failure of the Consultant to fulfill the contract obligations. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in process, delivered to the Sponsor.

If the termination is for the convenience of the Sponsor an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed tasks.

If termination is due to failure to fulfill the Consultant's obligations, the Sponsor may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Consultant may be liable to the Sponsor for any additional costs occasioned to the Sponsor thereby.

If after notice of termination for failure to fulfill contract obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the convenience of the Sponsor. In such event, adjustment in the contract price shall be made as provided in paragraph 2 of this clause.


The rights and remedies of the Sponsor provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

FOR THE CONSULTANT

FOR THE SPONSOR

Coffman Associates, Inc.

Carson City Airport Authority

By:   
\_\_\_\_\_  
Matthew Quick  
Vice President

By:   
\_\_\_\_\_

Attest:   
\_\_\_\_\_

Date: 04/14/2026

*Attached and Incorporated by Reference:*  
Exhibit A - Scope of Services and Cost Summary

## EXHIBIT A

### SCOPE OF SERVICES FOR THE PREPARATION OF A DOCUMENTED CATEGORICAL EXCLUSION FOR RECONSTRUCTION OF TAXIWAY B AT CARSON CITY AIRPORT CARSON CITY, NEVADA

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The tasks contained within this Scope of Services address environmental activities under the *National Environmental Policy Act* (NEPA) required for proposed apron reconstruction (Proposed Project) at Carson City Airport (CXP).

#### SCOPE OF SERVICES

**Project Information Requirements:** The following project information is required by the Airport Sponsor or the Project Engineer:

- Project justification statement, such as the pavement condition index (PCI) of the pavement.
- Estimated project start date and duration of project.
- Approximate number of construction equipment and haul trips necessary for the project.
- Location of staging area(s) and haul route(s).
- Depth of excavation for improvements.
- Will any construction take place overnight? If so, how many nights? How many flood lights will be needed? Please provide runway closure details.
- How many cubic yards of demolished pavement are proposed to be removed?
- Will the demolished pavement be stockpiled at the airport or pulverized and reused in the Proposed Project at hand?
- Is an onsite asphalt batch plant proposed?
- If applicable, description of geotech testing required for design, i.e., the number of holes, their location, the number of samples that will be collected, what tests will be run, whether the holes will be left open overnight, and how they will backfilled.

#### Task 1 – Preparation of a Documented CATEX

Under NEPA and Federal Aviation Administration's (FAA) Order 1050.1G, *FAA National Environmental Policy Act Implementing Procedures*, a Documented Categorical Exclusion (CATEX) will be completed on behalf of Carson City and the Carson City Airport Authority (CCAA) (Airport Sponsor). Pending review and approval by the Airport Sponsor, this federal environmental document will be submitted by the Airport Sponsor to FAA's Phoenix Airports District Office (ADO) for review and concurrence. The federal action to be considered by FAA that requires compliance with NEPA is approval of federal funding for the Proposed Project.

The format and subject matter included within the Documented CATEX will conform to the requirements and standards set forth by the FAA Airport's Standard Operating Procedure (SOP) 5.2, *CATEX Determinations*, Appendix A. A narrative will be prepared that describes the Proposed Project in detail. Project exhibits depicting the Proposed Project and its associated haul road(s) and staging area will also be included. The purpose and need for the Proposed Project will be established utilizing project information provided by the Airport Sponsor or the Project Engineer. *The Documented CATEX will be used by FAA for its determination regarding categorically excluding the project from further NEPA analysis; if FAA determines that an Environmental Assessment is warranted, additional scoping would be necessary, and a budget augment would be required.*

To complete the Appendix A form, the Consultant will conduct internet research using regulatory databases of federal agencies (such as the United States [U.S.] Environmental Protection Agency and the U.S. Fish and Wildlife Services) and other information from state or local resource agencies. Since the project area under consideration is paved, field studies (such as biological or cultural resources field surveys) will not be required to complete analysis. *If it is determined that a biological or cultural resources survey is necessary, a revision to this Scope of Services would be required.*

The Proposed Project would be exempt from the *Clean Air Act* General Conformity requirements under Item 3, Non-Runway Pavement Work (Federal Register Vol. 72, No. 145, 41571), as long as the pavement is not being reconstructed to increase airport capacity (such as enabling new aircraft types). Therefore, it is assumed that quantification of emissions is not necessary for the Proposed Project. *If it is determined that the project is not exempt from General Conformity requirements and construction or operational emission modeling is needed, a revision to this Scope of Services would be required.*

The application of new screening thresholds for those federal criteria pollutants that are in attainment are set forth in the current version of the FAA's *Aviation Emissions and Air Quality Handbook* (July 2024). This will require additional information regarding construction activity, including an estimate of vehicle miles travelled by construction vehicles. *The Consultant will work with the Project Engineer to determine appropriate assumptions for this analysis.*

The completed Documented CATEX form and all attachments will first be provided to the Airport Sponsor for review and comment. Once any comments have been incorporated into the final report, a PDF of the Documented CATEX with supporting documentation will be prepared for email transmittal to FAA.

This Scope of Services includes an additional round of revisions based on FAA review of the Documented CATEX, if necessary. Teleconferences and emails between the Consultant, the Airport Sponsor, the Project Engineer, and FAA are included in this Scope of Services, as needed. No in-person meetings have been included.

**COST SUMMARY  
FOR THE PREPARATION OF  
A DOCUMENTED CATEGORICAL EXCLUSION  
FOR  
RECONSTRUCTION OF TAXIWAY B  
AT CARSON CITY AIRPORT  
CARSON CITY, NEVADA**

	<b>Principal</b>	<b>Professional</b>	<b>Technical</b>	<b>Task Total</b>
<b>Hourly Rates</b>	\$352.00	\$189.00	\$136.00	
Task 1 – Documented CATEX	4	20	4	\$5,732
<b>TOTAL</b>	<b>4</b>	<b>20</b>	<b>4</b>	<b>\$5,732</b>