



## STAFF REPORT

**Report To:** Board of Supervisors                      **Meeting Date:** June 20, 2019

**Staff Contact:** Adriana Fralick, Deputy City Manager

**Agenda Title:** For Possible Action: Discussion and possible action to appoint one member to the Airport Authority "Manufacturer" position to fill an unexpired term that will end in October 2020.  
(Adriana Fralick, afralick@carson.org)

Staff Summary: The Airport Authority Act for Carson City, Chapter 844, Statutes of Nevada 1989, creates a seven member authority as appointed by the Board of Supervisors. As stated in Section 4, the member categories are as follows: (1) Three members who represent the general public – at least one of these members must be a city official selected by the Board of Supervisors and one must be a pilot who, at time of appointment, owns and operates an aircraft based at the airport; (2) Two members who are manufacturers in the Carson City industrial airport; and; (3) Two members who are fixed base operators at the airport. There is one vacancy on the Airport Authority for the "Manufacturer" position to be filled due to the resignation of a member. A new application was submitted by Clyde Simmons

**Agenda Action:** Formal Action / Motion                      **Time Requested:** 20 minutes

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### **Proposed Motion**

I move to appoint Clyde Simmons to the Airport Authority "Manufacturer" position to fill an unexpired term set to end in October 2020.

### **Board's Strategic Goal**

Quality of Life

### **Previous Action**

N/A

### **Background/Issues & Analysis**

N/A

### **Applicable Statute, Code, Policy, Rule or Regulation**

The Airport Authority Act for Carson City, Chapter 844, Statutes of Nevada 1989, Section 4.

### **Financial Information**

**Is there a fiscal impact?** No

**If yes, account name/number:** N/A

**Is it currently budgeted?** No

**Explanation of Fiscal Impact: N/A**

**Alternatives**

- 1) Not appoint Clyde Simmons
- 2) Mayor refer back to staff with instructions based on Board discussion on the record

**Attachments:**

[AA Packet - June 20.pdf](#)


**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____


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





## BOARD DETAILS



OVERVIEW

 **SIZE** 7 Seats

 **TERM LENGTH** 4 Years

 **TERM LIMIT** 1 Term

Agrees to manage, control, operate, improve and maintain Carson City Airport.



### DETAILS

#### MEETINGS

- 6:00 p.m.
- Every third Wednesday of each month
- Community Center, Sierra Room
- 851 East William Street, Carson City, Nevada

#### POWERS & DUTIES

- Maintain and guide the growth of the Carson City Airport
- Make all operational decisions for the Airport

#### ADDITIONAL INFORMATION

[NRS\\_Ch\\_844.pdf](#)



## BOARD ROSTER



**JOHN BARRETTE**

1st Term Jan 06, 2017 - Jan 31, 2021

**Position** Board of Supervisors



**MICHAEL GOLDEN**

1st Term Oct 19, 2017 - Oct 31, 2021

**Position** Fixed Based Operator



**PAUL HAMILTON**

1st Term Nov 15, 2018 - Oct 01, 2020

**Position** Fixed Based Operator



**BRADLEY G HARRIS**

1st Term Oct 19, 2017 - Oct 31, 2021

**Position** Citizen at Large



**LINDA LAW**

1st Term Nov 19, 2015 - Oct 01, 2019

**Appointing Authority** Board of Supervisors

**Position** Pilot

**Office/Role** Chair



**JON ROGERS**

1st Term Dec 07, 2017 - Oct 31, 2021

**Appointing Authority** Board of Supervisors

**Position** Manufacturer



**VACANCY**

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**Profile**

Clyde

First Name

Simmons

Last Name

clydesimmons@charter.net

Email Address

4890 Bryce Dr.

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

Mobile: (775) 220-2123

Primary Phone

Business: (775) 885-8000

Alternate Phone

**Which Boards would you like to apply for?**

Airport Authority: Submitted

Question applies to Airport Authority

**Airport Authority Position I am applying for: \*** Manufacturer

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

I am employed with a manufacturer (Click Bond) residing adjacent to the airport. I would like to assure Click Bond's and other local manufacturer's interests are supported by the current and future plans for the airport and community.

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**Conflict of Interest**

Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?** Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?** Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

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Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

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Yes  No

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## Education

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

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University of Phoenix University of Redlands

**Major Subject:**

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Business and Administration

**Degree Conferred:**

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MBA (Phoenix) BSBAM (Redlands)

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

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19 years of employment in Carson City manufacturing. 19 years of experience in support of aviation manufacturing. I am a 19 year resident in the same zip code area of the airport. I am a licensed pilot. These experiences provide me with a well rounded understanding of the needs for the airport, local manufacturers, pilots and adjoining community.

**List the community organizations in which you have participated and describe participation:**

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CASA, current volunteer. Big Brother, prior volunteer. Calvery Chapel, prior youth teacher.

**List your affiliation with professional or technical societies: \*if required for the position.**

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Upload a Resume

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## Declaration to Accept Terms & Conditions

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

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**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

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I Agree \*

**Sec. 4. Board: Number, appointment, qualifications and terms of members.**

1. The Authority is governed by the Board, which is composed of seven members appointed by the Board of Supervisors.

2. The Board of Supervisors shall appoint:

(a) Three members who represent the general public, but, except as otherwise provided in paragraph (b), not including any person described in paragraph (b) or (c). At least one of these members must be a city official selected by the Board of Supervisors and one must be a pilot who, at the time of appointment, owns and operates an aircraft based at the airport.

(b) Two members who are manufacturers and are within a 3-mile radius of the Carson City airport, but not including any person described in paragraph (c). If, after providing notice of a vacancy for the position of a member of the Board described in this paragraph, the Board of Supervisors is unable to find a qualified manufacturer to fill a position, the Board of Supervisors may appoint a member pursuant to this paragraph who represents the general public.

(c) Two members who are fixed base operators at the airport.

3. After the initial terms, the term of office of each member of the Board is 4 years. The city official who is appointed as a member of the Board is eligible for reappointment to the Board upon the expiration of his or her term. Each other member of the Board is eligible for reappointment to the Board 4 years after the expiration of his or her prior term.

(Ch. 844, [Stats. 1989 p. 2025](#); A — Ch. 439, [Stats. 1995 p. 1144](#); Ch. 16, [Stats. 2011 p. 30](#))

**Sec. 5. Board: Oath and compensation of members.**

1. Each member of the Board shall file with the Clerk of Carson City his or her oath of office.

2. The members of the Board serve without compensation, but any member may be reimbursed for expenses actually incurred by the member for travel authorized by the Board.

(Ch. 844, [Stats. 1989 p. 2025](#))

**Sec. 6. Board: Election of officers; duties of Secretary and Treasurer.**

1. The Board shall elect a Chair, Vice Chair, Secretary and Treasurer from its members. The Secretary and the Treasurer may be one person. The terms of the officers expire on July 1 of each odd-numbered year.

2. The Secretary shall keep audio recordings or transcripts of all meetings of the Board and a record of all of the proceedings of the Board, minutes of all meetings, certificates, contracts, bonds given by employees, and all other acts of the Board. Except as otherwise provided in [NRS 241.035](#), the records must be open to the inspection of all interested persons, at a reasonable time and place. A copy of the minutes or audio recordings must be made available to a member of the public upon request at no charge pursuant to [NRS 241.035](#).

3. The Treasurer shall keep an accurate account of all money received by and disbursed on behalf of the Board and the Authority. The Treasurer shall file with the Clerk of Carson City, at the expense of the Authority, a fidelity bond in an amount not less than \$10,000, conditioned for the faithful performance of his or her duties.

(Ch. 844, [Stats. 1989 p. 2026](#); A — Ch. 373, [Stats. 2005 p. 1417](#); Ch. 98, [Stats. 2013 p. 334](#))

**Sec. 7. Board: Meetings; quorum; seal.**

1. The Board shall meet regularly at a time and in a place designated by the Board. Special meetings in an emergency may be held after notice to each member.

2. A majority of the members constitute a quorum at any meeting.

3. The Board shall adopt a seal.

(Ch. 844, [Stats. 1989 p. 2026](#))

**Sec. 8. Board: Compliance with certain laws.** The Board shall comply with the provisions of the Nevada Ethics in Government Law, [NRS 241.020](#), the Local Government Purchasing Act and the Local Government Budget and Finance Act.

(Ch. 844, [Stats. 1989 p. 2026](#); A — Ch. 374, [Stats. 2001 p. 1829](#))

**Sec. 9. Board: General powers.** The Board may:

1. Acquire real and personal property by gift or devise for the purposes provided in this act.

2. With the approval of the Board of Supervisors:

(a) Acquire real and personal property by purchase or lease for the purposes provided in this act.

(b) Except as otherwise provided in this paragraph, lease, sell or otherwise dispose of any property. If the Board sells or otherwise disposes of real property, the sale or other disposal must be made by public auction.



3. Recommend to the Board of Supervisors any changes in the laws governing zoning necessary to comply with the regulations of the Federal Aviation Administration or to limit the uses of the area near the airport to those least affected by noise.

4. Use, in the performance of its functions, the officers, employees, facilities and equipment of Carson City, with the consent of Carson City and subject to such terms and conditions as may be agreed upon by the Board and the Board of Supervisors.

5. Provide emergency services for the Authority.

6. Contract with any person, including any person who transports passengers or cargo by air, to provide goods and services as necessary or desirable to the operation of the airport. Any contract between the Board and a fixed base operator must be submitted for approval by the Board of Supervisors.

7. Employ a manager of the airport, fiscal advisers, engineers, attorneys and other personnel necessary to the discharge of its duties.

8. Apply to any public or private source for loans, grants, guarantees or other financial assistance.

9. Establish fees, rates and other charges for the use of the airport.

10. Regulate vehicular traffic at the airport.

11. Adopt, enforce, amend and repeal any rules and regulations necessary for the administration and use of the airport.

12. Take such other action as is necessary to comply with any statute or regulation of this State or of the Federal Government.

(Ch. 844, [Stats. 1989 p. 2026](#); A — Ch. 381, [Stats. 2005 p. 1417](#); Ch. 496, [Stats. 2005 p. 2680](#))

October 2020

April 1, 2019

Linda Law  
Chairman, Carson City Airport Authority Board

Dear Linda,

It is with regret that I inform you that I will be resigning from the Carson City Airport Authority Board effective April 19, 2019. I have accepted a position as Vice President Human Resources for the Reno Tahoe Airport Authority effective April 22, 2019.

I informed my employer and will be transitioning my duties with a termination date of April 19, 2019. Click Bond will be presenting a candidate to succeed my role as the manufacturing representative on the board.

It has been a pleasure to work with you, the board, and the airport manager since my appointment in October of 2016. I am proud of the accomplishments we have made and look forward to seeing the results of the new master plan update.

Sincerely,

Larry Harvey  
Vice President Human Resources & Risk Management

