

Hem # 4-6

**City of Carson City
Agenda Report**

Date Submitted: April 24, 2007, 2007

Agenda Date Requested: May 3, 2007

Time Requested: Consent Agenda

To: Mayor and Board of Supervisors
Carson City Airport Authority

From: Development Services, Planning Division

Subject Title: Action to approve the Carson City Airport Authority protocol for signing Planning Commission applications for airport development projects.

Staff Summary: The Airport Authority on April 18, 2007 adopted a protocol policy for signing Planning Commission applications for airport development projects. Board of Supervisors approval of said protocol policy is requested.

Type of Action Requested:

Resolution Ordinance
 Formal Action/Motion Other

Does This Action Require A Business Impact Statement: Yes No

Planning Commission Action: N/A

Recommended Board Action: I move to approve the Carson City Airport Authority protocol policy for signing Planning Commission applications for airport development projects.

Explanation for Recommended Board Action: The Board is the ultimate authority recognized by the F.A.A for actions involving the airport.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: 1) Refer the matter back to the Airport Authority for further review
2) Deny

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Supporting Material: Protocol Policy
Supporting Staff Memo

Prepared By: Donna Fuller, Administrative Services Manager

Reviewed By: _____ Date _____

(Steve Lewis, Chairman, C.C.A.A.)

Walter Sullivan
(Walter Sullivan, Planning Director)

Date: 4/23/07

Date: 4/23/07

(Larry Werner, Development Services Director/City Engineer)

Larry Werner
(Larry Werner, City Engineer)

Date: 4/23/07

(Linda Ritter, City Manager)

Linda Ritter
(District Attorney's Office)

Date: 4-24-07

Board Action Taken: _____

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL
DEVELOPMENT SERVICES

TO: Board of Supervisors

FROM: Walter Sullivan, *W.S.*
Airport Authority Member and Planning Director

DATE: May 3, 2007

SUBJECT: Planning Commission Application Form, Property
Owner Signature

Please be advised that the Carson City Airport Authority at their meeting in April 2007 adopted a protocol for signing Planning Commission applications with regard to property owner. The Authority adopted the following sequence in their protocol:

Chairman

Vice Chairman

Secretary-Treasurer

Authority member with most seniority and name starting in 'A'

In the past the Planning Commissioner, the City Manager, the Airport Manager and two lessees have signed as property owner.

This issue was brought up at a recent meeting to have a consistent protocol on signing Planning Commission applications as the property owner. Since the Airport Authority is the City's manager of operations and maintenance, it is best felt that the above sequence is followed for signing as property owner for Planning Commission applications.

WAS/rmj

From: Walter Sullivan
To: "Collie Hutter"; "Gary Handelin"; "Steve Lewis"; Staub, Richard; Weaver, Neil; Weaver, Yvon
Date: 4/11/2007 12:52:18 PM
Subject: Appeal and Signing Protocol

Airport Authority Members and Airport Manager:

The Planning Division received an appeal from Mr. Vaccaro on Monday, 4-09-07, regarding the hanger special use permit for Mr. Gonzales. The appeal will be handled by Jennifer Pruitt and myself. We will review the appeal to insure it complies with CCMC Title 18 requirements. Mr. Vaccaro was informed that issues involving the Airport Authority should be sent to the City Manager or the Mayor for Board of Supervisor discussion. The appeal being handled by the Planning Division will involve CCMC Title 18 issues only.

On another topic, the Airport Authority has no specific protocol for who should sign Special Use Permit applications or for that matter, subdivision applications condominiumizing of hanger units (IE: planning commission permits appearing before the Planning Commission). At this point, I would think the Chairman, then Vice Chairman, then the Treasurer, in that order, would be appropriate unless there is some type of appearance of or conflict of interest, and if not the Airport Authority, then the City Manager. Since there is a pending application for review by the Planning Commission, the Authority should soon adopt a policy which sets forth the protocol and this policy should also be sent to and approved by the Board of Supervisors as well. In the past, SUP applications have been signed by: the lessee's themselves (2), by the City Manager (1), and by the Airport Manager (1). We do need a consistent protocol of this matter.

CC: "Clague, Jim"; Ritter, Linda; Tackes, Steve

From: "Steve Lewis" <steve@sterling-air.com>
To: "Walt Sullivan" <wsullivan@ci.carson-city.nv.us>
Date: 4/20/2007 4:56:15 PM
Subject: AIRPORT AUTHORITY

Hi Walt. Sorry I missed your call earlier. Yes, please forward the Authority's action on the protocol for Planning Department issues on to the BOS for their ratification. Sets our action in stone and hopefully puts everyone on the same page. Thanks, Steve

Steven W. Lewis
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