

Item # 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:**

- |                                                          |                                    |
|----------------------------------------------------------|------------------------------------|
| <input type="checkbox"/> Resolution                      | <input type="checkbox"/> Ordinance |
| <input checked="" type="checkbox"/> Formal Action/Motion | <input type="checkbox"/> 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

**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* Date: 4/23/07  
(Walter Sullivan, Planning Director)  
\_\_\_\_\_  
(Larry Werner, Development Services Director/City Engineer)  
*Linda Ritter* Date: 4/23/07  
(Linda Ritter, City Manager)  
*Melanie Bunketta* Date: 4-24-07  
(District Attorney's Office)

**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, <sup>WS</sup>  
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 their is some type of appearance of or conflict of interest, and if not the Airport Authority, then the City Manager. Since their 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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