

## STAFF REPORT FOR PLANNING COMMISSION MEETING OF MAY 31, 2023

FILE NO: LU-2023-0151

AGENDA ITEM: 13.D

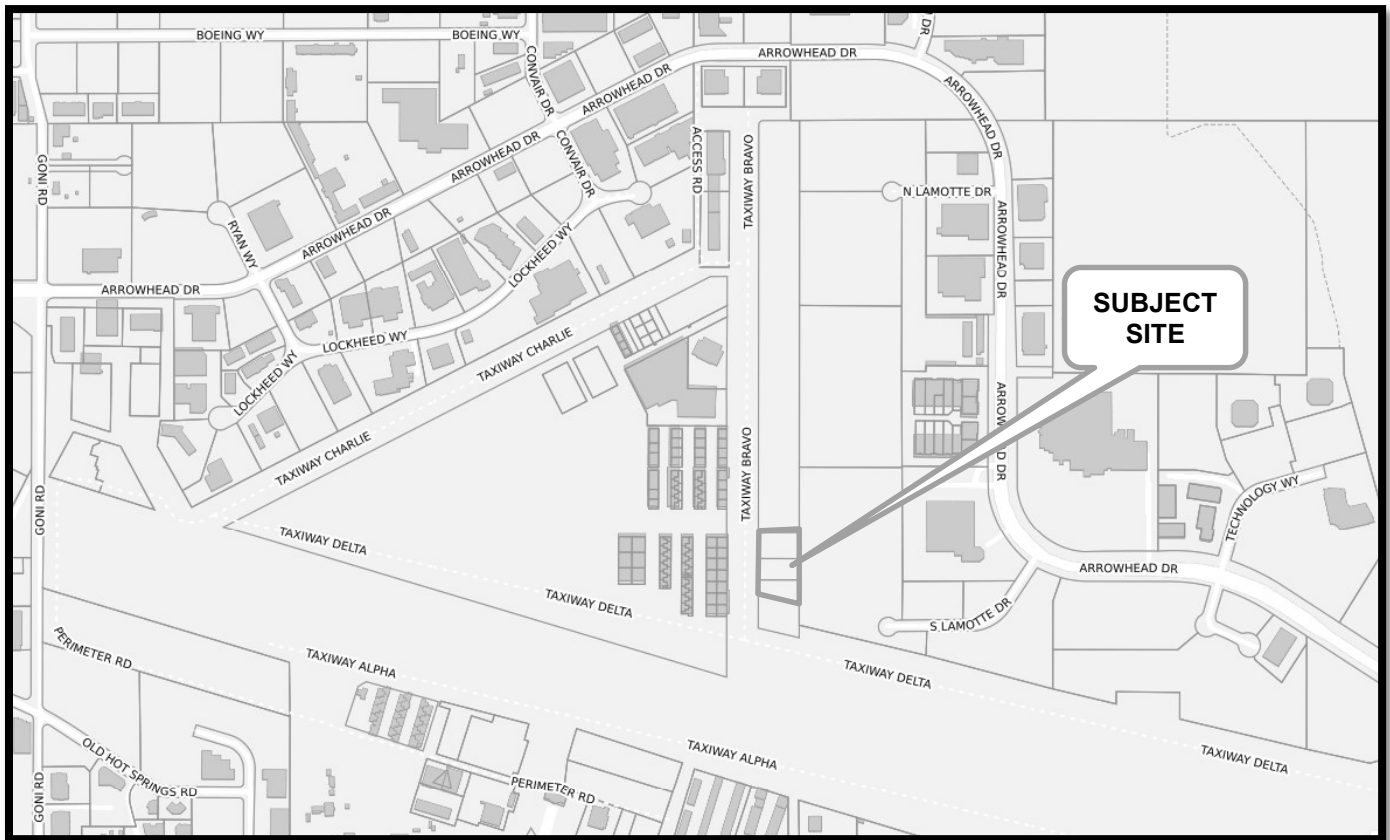
STAFF CONTACT: Heather Manzo, Associate Planner

**AGENDA TITLE:** For Possible Action: Discussion and possible action regarding a request from Arrowhead Tenant, LLC ("Applicant") for a special use permit ("SUP") to allow for the construction of three hangars on leased parcels at the Carson City Airport zoned Public Regional ("PR"), located at 2600 College Parkway, but accessed from Arrowhead Drive, Assessor's Parcel Number ("APNs") 005-021-14, -15 and -16 located within APN 005-011-01. (Heather Manzo [hmanzo@carson.org](mailto:hmanzo@carson.org))

**Staff Summary:** The Applicant is proposing to construct three aircraft hangars ranging between 6,400 and 10,000 square feet in size on leased parcels within the Carson City Airport on the east side of Taxiway Bravo. Per Carson City Municipal Code ("CCMC") 18.04.185, a use may only be established in the "PR" zoning district subject to a special use permit. The Planning Commission is authorized to approve a special use permit.

**PROPOSED MOTION:** "I move to approve special use permit LU-2023-0151, based on the ability to make all findings and subject to the conditions of approval contained in the staff report."

### VICINITY MAP:



**RECOMMENDED CONDITIONS OF APPROVAL:**

1. All development shall be substantially in accordance with the development plans approved with this application, except as otherwise modified by these conditions of approval.
2. All on and off-site improvements shall conform to City standards and requirements.
3. The Applicant shall meet all the conditions of approval and commence the use for which this permit is granted, within 12 months of the date of final approval. A single, one-year extension of time may be granted if requested in writing to the Planning Division of the Carson City Community Development Department ("Planning Division") at least 30 days prior to the one-year expiration date. Should this permit not be initiated within one-year, and no extension granted, the permit shall become null and void.
4. The Applicant must sign and return the Notice of Decision for conditions for approval within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
5. The Applicant shall submit a copy of the Notice of Decision, conditions of approval, and explanation of how the request addresses each condition with the building permit application.
6. The hangars shall not be used for repairs of motors or other operations using flammable or combustible liquids.
7. Prior to the issuance of each building permit, the Applicant shall demonstrate that each of the hangar buildings meet a minimum five foot side setback on the north and south lot lines and a minimum 36 foot setback from the east property line. The setback for the west lot line is determined by the Taxiway Object Free Area.
8. Prior to the issuance of a site improvement permit, the Applicant shall submit a landscape and irrigation plan consistent with the Carson City Development Standards, Division 3 – Landscaping, to the approval of the Carson City Airport Manager and Planning Division.

**LEGAL REQUIREMENTS:** CCMC 18.02.050 (Review); 18.02.080 (Special Use Permits) and 18.04.085 (Public Regional).

**MASTER PLAN DESIGNATION:** Public/Quasi-Public

**ZONING:** PR

**KEY ISSUES:** Will the proposed development be consistent with the airport and the surrounding area and in keeping with the standards of CCMC?

**SURROUNDING ZONING AND LAND USE INFORMATION:**

NORTH: PR – Carson City Airport  
EAST: Industrial – Vacant land  
SOUTH: PR – Carson City Airport fueling station  
WEST: PR – Carson City Airport taxiway and airplane hangars

**ENVIRONMENTAL INFORMATION:**

FLOOD ZONE: X Shaded (areas of minimal flooding)

SLOPE/DRAINAGE: Project area is flat

SEISMIC ZONE: The closest fault is over 500 feet away

**SITE DEVELOPMENT INFORMATION:**

PARCEL AREA: Three parcels totaling 1.7 acres within the ±265 acre airport property

EXISTING PRIMARY USE: Airport

PROPOSED STRUCTURE SIZE: 3 hangars totaling 26,400 square feet

REQUIRED SETBACKS: Established by the SUP

VARIANCES REQUESTED: None

**DISCUSSION:**

The subject site is approximately 1.7 acres in size, zoned PR, and is located internal to the Carson City Airport property on the east side of Taxiway Bravo with access from Arrowhead Drive. The project proposes construction of three aircraft storage hangars, two of which are 10,000 square feet and the third hangar would be 6,400 square feet in size. The design of the hangars will be consistent with other hangars located throughout the airport site. Comments received from the Carson City Airport note that landscaping internal to the airport property poses potential hazards by attracting wildlife to areas where aircraft operate. CCDS Division 3 allows the Director to approve alternative landscape plans. Per CCMC 18.04.185, a use within the PR zone must be approved by SUP. Per CCMC 18.02.080, the Planning Commission has the authority to approve a SUP upon making each of the seven required findings in the affirmative.

**PUBLIC COMMENTS:**

Public notices were mailed to 358 property owners and 260 mobile homeowners within 900 feet of the subject site on May 17, 2023. As of the date of writing of this report, staff received a public comment which has been provided for Commission consideration. Additional comments that are received after this report is completed will be submitted to the Planning Commission prior to or at the meeting on May 31, 2023 depending on the date of submission of the comments to the Planning Division.

**OTHER CITY DEPARTMENTS OR OUTSIDE AGENCY COMMENTS:**

Plans were routed to commenting agencies and the following comments were received. Comments have been incorporated into the conditions of approval as appropriate.

**Carson City Public Works Department, Engineering Division (“Development Engineering”):**

Development Engineering has reviewed the application within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 18.02.080, Conditional Uses.

Development Engineering has no preference or objection to the special use request provided that the following conditions are met:

- The applicant must provide documentation of a legal right to extend utilities across the lease parcels, prior to the issuance of a construction permit.

Development Engineering offers the following discussion:

CCMC 18.02.080(5)(a) - Master Plan

The request is not in conflict with any Engineering Master Plans.

CCMC 18.02.080(5)(b) – Use, Peaceful Enjoyment, Economic Value, Compatibility

Development Engineering has no comment on this finding.

CCMC 18.02.080(5)(c) - Traffic/Pedestrians

The proposed Project will have little or no detrimental effect on vehicular or pedestrian traffic in the area.

CCMC 18.02.080(5)(d) - Public Services

The subject property is managed by Carson City Airport Authority. The existing sewer main proposed to be connected to is approximately 10-20% full (d/D) and has adequate capacity. There are adequate water and stormwater drainage facilities in this area. A drainage study will be required at the time of permit. The study will need to reference compliance with the Airport Drainage Masterplan that has been established for the overall airport property.

The impact to city water, sewer, and storm water infrastructure this project will have is minimal and services are available to serve this development.

CCMC 18.02.080(5)(e) – Title 18 Standards

Development Engineering has no comment on this finding.

CCMC 18.02.080(5)(f) – Public health, Safety, Convenience, and Welfare

The project meets will meet engineering standards for health and safety. The closest earthquake fault is over 500 feet away. The property is in the Federal Emergency Management Agency (FEMA) Unshaded X zone, so there are no special flood requirements. The site is developed and the site slope is minimal.

CCMC 18.02.080(5)(g) – Material Damage or Prejudice to Other Property

Development Engineering has no comment on this finding.

CCMC 18.02.080(5)(h) – Adequate Information

The plans and reports provided were adequate for this analysis.

**Fire Department:**

The Carson City Fire Department offers the following, all of which will need to be addressed at the time of building permit:

1. The project must comply with the 2018 International Fire Code (IFC) and northern Nevada Fire Code amendments as adopted By Carson City.
2. The hangers shall be provided with an approved automatic fire suppression system.
3. Fire extinguishers shall be provided in accordance with NFPA 10 and the International Fire Code.
4. The Fire Department Connection (FDC) for the automatic fire sprinkler system shall be provided within 100 feet of a fire hydrant.
5. The hangers shall not be used for repairs of motors or other operations using flammable or combustible liquids.
6. Exterior addressing shall be approved by the Fire Department.
7. A Knox Box or Fire Department approved equipment shall be provided for each hanger.



**FINDINGS:** Staff's recommendation is based upon the findings as required by CCMC 18.02.080 (Special Use Permits) enumerated below and substantiated in the public record for the project.

**1. Will be consistent with the master plan elements.**

The subject property is in the Public/Quasi-Public (PQP) master plan designation. The PQP designation is intended for schools, government offices, community centers, fire stations, airports, libraries, hospitals, and other similar uses. The proposed project is consistent with the intent of the PQP master plan designation as it is located on the Carson City Airport property and the requested hangar buildings are associated with the airport operations.

**2. Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and will cause no objectionable noise, vibrations, fumes, odors, dust, glare, or physical activity.**

The proposed aircraft hangars are associated with the primary airport operations. The proposal will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or neighborhood.

**3. Will have little or no detrimental effect on vehicular or pedestrian traffic.**

The construction of aircraft hangars will not create a detrimental effect on vehicular or pedestrian traffic. There will be no change to traffic patterns and all operations related to the hangars will occur on the airport property.

**4. Will not overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage, and other public improvements.**

The proposed aircraft hangars will not create a detrimental effect nor overburden or create a demand on public services or facilities. It will provide for the storage of aircraft being housed on the airport property.

**5. Meets the definition and specific standards set forth elsewhere in this title for such particular use and meets the purpose statement of that district.**

The primary purpose of the Public Regional zoning (CCMC 18.04.185) is to accommodate federal, state, and city facilities and uses whose main purpose is to sustain wide regional needs. The construction of a snow removal equipment storage building is consistent with this purpose as it is serving the Carson City Airport. Per CCMC 18.04.185 the use may only be established or modified subject to a special use permit. In the PR zoning district, setbacks and heights are determined as part of the special use permit. This project proposes a 75.5 foot setback from the taxiway lane, a 31.8 foot setback from the north lease line, a 12.2 foot setback from the south lease line, and a 36 foot setback from the east property line where the project abuts a privately owned parcel. The application proposes a five-foot setback between proposed hangar buildings and the lease parcel line. As conditioned, the project will meet the definition and specific standards set forth in Title 18.

Comments received from the Carson City Airport note that operations internal to the airport site are unique. The site is not visible from public rights of way and while living landscape material is customary with new development projects, the inclusion of landscaping adjacent to the taxiways will provide no community benefit and may become a hazard by attracting wildlife to the area. According to the Federal Aviation Administration (FAA), landscaping should be avoided on airport property. The comments

acknowledge that there is a benefit to landscaped areas to beautify the property as visible from street frontages, however in this case it is recommended to exclude living landscape area from this project. CCDS Division 3 allows the Director to approve alternative landscape plans when justified. For this project, it is recommended that any areas not proposed for development with impermeable surface be treated with landscape rock or an approved mulch surface, to the approval of the Airport Manager.

**6. Will not be detrimental to the public health, safety, convenience, and welfare.**

The building will be located on the airport property for the purposes of housing private aircraft within hangars. This use will not be detrimental to the public health, safety, convenience and welfare.

**7. Will not result in material damage or prejudice to other property in the vicinity.**

The project is proposed at the Carson City Airport and includes the construction of three airplane hangars and will not result in material damage or prejudice to other property in the vicinity. The Airport Authority and Board of Supervisors have approved the development of the hangars at the site.

**Attachments:**

Public Comment  
Application LU-2023-0151

Cecilia Rice

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**From:** jeanne larson <jmlarson45@gmail.com>  
**Sent:** Monday, May 22, 2023 7:56 AM  
**To:** Planning Department  
**Subject:** Airport Expansion

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

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Your notice does not state a purpose for this expansion, therefore I am assuming it is to bring in junkets for the casinos. Surely more people cannot afford private plans for entertainment/recreation and definitely not for commuting to their jobs.

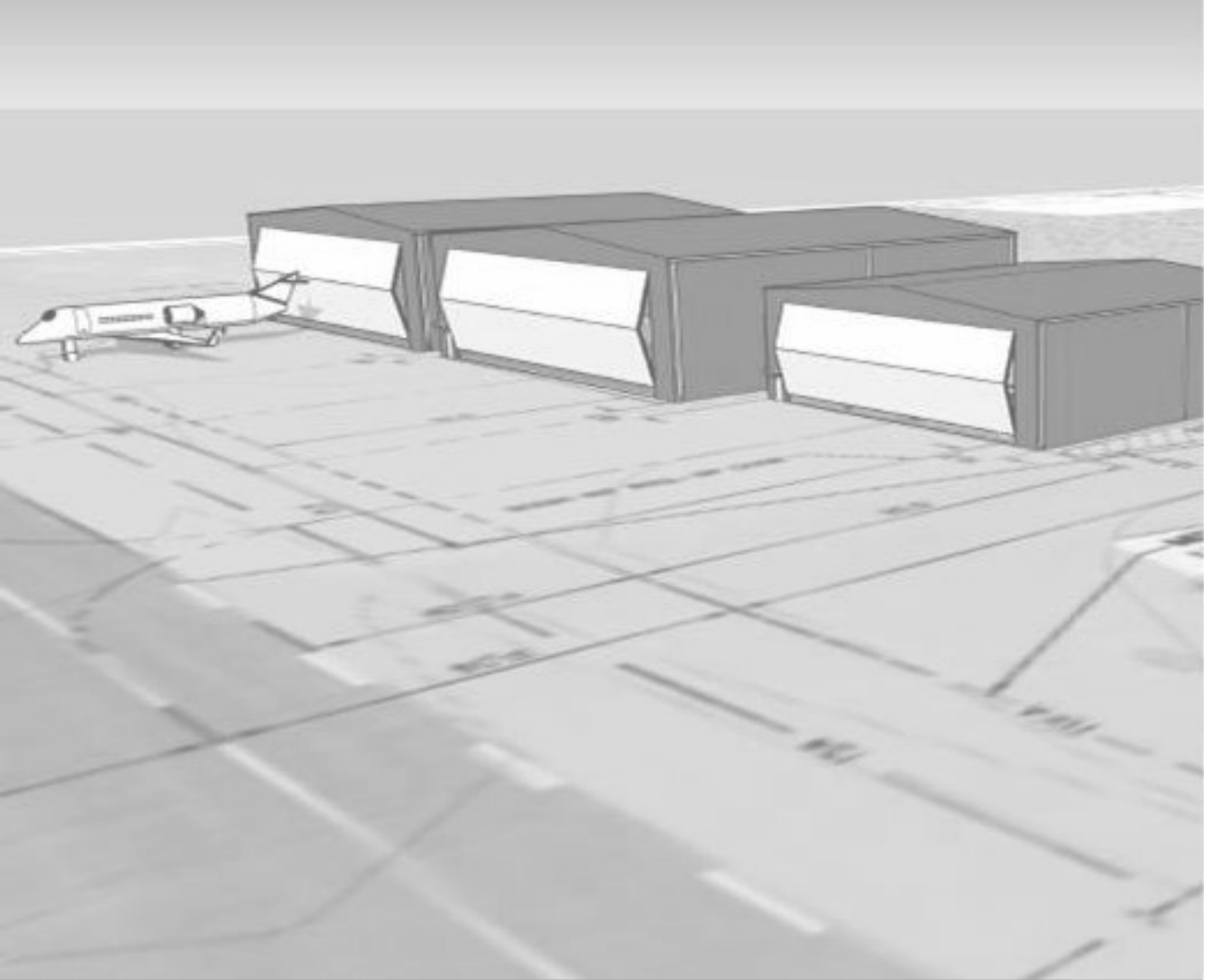
We already suffer from air and noise pollution so I am definitely not in favor of this idea.

Jeanne Larson  
22 Crown Point Drive  
Comstock Village

# ARROWHEAD TENANT AIRCRAFT HANGARS

Special Use Permit

April 2023



Prepared For:

**ARROWHEAD TENANT, LLC**

1900 Manzanita Lane Reno, NV 89509

Prepared By:



**Manhard.**  
CONSULTING

241 Ridge Street, Suite 400 Reno, NV 89501

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## APPENDICES

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- Special Use Permit Application & Master Plan Policy Checklist
- Site Plan/Plan Set
- Building Elevation Drawings and Floor Plans
- Carson City Airport Authority agenda, staff report, and minutes from November 16, 2022
- Carson City Board of Supervisors agenda, staff report, and minutes from December 15, 2022
- Project Impact Reports- Water, Sewer Drainage, Traffic
- MPR letter from March 7, 2023 MPR meeting

## PROJECT LOCATION

The project site is comprised of 3 lease parcels, totaling +/- 1.7 acres, located at the Carson City Airport, 2600 College Parkway (APN 005-011-01). The lease parcels, APNs 005-021-14 (.4893 acres), 005-021-15 (.5387 acres) and, 005-021-16 (.6705 acres), are located at the northeast corner of Taxiway Bravo and Taxiway Delta within the Airport.

**Figure 1: Project Location**



-  Carson City Airport Parcel
-  Lease Parcels

## EXISTING CONDITIONS

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The proposed project site is currently undeveloped and is surrounded by undeveloped airport land to the north, undeveloped land to the east, airport fueling station to the south, and airport hangars to the west. The property has an existing Master Plan designation of Public/Quasi-Public and is zoned Public Regional (PR).

The Carson City Airport Authority reviewed and approved the proposed hangar project and associated lease agreement on November 16, 2022 and the lease agreement was reviewed and approved by the Carson City Board of Supervisors on December 15, 2022 to become effective.

Please see attached:

- Carson City Airport Authority agenda, staff report, and minutes from November 16, 2022
- Carson City Board of Supervisors agenda, staff report, and minutes from December 15, 2022

**Figure 2: Surrounding Property Designations**

Direction	Current Zoning	Master Plan	Current Land Use
North	Public Regional	Public/Quasi-Public	Airport: undeveloped
East	General Industrial	Industrial	Undeveloped
South	Public Regional	Public/Quasi-Public	Airport: Fuel station
West	Public Regional	Public/Quasi-Public	Airport: Hangars

## MASTER PLAN AND ZONING DESIGNATIONS

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The project site has a Master Plan designation of **Public/Quasi-Public** and is zoned **Public Regional (PR)**, as shown in Figures 3 and 4 below.



Figure 3: Master Plan Designation: Public/Quasi-Public

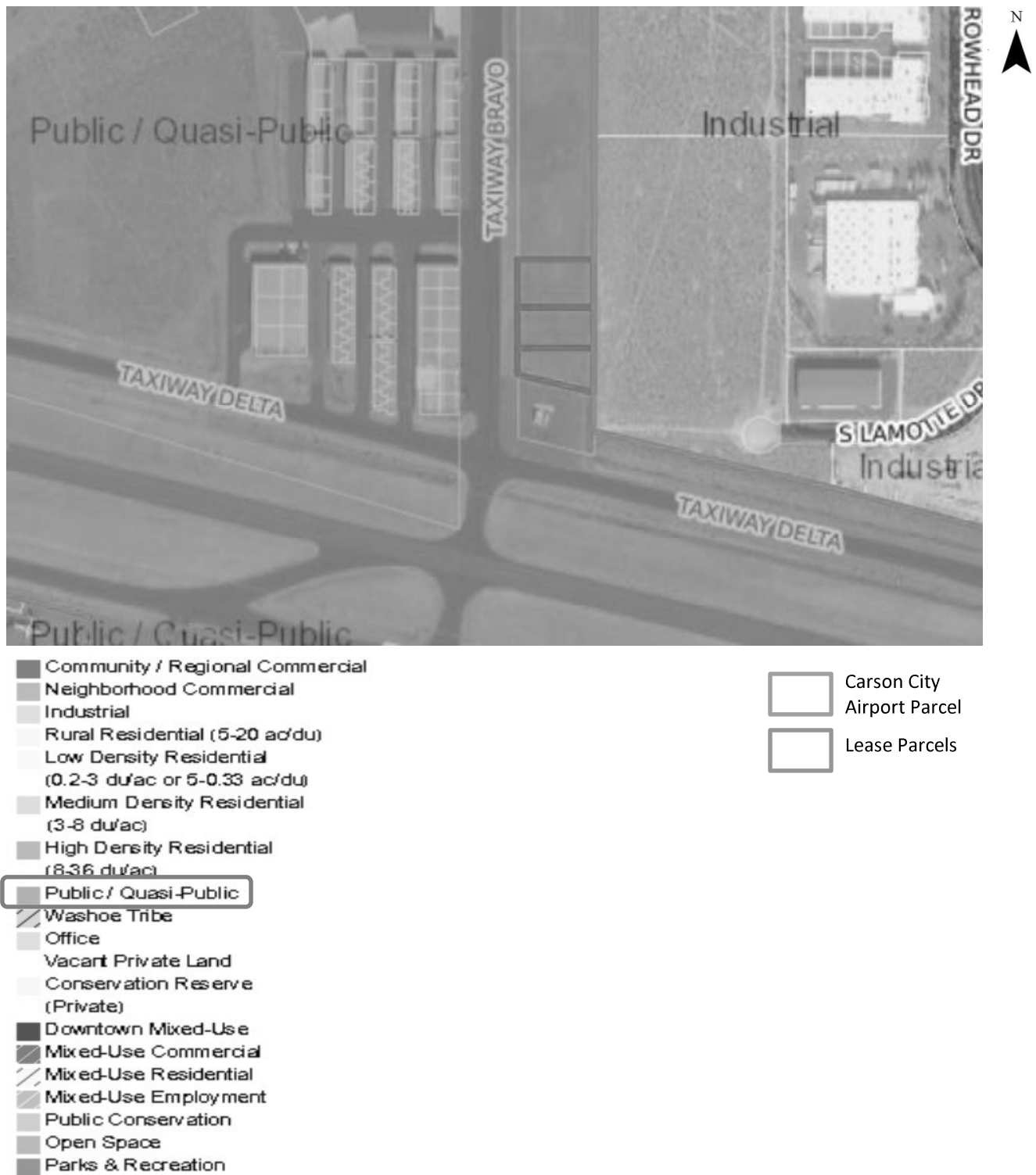
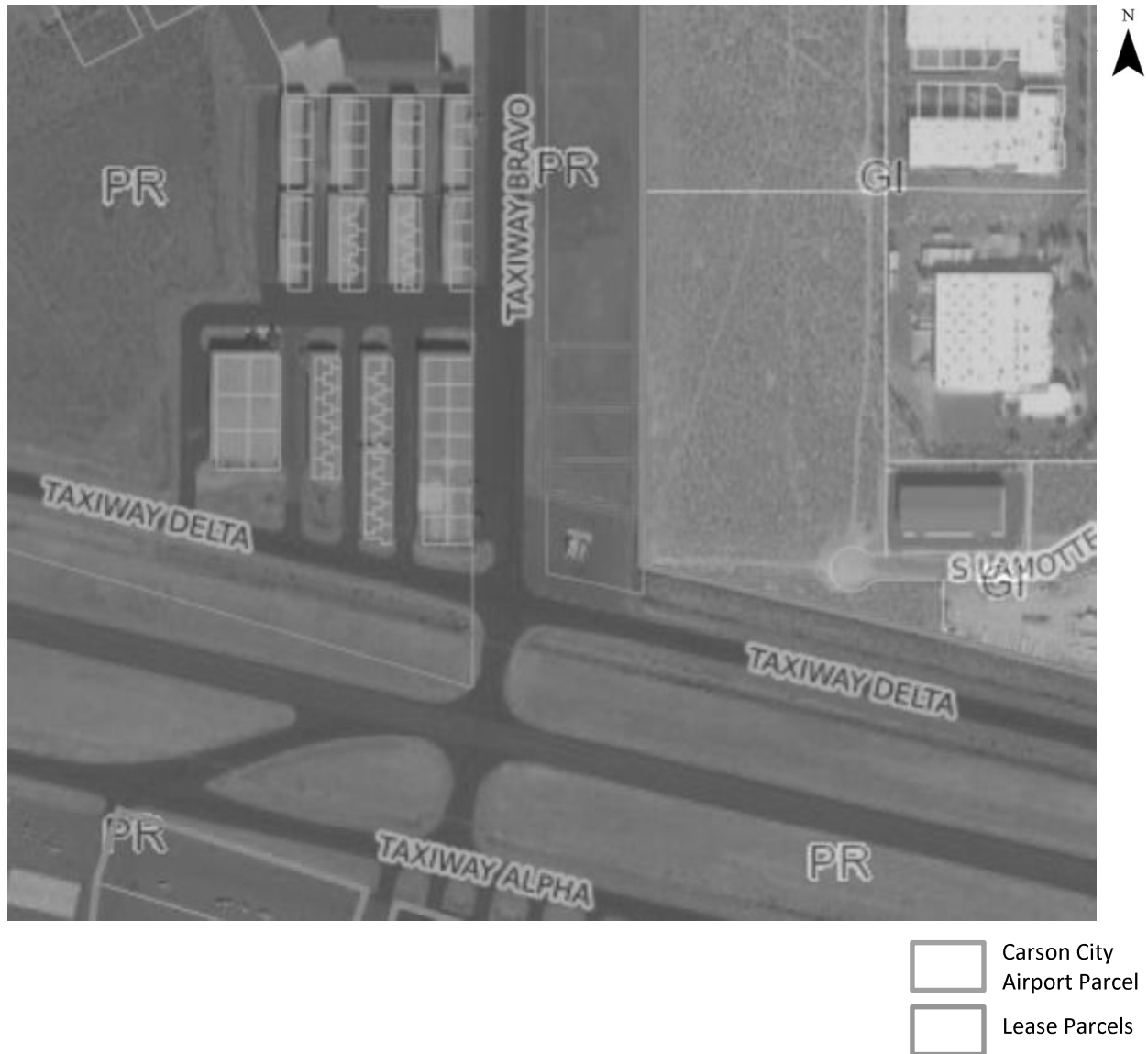




Figure 4: Zoning Designation: Public Regional (PR)



## APPLICATION REQUEST

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The enclosed application is a request for:

- 1) A **Special Use Permit** to establish the airport hangar use within the Public Regional (PR) zoning district.

## PROJECT DESCRIPTION

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The Arrowhead Tenant Aircraft Hangars project proposes 3 aircraft storage hangars with associated pavement and infrastructure improvements on 3 lease parcels totaling 1.7 acres at the Carson City Airport. Each hangar will be constructed on a separate lease parcels and is designed to store one aircraft. Please see the Conceptual Site Plan (Figure 6) below.

The Carson City Airport Authority reviewed and approved the proposed hangar project and associated lease agreement on November 16, 2022. Following Carson City Airport Authority approval, the lease agreement was reviewed, approved, and became effective by the Carson City Board of Supervisors on December 15, 2022.

The development of additional hangar space is included as a policy in the Carson City Airport Master Plan to provide an adequate, safe, and reliable airport facility which meets the needs of the area. The hangars will be designed with typical day use services and amenities such as a restroom and kitchenette. These will be for use by the pilots and passengers and other hangar users.

The attached elevations show two different size hangar buildings with complementary exteriors. The color and materials of the proposed buildings will be compatible with adjacent buildings. The building area, building height, and lease parcel size for each hangar is included in Figure 5.

**Figure 5: Proposed Building Area, Height (Ridge Elevation), and Lease Parcel Areas**

Hangar	APN	Building Area	Building Height	Parcel Size
<b>A</b>	005-021-14	6,400 sq. ft.	30' 4"	21,313 sq. ft.
<b>B</b>	005-021-15	10,000 sq. ft.	37' 2"	23,485 sq. ft.
<b>C</b>	005-021-16	10,000 sq. ft.	37' 2"	29,206 sq. ft.

### Development Standards and Regulations

The CCMC does not establish minimum development standards in the PR zoning designation. Instead, standards are determined by Special Use Permit (SUP). The Carson City Airport is an existing use and the hangars are proposed to continue and enhance to existing airport use. The proposed project will be developed in accordance with Airport Authority regulations and approvals.



CCMC Section 19.02.020.030(H)(2) *Airport Rules and Regulations* require that “fixed base operators desiring to provide aircraft storage hangars shall lease sufficient property to accommodate the development proposal.” As previously mentioned, the lease agreement was reviewed and approved by the Carson City Airport Authority on November 16, 2022, and the lease agreement was reviewed and approved by the Carson City Board of Supervisors on December 15, 2022 to become effective.

**Figure 6: Development Standards**

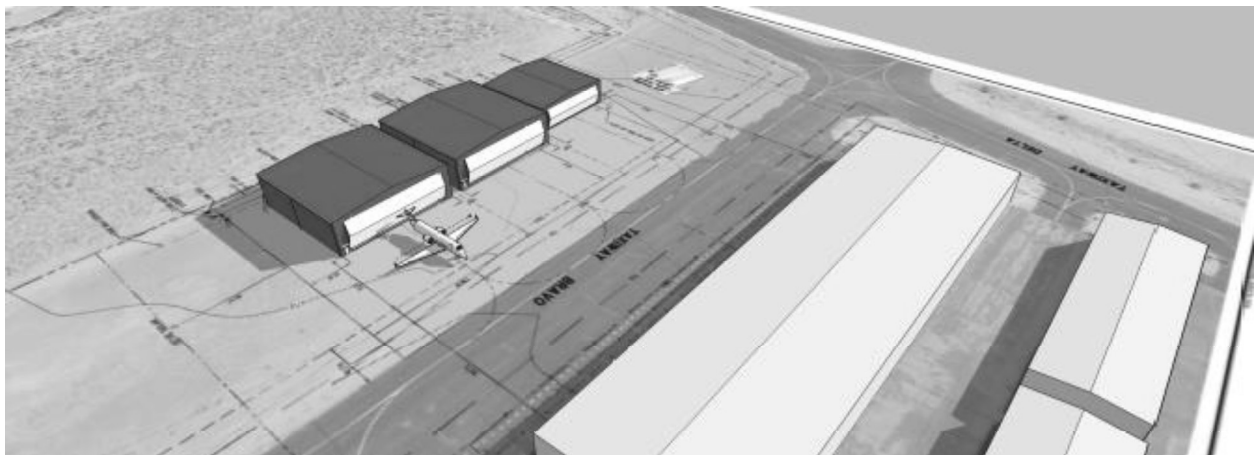
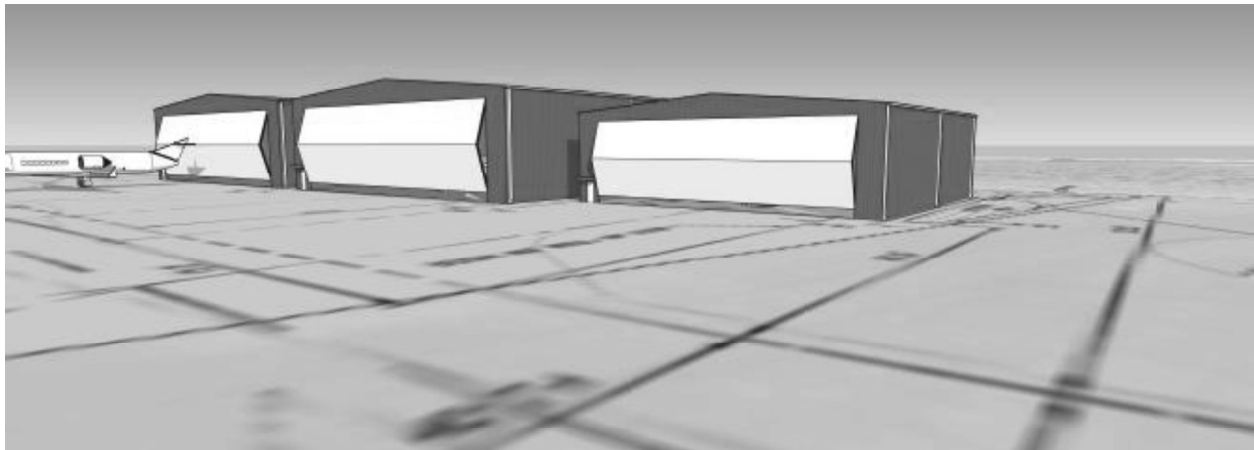
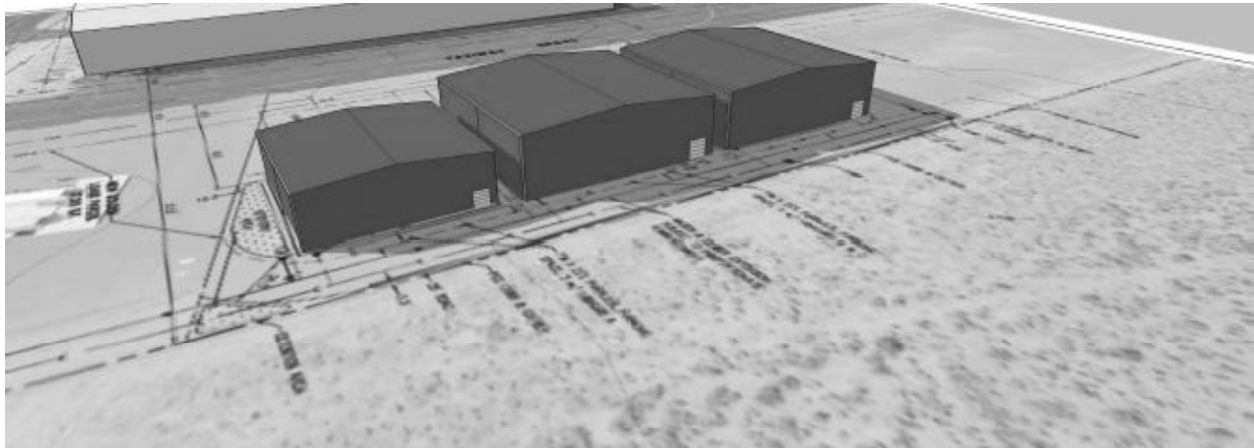
Development Standard	Proposed
<b>Minimum Area</b>	N/A - existing lease parcel sizes range from .4893 to .6705 acres
<b>Front Setback</b>	As shown, 117 ft. from the property line and 75 ft. from the Taxiway Safety Area
<b>Side Setback</b>	5 ft.
<b>Rear Setback</b>	As shown, 36 ft.
<b>Height</b>	As shown, +/-30' 4" and 37' 2". to ridgeline



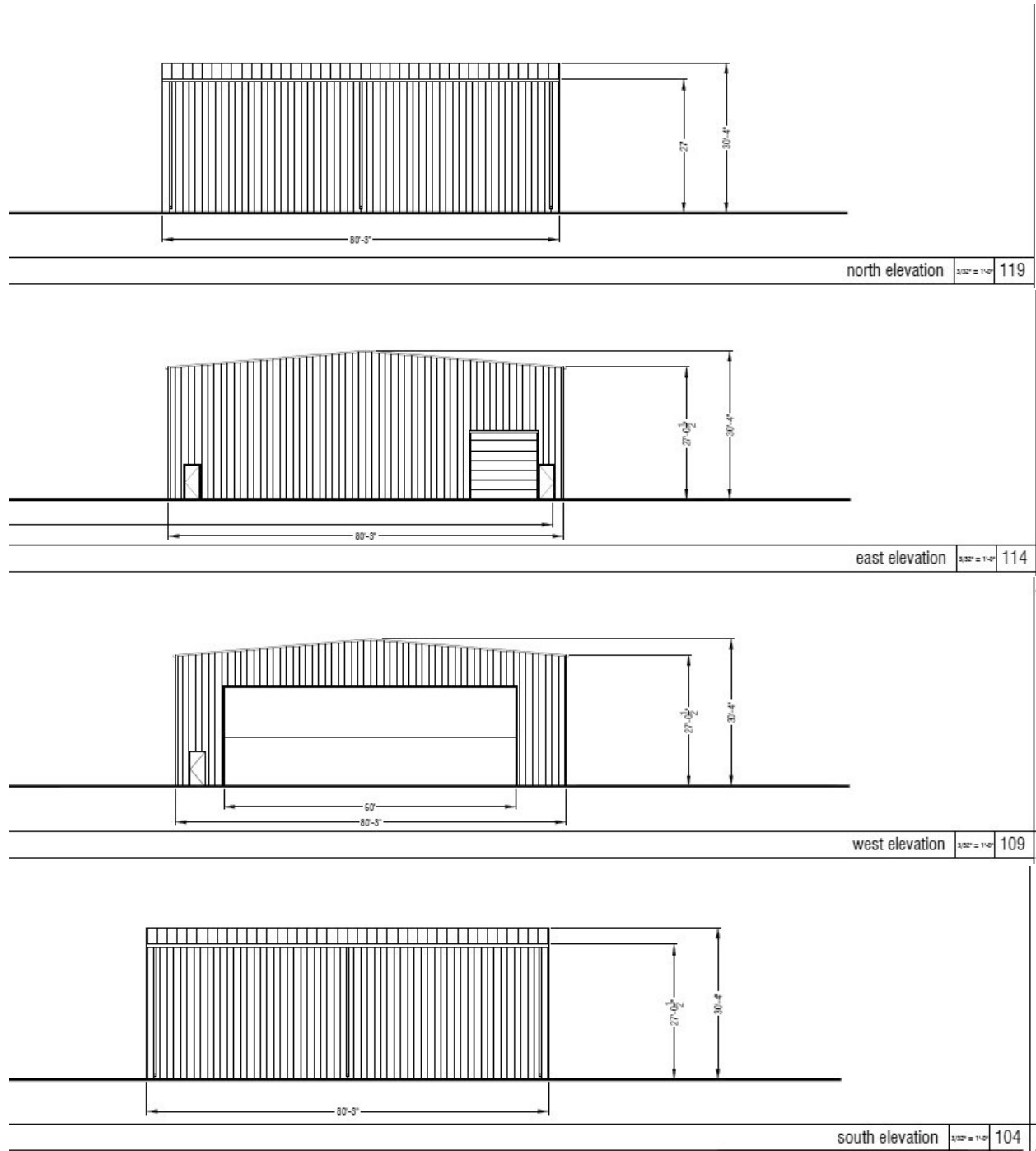
[illegible]

—— TSA —— TAXIWAY SAFETY AREA  
- - TOFA - - TAXIWAY OBJECT FREE AREA

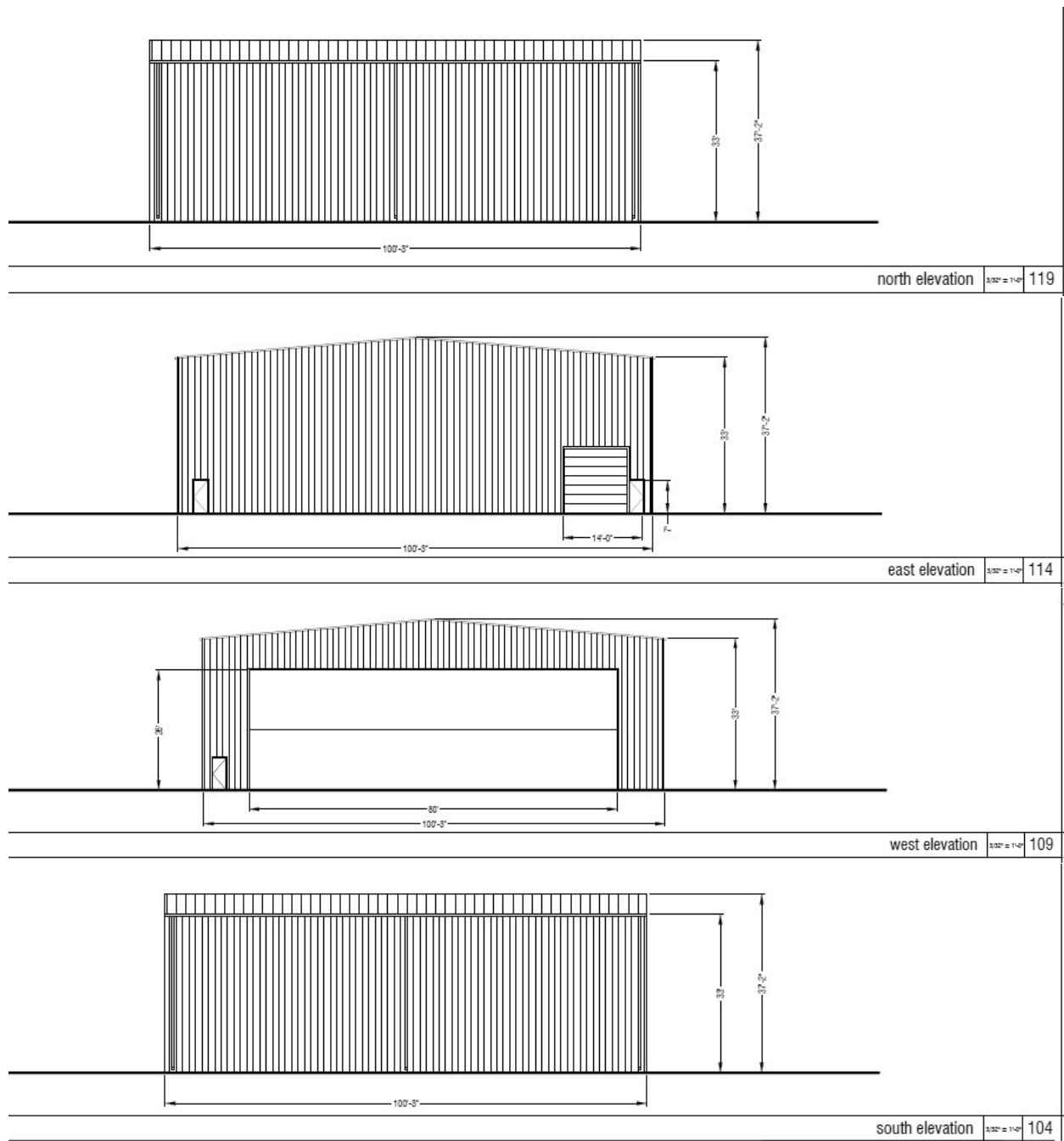
**Figure 8: Conceptual Renderings – full size/scale included with application package**



**Figure 9: Elevations (Hangar A)– full size/scale included with application package**



**Figure 9: Elevations, cont. (Hangars B & C)**



## Landscaping

Landscaping is provided at the Carson City Airport in designated areas, so that it does not attract wildlife and impact the airport use. There is existing landscaping at the Airport entrance on College Parkway and the Airport has a proposed parking lot project that will include landscaping. As with similar airport developments, and at the request of the Carson City Airport, there is no new landscaping proposed. A

detention area is proposed along the south and southeast corner of the site in accordance with airport regulations.

### **Access**

Primary access to Carson City Airport is from College Parkway with additional access from Arrowhead Drive. A taxiway or taxilane of at least sixty (60) feet in width is required to be improved to provide access to all units. Access to the proposed hangars will be provided from the existing, improved 60-foot Taxiway Bravo.

### **Parking**

There are no parking requirements established in the CCMC for the proposed aircraft hangar use, and the use is not included in the Institute of Transportation Engineers (ITE) Parking Generation standards. CCMC Title 18, Division 2.2 includes that an alternative may be considered.

Parking is available within the hangar space and as parallel parking adjacent to each hangar, along the east side of the buildings. Hangar A provides 3 parallel spaces and Hangars B and C each provide 4 parallel spaces. Furthermore, in addition to the project site, there are 168 marked vehicular parking spaces to support facilities at the airport. There are two designated public parking lots in the area adjacent to the terminal complex and FBO maintenance hangar near Arrowhead Drive. The parking proposed on-site along with the available Airport parking is adequate for the proposed use.

### **Drainage**

The site generally slopes from north to south. Stormwater detention areas are provided along the south and southeast corner of the site. Post-development flows will be equal to pre-development conditions and drainage is designed in accordance with the airport regulations.

### **Utilities**

There is an established Carson City public utility easement south of the project area, with existing public water and sewer mains. Private water and sewer mains are proposed to extend from the public water and sewer mains, with laterals to serve each hangar. Connections for future water and sewer extensions are identified.

### **Fire Suppression**

Fire suppression will be provided in each hangar as required.

### **Traffic**

This project will generate minimal traffic associated with the use of an individual aircraft (one per hangar). Figure 10 shows the project trip generation based on trips per aircraft, obtained from the Institute of Transportation Engineers (ITE) Trip Generation Manual (9th Edition, 2012) for Land Use Code 22, General Aviation Airport. Please note that trip generation rates from the ITE Trip Generation Manual (10th Edition,





2017) were also reviewed; however, the 10th Edition Trip Generation Manual only contains trip rates per employee for the general aviation land use and were not used for this analysis since information is not known at this time.

**Figure 10: Trip Generation**

	Trip Generation Rate	Aircraft	TOTAL ADT
<b>Airport – General Aviation Airport</b>	5 (per aircraft)	3	15

## MASTER PLAN POLICY CHECKLIST

The purpose of the Master Plan Policy Checklist is to provide a list of answers that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to this SUP application. The Master Plan Policy Checklist is also attached. As this project is located within the established Carson City Airport, many of the policies related to development are not applicable. This project complies with the Master Plan and accomplishes the following objectives:

### Chapter 3: A Balanced Land Use Pattern

1. The proposed project is located within the Carson City Airport and it is served by community water and wastewater facilities as identified in the Water and Wastewater Master Plans. (1.1b)
2. The proposed project is expected to encourage water conservation efforts through low-water landscaping, low-flow fixtures, and/or other water saving devices. (1.1c)
3. The proposed project is expected to utilize sustainable building materials and construction techniques. (1.1e)
4. The site is located to be adequately served by city services including fire and sheriff services. (1.5d)
5. The proposed development is not within the 100-year floodplain or other hazardous areas. (3.3d)

### Chapter 5: Economic Vitality

1. The proposed development will help maintain and enhance the primary job base in the area. (5.1)

### Chapter 6: Livable Neighborhoods and Activity Centers

1. The proposed project is expected to utilize durable, long-lasting building materials. (6.1a)
2. The proposed development will provide appropriate height, density, and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects in accordance with the Carson City Municipal Code. (6.2a, 9.3b, 9.4a)
3. The proposed project will not require “spot” rezoning of parcels and aims to conform more closely with Carson City Master Plan designations. (9.4b)



## Chapter 7: A Connected City

1. The proposed development will not utilize Carson City roadway connections and networks because it is part of the Carson City Airport, however the existing system is consistent with the Transportation Master Plan. (11.2c)
2. The proposed development does not include pathways (other than established taxiways) through the development because it is part of the Carson City Airport. (12.1a,c)

## SPECIAL USE PERMIT FINDINGS

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This project has been designed to meet the findings established in CCMC Section 18.02.080(5):

**(a) Will be consistent with the objectives of the Master Plan elements.**

As reviewed in the Master Plan policy checklist, the project is consistent with the objectives of the Carson City Master Plan and in conformance with the existing Public/Quasi-Public Master Plan designation. Furthermore, the aircraft hangar use at the existing Carson City Airport meets the policies and intent of the Carson City Airport Master Plan.

**(b) Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and is compatible with and preserves the character and integrity of adjacent development and neighborhoods or includes improvements or modifications either on-site or within the public right-of-way to mitigate development related to adverse impacts such as noise, vibrations, fumes, odors, dust, glare or physical activity.**

The proposed aircraft hangar use is at the existing Carson City Airport and will not change the existing use or impacts of the site. Therefore, the project will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and is compatible with and preserves the character and integrity of adjacent development and neighborhoods.

**(c) Will have little or no detrimental effect on vehicular or pedestrian traffic.**

The project will utilize the existing Carson City Airport access and will have no detrimental effect on vehicular or pedestrian traffic. This is demonstrated in the Trip Generation calculation with a total ADT of 15.

**(d) Will not overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage and other public improvements.**

Police services are currently provided by the Carson City Sheriff's Office. Fire protection is currently provided by the Carson City Fire Department, and the project is designed to meet the requirements of the Fire Department. The Regional Transportation Commission is responsible for transportation in and around the project area. Carson City Parks Department provides recreational and parks services, although this project will not impact recreational services. Educational services are provided by Carson City School District, although this project will not increase the need for educational services. The existing water, sanitary sewer, and road serve the Carson City Airport and



this project. No improvements are necessary. Stormwater detention ponds are proposed to meet Carson City requirements.

**(e) Meets the definition and specific standards set forth elsewhere in this Title for such particular use and meets the purpose statement of that district.**

The project meets the definition and specific standards, through the approval of this SUP. The PR zoning designation does not establish minimum development standards in the PR zoning designation. Instead, standards are determined by this SUP process.

**(f) Will not be detrimental to the public health, safety, convenience and welfare.**

All environmental health laws and regulations related to public health, safety, convenience, and welfare are incorporated into the proposed project.

**(g) Will not result in material damage or prejudice to other property in the vicinity, as a result of proposed mitigation measures.**

The proposed aircraft hangar use is at the existing Carson City Airport and will not change the existing use or impacts of the site. Therefore, there will be no material damage or prejudice to other property in the vicinity, and there are no proposed mitigation measures.



**Carson City Planning Division**  
108 E. Proctor Street • Carson City NV 89701  
Phone: (775) 887-2180 • E-mail: [planning@carson.org](mailto:planning@carson.org)

## FILE #

APPLICANT PHONE #  
Arrowhead Tenant, LLC (lease owner)

MAILING ADDRESS, CITY, STATE, ZIP  
1900 Manzanita Laane, Reno, NV 89509

EMAIL ADDRESS  
[ward@chiltoninvestments.com](mailto:ward@chiltoninvestments.com)

PROPERTY OWNER PHONE #  
Carson City/Carson City Airport 775-841-2255

MAILING ADDRESS, CITY, STATE, ZIP  
2600 E. College Parkway, Carson City NV 89706

EMAIL ADDRESS  
[cjenkins@flycarsoncity.com](mailto:cjenkins@flycarsoncity.com)

APPLICANT AGENT/REPRESENTATIVE PHONE #  
Manhard Consulting/Karen Downs 775-321-6538

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241 Ridge Street #400, Reno NV 89501

EMAIL ADDRESS  
[kdowns@manhard.com](mailto:kdowns@manhard.com)

### FOR OFFICE USE ONLY:

CCMC 18.02.080

## SPECIAL USE PERMIT

FEE\*: \$2,450.00 MAJOR  
\$2,200.00 MINOR (Residential  
zoning districts)

+ noticing fee

\*Due after application is deemed complete by  
staff

☐ SUBMITTAL PACKET – 4 Complete Packets (1 Unbound  
Original and 3 Copies) including:

- ☐ Application Form
- ☐ Detailed Written Project Description
- ☐ Site Plan
- ☐ Building Elevation Drawings and Floor Plans
- ☐ Special Use Permit Findings
- ☐ Master Plan Policy Checklist
- ☐ Applicant's Acknowledgment Statement
- ☐ Documentation of Taxes Paid-to-Date
- ☐ Project Impact Reports (Engineering)

☐ CD or USB DRIVE with complete application in PDF

Application Received and Reviewed By: \_\_\_\_\_

Submittal Deadline: Planning Commission application  
submittal [schedule](#).

Note: Submittals must be of sufficient clarity and detail for  
all departments to adequately review the request. Additional  
information may be required.

Project's Assessor Parcel Number(s): 005-011-01 (parent parcel)	Street Address 2600 E. College Parkway, Carson City, NV 89706
--	--

Project's Master Plan Designation Public/Quasi-Public	Project's Current Zoning Public Regional	Nearest Major Cross Street(s) Arrowhead Drive
--	---	--

Please provide a brief description of your proposed project and/or proposed use below. Provide additional pages to describe your request in more detail.  
The proposed project is for construction of 3 aircraft storage hangars at the Carson City Airport (lease agreement previously approved by the Carson

City Airport Authority and Carson City Board of Supervisors). See attached project description.

### PROPERTY OWNER'S AFFIDAVIT

I, \_\_\_\_\_, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have  
knowledge of, and I agree to, the filing of this application.

Signature

Address

Date

Use additional page(s) if necessary for additional owners.

STATE OF NEVADA )  
COUNTY )

On \_\_\_\_\_, 2\_\_\_\_\_, \_\_\_\_\_, personally appeared before me, a notary public,  
personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she  
executed the foregoing document.

Notary Public

**NOTE:** If your project is located within the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the  
Airport Authority in addition to being scheduled for review by the Planning Commission. Planning staff can help you make this determination.

If there is any additional information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission, please be sure to include it in your detailed description.

Please type and sign the statement on the following page at the end of your findings response.

### **ACKNOWLEDGMENT OF APPLICANT**

I certify that the forgoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Commission. I am aware that this permit becomes null and void if the use is not initiated within one-year of the date of the Planning Commission's approval; and I understand that this permit may be revoked for violation of any of the conditions of approval. I further understand that approval of this application does not exempt me from all City code requirements.

Ward Chilton

Applicant's Signature

For Arrowhead Tenant, LLC

WARD CHILTON

Print Name

MARCH 31, 2023

Date

# Master Plan Policy Checklist

## Special Use Permits & Major Project Reviews & Administrative Permits

### PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to non-residential and multi-family residential development. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: Arrowhead Tenant, LLC Aircraft Storage Hangars

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

Date of Review: \_\_\_\_\_

### DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

#### CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

#### Is or does the proposed development:

- ☒ Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- ☒ Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?
- N/A ☐ Located in a priority infill development area (1.2a)?
- N/A ☐ Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?

- ☒ Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?
- N/A ☐ At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)?
- N/A ☐ In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
- N/A ☐ Meet adopted standards (e.g. setbacks) for transitions between non-residential and residential zoning districts (2.1d)?
- N/A ☐ Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- ☒ Sited outside the primary floodplain and away from geologic hazard areas or follows the required setbacks or other mitigation measures (3.3d, e)?
- ☒ Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
- N/A ☐ If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

## CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

### Is or does the proposed development:

- N/A ☐ Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b)?
- N/A ☐ Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

## CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

### Is or does the proposed development:

- N/A ☐ Encourage a citywide housing mix consistent with the labor force and non-labor force populations (5.1j)
- N/A ☐ Encourage the development of regional retail centers (5.2a)
- N/A ☐ Encourage reuse or redevelopment of underused retail spaces (5.2b)?
- N/A ☐ Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?
- N/A ☐ Promote revitalization of the Downtown core (5.6a)?
- N/A ☐ Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

## CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

### Is or does the proposed development:

- ☒ Use durable, long-lasting building materials (6.1a)?
- N/A ☐ Promote variety and visual interest through the incorporation of varied building styles and colors, garage orientation and other features (6.1b)?
- N/A ☐ Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1c)?
- N/A ☐ Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- N/A ☐ If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?
- N/A ☐ If located Downtown:
- ☐ Integrate an appropriate mix and density of uses (8.1a, e)?
  - ☐ Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
  - ☐ Incorporate appropriate public spaces, plazas and other amenities (8.1d)?
- N/A ☐ Incorporate a mix of housing models and densities appropriate for the project location and size (9.1a)?

## CHAPTER 7: A CONNECTED CITY



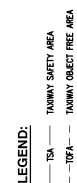
The Carson City Master Plan seeks to promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational



amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

**Is or does the proposed development:**

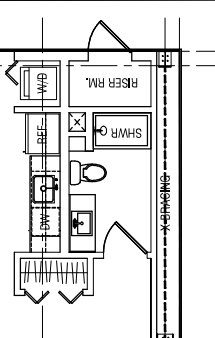
- N/A ☐ Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- ☒ Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- N/A ☐ Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?











enlarged bathroom / kitchenette

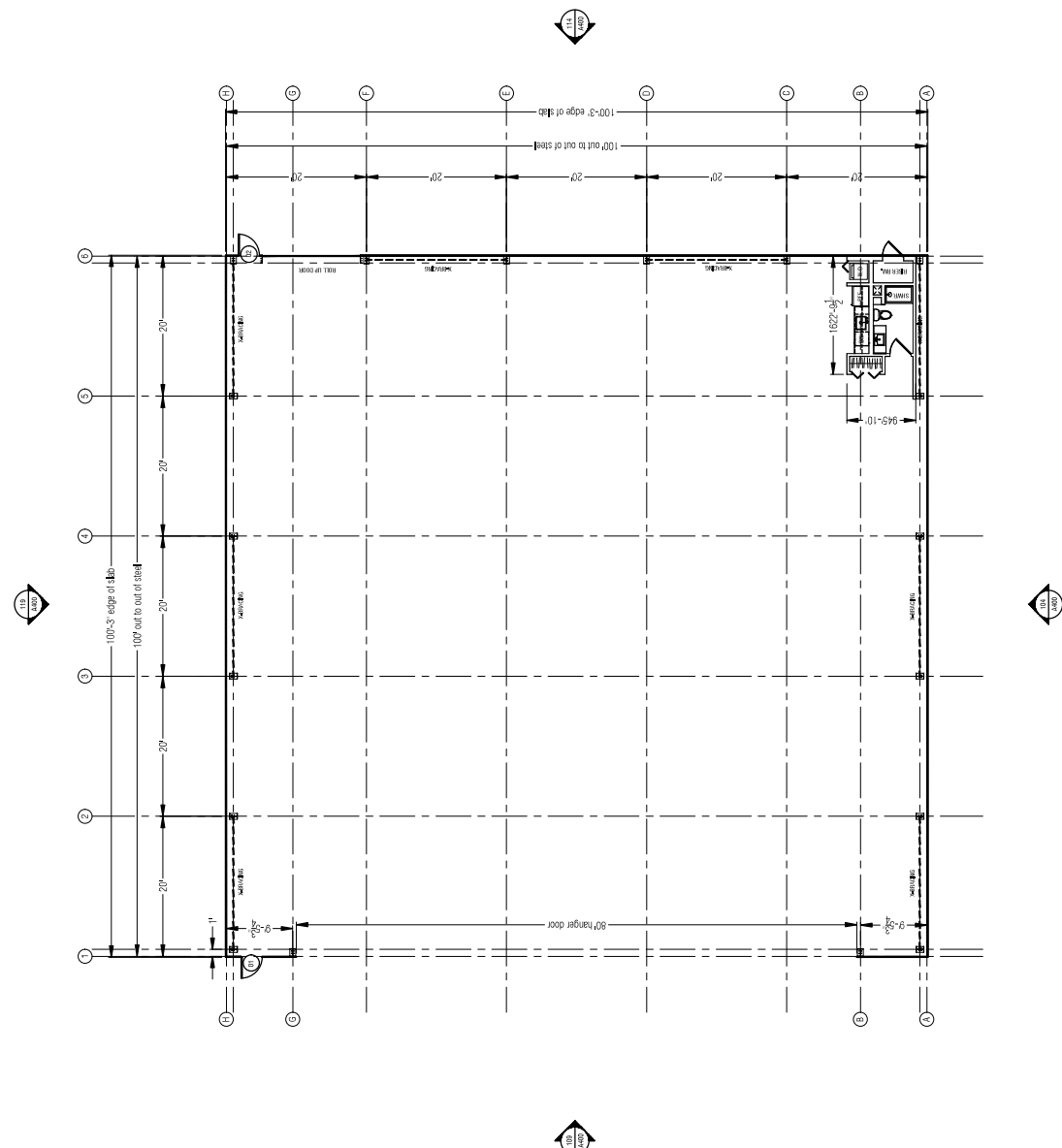
general notes

my notes

	DETAIL NUMBER SHEET NUMBER		Ceiling TYPE / HT.		MATERIAL CALL OUT		WINDOW NUMBER		KEY NOTE		DOOR NUMBER		WALL TYPE (w/ finish)		EXISTING WALL RENOV.		ROOM NAME ROOM NUMBER
--	-------------------------------	--	--------------------	--	-------------------	--	---------------	--	----------	--	-------------	--	-----------------------	--	----------------------	--	--------------------------

<p> <math>\alpha</math> </p>	<p> symbols </p>
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**ingers b & c - floor plan**





11/23/2023

Architectural Services, LLC  
1100 West 10th Street, Suite 100  
Wichita, KS 67203  
(316) 261-1111

Carson City Airport - KCXP  
new aircraft hangar structures

11/23/2023

11/23/2023



4 April 2023

ARCAdESMA.COM  
1351 Lakeland Drive | Suite 1000 | Wichita, KS 67203

		north elevation	119	3/32" = 1/8"
		east elevation	114	3/32" = 1/8"
		west elevation	109	3/32" = 1/8"
		south elevation	104	3/32" = 1/8"
<p>general notes</p>		<p>key notes</p>		
<p>symbols</p>		<p>hanger A - exterior elevations</p>		

23000  
schematic design

005-001-94  
April 5, 2023

ARCAdESMA.COM

1351 Lakeland Drive | Suite 1000 | Wichita, KS 67203



11/23/2023

Architectural Services, LLC  
1000 West 10th Street  
Suite 100  
Anchorage, Alaska 99501  
(907) 562-1111

Carson City Airport - KCXP  
new aircraft hangar structures

11/23/2023

11/23/2023



4 April 2023

11/23/2023

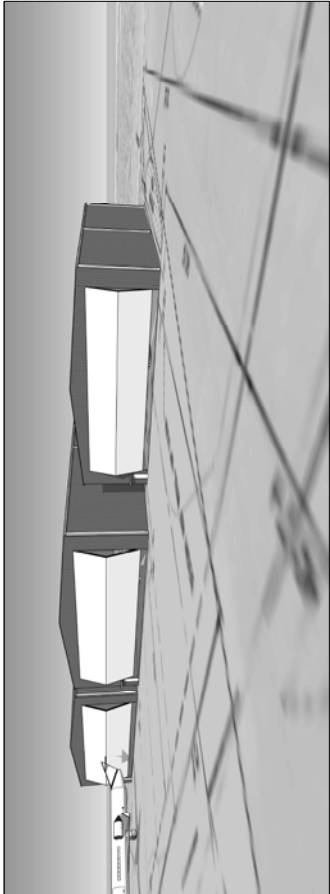
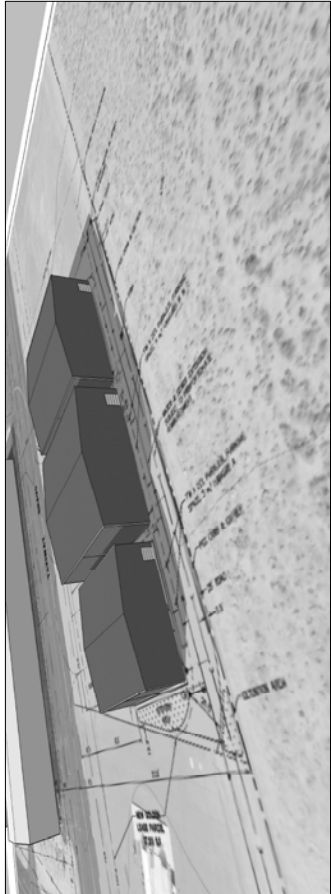
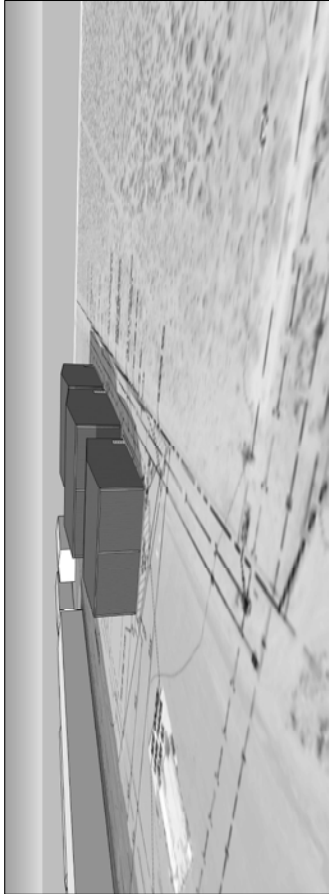
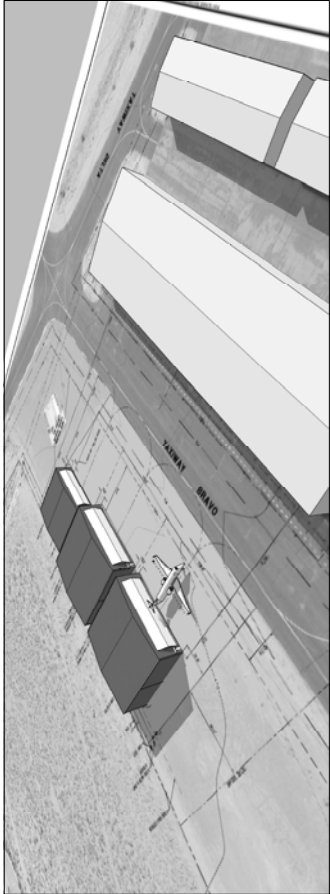
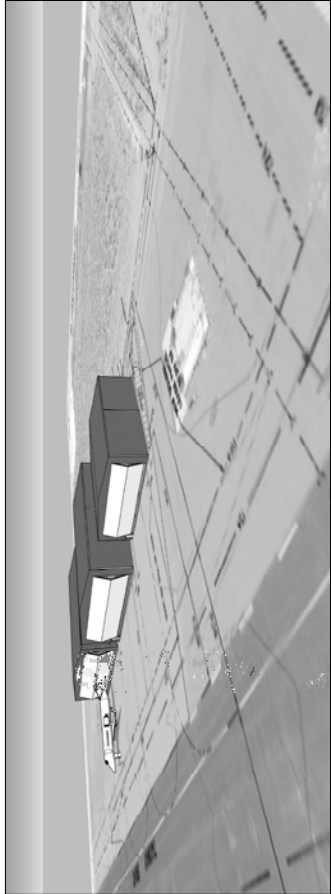
A400-B

		north elevation		119		
		east elevation		114	general notes	
		west elevation		109	key notes	
		south elevation		104	symbols	
					hangers B & C exterior elevations	

11/23/2023



# Carson City Airport - KCXP new aircraft hangar structures



**CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA**

**Wednesday, November 16, 2022 – 5:00 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: [mgolden@flycarsoncity.com](mailto:mgolden@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 Ortiz Bros. Aviation, LLC Lease Assignment to Echo Delta Community Association as the hangar owner's association.

*Staff Summary: Ortiz Brothers Aviation would like to complete a lease assignment to the Hangar Association Echo Delta Community Association.*

## H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: AUTHORIZATION TO ISSUE NOTICE OF DEFAULT ON THE KCXP INVESTMENTS, LLC, LEASE ON TAXYWAY C (LEASE RECORDED SETP 5, 2008, AS DOC. NO. 382385) WHICH WAS ENTERED INTO WITH A 2 YEAR REQUIEMENT TO BUILD HANGARS; DETERMIN DEADLINE FOR CURE OF BREACH AND TERMINATION OF LEASE OR OTHER REMEDY. (S. Tackes)

*Staff Summary: In 2008, the Authority entered into a lease for hangar construction on a 1.5 acre area along Taxiway C, and allowed an assignment of that lease to KCXP Investments, LLC. Requests for action by the tenant have been made, with the latest being a letter sent by the Airport Manager to the tenant on December 10, 2021. No construction action has taken place. As a result, the Airport Staff recommends that the Authority authorize issuance of the notice of default under the lease giving the tenant a deadline for cure of the breach or termination of the lease.*

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE GROUND LEASE TO ARROWHEAD TENANT, LLC FOR CONSTRUCTION OF AIRCRAFT STORAGE HANGARS NORTH OF THE FUEL ISLAND ON TAXIWAY BRAVO, BEING A PORTION OF APN 005- 011-01, OF APPROXIMATELY 1.70 ACRES, AS SET FORTH IN THE LEGAL DESCRIPTION AND DIAGRAM FILED WITH THE AUTHORITY. (C. Jenkins, Steve Tackes)

*Staff Summary: Action to review & approve ground lease for aircraft storage hangars by Airport Tenant, LLC, beneficially owned by Ward Chilton, Susan Roll-Chaiken, and David Etchell, to construct large aircraft hangars based on current appraisal and acceptable lease terms.*

3. FOR DISCUSSION AND POSSIBLE ACTION: ADOPTION OF RESOLUTION AND NOTICE OF INVITATION TO BID CARSON CITY AIRPORT LEASE LOCATED AT 4331 GONI ROAD, APN 005-011-94, (formerly leased to Shadetree Aviation) OF APPROXIMATELY 24,900 SQUARE FEET AS DESCRIBED IN LEGAL DESCRIPTION AND RAMP DIAGRAM PREPARED BY ATKINS AND POSTED ON THE AIRPORT WEBPAGE; APPROPRIATE MINIMUM LEASE RATE AND TERMS OF LEASE AND PERMITTED USES; CONSIDER ALTERNATIVE OF SALE OF BUILDING WITH LEASE OF LAND; SET DEADLINE FOR BIDS AND THE DATE FOR THE BID OPENING AND CONSIDERATION PURSUANT TO NRS 244.283. (C. Jenkins, S. Tackes)

*Staff Summary: Per NRS 244.283, the required process for leasing airport land is via a public offering and sealed bid process upon adoption of resolution by the Authority. The Authority had previously identified this parcel for lease and obtained an appraisal. The proposed resolution will: (a) Describe the property proposed to be leased in such manner as to identify it; (b) Specify the minimum rental, and the terms upon which it will be leased and/or leased with a purchase of the hangar; and (c) Fix a time, not less than 3 weeks thereafter, for a public meeting of the board to be held at its regular place of meeting, at which sealed proposals to lease will be received and considered.*

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE DRAFT REQUEST FOR QUALIFICATIONS (RFQ) FOR LEGAL SERVICES.

*Staff Summary: Our current legal counsel has notified us that their rates will be increasing in January 2023. By completing a RFQ we can determine whether there are feasible alternatives in line with our obligation to the airport users and residents of Carson City and that we are taking action to ensure we have the most qualified legal counsel, and the rates are reasonable.*

5. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASES FOR AIRPORT OPERATIONS TECHNICIAN. (C. Jenkins)

*Staff Summary: Airport Operations Technician Rick Lee has performed exceptionally well in his position since his last raise over a year ago on July 1<sup>st</sup>, 2021. A recommended increase of 10% is reflective of his performance and will slightly exceed the most recent consumer price index calculation.*

- 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 on 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 NEXT REGULAR MEETING (*Non-Action Item*).
- O. ACTION ON ADJOURNMENT.

\* \* \* \* \*

**DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, November 10, 2022**

The Carson City Airport (CCA) Website: <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a>	
Airport Terminal Building 2600 College Parkway Carson City, NV	Mountain West Aviation 2101 Arrowhead Dr. Carson City, NV
Sterling Air, Ltd. 2640 College Parkway Carson City, NV	State of Nevada Public Notice Website <a href="https://notice.nv.gov">https://notice.nv.gov</a>
<i>~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~ Supporting materials will be posted to the Carson City Airport website <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a> 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](mailto: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**



## CCAA BOARD MEMO

**Agenda Item: H-2**

BOARD MEMO 2022-35

Meeting Date: November 16, 2022

**Agenda Title:** FOR DISCUSSION AND POSSIBLE ACTION:  
APPROVE GROUND LEASE TO ARROWHEAD TENANT, LLC FOR  
CONSTRUCTION OF AIRCRAFT STORAGE HANGARS NORTH OF THE  
FUEL ISLAND ON TAXIWAY BRAVO, BEING A PORTION OF APN 005-  
011-01, OF APPROXIMATELY 1.70 ACRES, AS SET FORTH IN THE LEGAL  
DESCRIPTION AND DIAGRAM FILED WITH THE AUTHORITY. (C. Jenkins,  
Steve Tackes)

**Staff Summary:** Action to review & approve ground lease for aircraft storage  
hangars by Arrowhead Tenant, LLC, beneficially owned by Ward Chilton, Susan  
Roll- Chaiken, and David Etchell, to construct large aircraft hangars based on  
current appraisal and acceptable lease terms.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 Minutes

---

### **Proposed Motion**

I move we approve the ground lease to Arrowhead Tenant, LLC for construction of aircraft  
storage hangars.

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

Maintain financial stability and support economic activity in the region.

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

Arrowhead Tenant, LLC would like to develop a group of large aircraft hangars.  
The proposed parcel is approximately 1.7 acres. Airport staff has prepared a draft  
lease using the template approved by the district attorney. Ward Chilton and Susan  
Roll-Chaiken wish to construct hangars for the purpose of dry aircraft storage.  
Arrowhead Tenant, LLC will have to comply with the criteria as regards to certain

ground space for construction of hangars as an aircraft storage FBO under Title 19 of the Carson City Municipal Code.

**Financial Information**

Is there a fiscal impact?

☐ No   ☒ Yes

If yes, account name/number & amount: 3099 General Fund

General Fund: \$23,681.28 per year (\$1,973.44 per month)

Additional personal and real property tax for the hangars and based aircraft.

Is it currently budgeted?

No

**Alternatives**

Do not approve the ground lease

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_  
2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**APN**

Lessee/ tax statements to:  
ARROWHEAD TENANT, LLC  
c/o Ward Chilton  
1900 Manzanita Lane  
Reno, NV 89509

The Tenant and Landlord hereto affirm that this document submitted for recording does not contain the social security number of any person or persons. (Per NRS 239B.030).

**CARSON CITY AIRPORT LEASE AGREEMENT**

This lease, made and entered into this \_\_\_\_ day of November, 2022, between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as “City” or “Carson City” (property owner) and the Carson City Airport Authority, an Airport operator per NRS 844 hereinafter referred to as “Airport Authority” (and together with City, “Landlord”), whose address is 2600 E. College Parkway #6 Carson City, Nevada 89706 (email to: [manager@flycarsoncity.com](mailto:manager@flycarsoncity.com) ), and ARROWHEAD TENANT, LLC, a Nevada limited liability company (“Tenant”), whose address is 1900 Manzanita Lane, Reno, NV 89509 (email to: [wardchilton@outlook.com](mailto:wardchilton@outlook.com) )

**WITNESSETH:**

WHEREAS, the Tenant and Landlord desire to enter a lease as regards certain ground space for construction of hangars as an aircraft storage FBO under Title 19 of the Carson City Municipal Code; and

WHEREAS, the parties desire to establish such lease in a manner consistent with the Airport Master Plan and Carson City Municipal Code, so as to lease Tenant premises consistent with uses desired by Landlord and to provide economic activity and monetary support to the Carson City Airport (“Airport”); and

THEREFORE, Landlord and Tenant agree as follows:

1. **PREMISES.** Landlord leases to Tenant and Tenant leases from Landlord the real property, comprised of approximately 74,004 square feet as fully described on Exhibit A (“Legal Description”) to this lease, with the appurtenant rights included in Paragraph 8. The 3 subparcels



identified in the Legal Description will be reflected on a Record of Survey to be recorded within 30 days of Board of Supervisor approval. The area is comprised of undeveloped property.

2. TERM. The term shall be fifty (50) years from the date of execution hereunder.

3. BASE RENT. Tenant shall pay to Landlord \$23,681.28 per year (\$1,973.44 per month); calculated as \$0.32 per square foot per year (upon lease approval; to be paid on the first of the month following Board of Supervisor approval of the lease). Rent shall be payable monthly with payments due on the first day of each month. Tenant shall be responsible for the paving of ramp and taxilane area within the leasehold boundaries for Tenant's use.

A. Tenant must bring utilities infrastructure to site at Tenant's cost, and must pay hookup fees or other related fees, if any, assessed by the Carson City Utility Department.

B. Tenant shall maintain, at Tenant's cost, utilities infrastructure in conformance with the engineering design and installation approved by the Airport Authority

C. Tenant to reimburse Landlord for the appraisal cost of \$3,000.00 with first rent payment.

4. ADJUSTMENTS TO BASE RENT.

A. CONSUMER PRICE INDEX ADJUSTMENT. An adjustment of the rental and fees described above shall occur first on January 1, 2025, then at two-year anniversary intervals from January 1, 2025, during the term of this Lease. Such adjustment of rental shall be based upon the percentage change reflected by the Consumer Price Index (hereinafter called the "Price Index") for the preceding two-year period. The Price Index shall mean the average for "all items" shown on the "U.S. City Average for All Urban Consumers" as promulgated by Bureau of Legal Statistics of the U.S. Department of Labor, as amended or replaced by the Bureau of Legal Statistics. Landlord shall measure each two-year adjustment using the most recently available report, recognizing that it may be necessary to use a 2-year period with a final quarter ending prior to each January 1 adjustment date. In no event, however, shall any decrease in the Price Index result in a decrease of the rental below the base rate set forth at Section 3 of this lease. For example, if the Price Index for December 2025 is 155.0 (1982-1984=100), and for December 2023 was 150.0, then the rent would be adjusted by the difference (155.0-150.0) divided by 150.0 which equals a 3.3% increase.

B. MARKET TO MARKET LAND APPRAISAL. On January 1, 2038 (ie. year 15), and thereafter at each 10-year anniversary of the lease term, the rent rate shall be adjusted to the appraised rate as determined by an MAI certified appraiser, selected from the Carson City Board of

Supervisors' approved list of appraisers. Landlord and Tenant shall share equally the expense of such appraisals.

5. IMPROVEMENTS. Tenant shall commence construction of the hangar project as set forth in Exhibit B to this lease with construction of all hangars completed within 2 years of execution of this lease. Tenant shall meet the construction requirements and standards adopted by Landlord pursuant to Title 19 of the Carson City Municipal Code, including but not limited to, expending funds for maintenance on the property, pavement and improvements, at an effective rate of at least \$0.03/sqft/yr averaged over a 10-year period. Upon completion of construction, Tenant shall provide Landlord with an exterior and pavement maintenance plan and shall abide by the plan. Upon each 10-year anniversary of January 1, 2023, the Tenant shall report on its improvements to, and maintenance on, the leasehold made during the 10-year period. Upon request of Landlord, Tenant shall provide supporting documentation of such Tenant expenditures to ensure that the facility is being maintained in the same fashion (i.e. the same, good condition as when improvement construction was completed, normal wear and tear excepted). Such maintenance shall include, as a minimum, adequate care of the Tenant pavement such that the pavement remains no lower than a fair rating (i.e. PCI 58-74). Failure to maintain leasehold improvements at or above these standards shall be treated as a breach of this lease.

6. DEFAULT. The occurrence of any of the following shall constitute a default by Tenant:

A. Failure to pay rent when due if the failure continues for ten (10) days after notice has been given to Tenant.

B. Abandonment and vacation of the premises. Failure to occupy and operate the premises for thirty (30) consecutive days shall be deemed an abandonment and vacation, except to the extent such non-use is within the construction schedule.

C. Violation of Tenant or its contractors, and/or subcontractors of the terms and conditions of this lease. If such default is not cured, within ten (10) days after written notice thereof from Landlord to Tenant, Landlord may, at its sole discretion, suspend or terminate this Agreement. If any nonmonetary default under this Paragraph C is not reasonably susceptible to a cure within the stated ten (10) day period, Landlord shall not exercise its remedies with respect to such default, so long as: (i) Tenant commences the necessary cure

within the stated ten (10) day period; and (ii) Tenant thereafter diligently continues the cure process.

D. Failure of Tenant to abide by all applicable laws, ordinances, rules and regulations of the United States, State of Nevada, or Carson City.

E. Filing a petition of voluntary or involuntary bankruptcy regarding Tenant.

F. The making by the Tenant of any general assignment for the benefit of creditors.

G. Violation of any of the standards, rules, and regulations set forth in CCMC Title 19, Appendix A of this lease, or Exhibit B to this lease, or failure to maintain current licenses required for the permitted operation.

H. Failure to provide or maintain the required certificates of insurance.

I. Failure to complete construction of the facilities as required by this lease and any exhibits or amendments thereto, or extensions granted by action of the Airport Authority at a publicly noticed meeting. Landlord may terminate this lease under this subsection at its sole discretion, with thirty (30) days written notice of its intention to terminate this Lease.

Notices given under this paragraph must specify the alleged default, the applicable lease provision(s), and must demand that Tenant cure its default and perform the provisions of this lease or pay the rent that is in arrears, within the applicable period of time, or quit the premises. Unless a different period to cure a default is specified in this lease, any notice of default from Landlord to the Tenant shall provide Tenant ten (10) days to cure its default, if the default is one that can be cured, or quit the premises. No such notice will be deemed a forfeiture or a termination of this lease unless Landlord so elects in the notice.

Failure to declare a breach or the actual waiver of any particular breach of this lease or its material or nonmaterial terms by either Landlord or Tenant shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

7. REMEDIES. Landlord shall have the following remedies if Tenant commits a default. These remedies are not exclusive; they are cumulative to any remedies now or later allowed by law. Such rights and remedies may be exercised and enforced concurrently and whenever and as often as Landlord deems appropriate. Any amount paid, or expense or liability incurred, by the Landlord for the account of Tenant may be deemed to be additional charges, and the same may, at the option of Landlord, be added to any amounts then due or thereafter falling due.

A. Penalties. Landlord may assess any penalties permitted under Carson City Municipal Code Title 19, or any penalties otherwise provided by law if the default constitutes a violation of law.

B. Tenant's right to possession not terminated. Landlord can continue this lease in full force and effect, and the lease will continue in effect, as long as Landlord does not terminate Tenant's right to possession. Landlord shall have the right to collect rent when due. During the period Tenant is in default, Landlord can enter the premises and relet them, or any part of them, to third parties for Tenant's account. Tenant shall be liable immediately to Landlord for all costs Landlord incurs in reletting the premises. Reletting can be for a period shorter or longer than the remaining term of this lease. In the event of reletting, Tenant shall still pay to Landlord the rent due under this lease on the dates the rent is due, less the rent Landlord receives from any reletting.

If Landlord elects to relet the premises as provided in this paragraph, rent that Landlord receives from a third party upon reletting shall be applied to the payment of:

First, any indebtedness from Tenant to Landlord other than rent due from Tenant;

Second, all costs, including maintenance, incurred by Landlord in reletting;

Third, rent due and unpaid under this lease, after deducting the payments referred to in this paragraph. Any sum remaining from the rent Landlord received from reletting shall be held by Landlord and applied for payment of future rent as rent becomes due under this lease. In no event shall Tenant be entitled to any excess rent received by Landlord. If, on the date rent is due under this lease, the rent received from reletting is less than the rent due on the date, Tenant shall pay to Landlord, in addition to the remaining rent due, all costs including for maintenance Landlord incurred in reletting, that remain after applying the rent received from the reletting as provided in this paragraph.

C. Termination of Tenant's right to possession. Landlord can terminate Tenant's right to possession of the premises at any time after default. No act by Landlord other than giving notice to Tenant shall terminate this lease. Acts of maintenance, efforts to relet the

premises, or the appointment of a receiver on Landlord's initiative to protect Landlord's interest under this lease shall not constitute a termination of Tenant's right to possession. On termination, Landlord has the right to recover from Tenant the unpaid rent that had been earned at the time of termination of this lease, and any other amount, including court costs, necessary to compensate Landlord for all detriments proximately caused by Tenant's default.

8. APPURTENANT RIGHTS AND RESTRICTIONS.

A. Tenant is qualified as a Fixed Base Operator for aircraft storage and may use the premises primarily for the storage of aircraft; storage of machinery, parts and tools associated with the stored aircraft, and the permitted FBO activities identified in the FAA Hangar Use Policy as adopted in the Carson City Municipal Code 19.02.020.370, as amended. Tenant may sublease portions of the premises, but Tenant is still responsible for compliance with the terms of the lease. Tenant is expressly prohibited from conducting any activity at the Airport other than that provided by this lease or as may be approved by Landlord.

Tenant may conduct such non-aviation business upon the premises as are otherwise permitted by law and do not otherwise interfere with the aviation uses permitted under this lease and other leases on this Airport. Landlord's decision shall be final as to claims of conflict over interfering uses. No person may live in, or otherwise inhabit, any hangars constructed on the property leased.

All aircraft stored on the leased area must be registered as personal property in Carson City, Nevada, unless such aircraft are transient and are not on the leased area for more than 30 consecutive days. Tenant shall supply Landlord with evidence of the registration and taxation information for aircraft stored on the leased premises on the two-year anniversaries of this lease, or upon such shorter period as may be requested by the Airport Manager or required by the Hangar Use Ordinance, or other applicable law or policy.

B. Ingress and Egress. Tenant shall have full and unimpaired access to the leased premises and a nonexclusive right to use the taxiways between the leased premises and the Airport's runway. Tenant shall be responsible for, and control the access to, the leased premises. Tenant is responsible for determining whether the designated taxilane access is sufficient for its needs. Access between the leasehold and Airport shall comply with the Landlord's rules, regulations, and/or access plans, and any rules or security regulations which

may have been established or shall be established in the future by the FAA, the Transportation Security Administration (TSA), or the State of Nevada. To the extent that the Airport utilizes a key card or other gate control system, and charges Airport users for such system, Tenant shall be entitled to use the system upon the same terms, conditions, and charges as other Airport users.

C. Right of Entry. Landlord, or its designated Airport Manager or agent, reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection deemed expedient or desirable for the proper enforcement of any terms, conditions, provisions, and covenants of this lease.

D. Air Space and Subsurface Rights. This lease confers no rights to the subsurface of the land more than five (5) feet below the ground level of the premises or to airspace more than ten (10) feet above the top of the roof of the building or buildings that is a part of the premises. Exported material must be approved by the Landlord as to placement or sale. Tenant acknowledges that Landlord is the owner of the dirt material in place at the time of lease. All exemptions or applications must have the prior approval of Landlord and comply with the Carson City Municipal Code Title 19, Airport Rules and Regulations.

E. Federal Requirements.

1. The Tenant for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration, does covenant and agree as a covenant running with the land that Tenant shall comply with all Federal Aviation Regulations (FARs) applicable to Tenant's operations on the premises. The Tenant acknowledges that the Airport is the recipient of FAA Airport Improvement Program funds and other federal funds. The Tenant shall take no action which violates or causes others to violate the assurances Landlord granted to the FAA in conjunction with such federal funding. Such assurances include, but are not limited to compliance with:

- a. Title 49, USC, subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq. (if applicable)
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq