



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** September 15, 2016

**Staff Contact:** Steven E. Tackes, Esq. Airport Counsel

**Agenda Title:** For Possible Action: To introduce, on first reading, an ordinance amending the Carson City Municipal Code Title 19, Airport Rules and Regulations, Sections 19.02.020.340 and 19.02.020.200 to allow for use of over-the-counter building permits and to correct the reference to landing pattern diagrams.  
(Stackes@kcnvlaw.com)

**Staff Summary:** The proposed language would allow for issuance by the City of building permits without prior Airport Authority approval for minor projects handled through the Building Department's over-the-counter process. The proposed language would also correct the reference to the location of the Airport landing pattern diagrams by referencing the Airport webpage.

**Agenda Action:** Ordinance - First Reading

**Time Requested:** 5 mins

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## **Proposed Motion**

I move to introduce, on first reading, Bill No. \_\_\_\_\_, an ordinance amending Carson City Municipal Code Title 19, Airport Rules and Regulations, Sections 19.02.020.340 AND 19.02.020.200 to allow for use of over-the-counter building permits and to correct the reference to landing pattern diagrams.

## **Board's Strategic Goal**

Efficient Government

## **Previous Action**

N/A

## **Background/Issues & Analysis**

The Carson City Building Department has instituted an over-the-counter building permit process for issuance of permits on minor projects. The existing provision of CCMC 19.02.020.340 requires that all construction first be approved by the Airport Authority. The result is that small projects (eg. replacing a water heater) cannot be efficiently dealt with given that the Airport Authority only meets once a month. The change to the language will allow for such projects to proceed without Airport Authority approval.

PROPOSED (new language is underlined)

19.02.020.340 APPROVAL OF CONSTRUCTION. No buildings, structures, tie-downs, ramps, paving, taxi areas, or any other improvement or addition on the Airport, shall be placed or constructed on the Airport, or altered or removed without the prior approval of the Airport Authority. In the event of any construction, the Airport Authority may, in its discretion, require an appropriate bond to guarantee the completion of the construction in accordance with the Airport Authority approval. All construction plans shall be submitted for Carson City approval within 60 days of Airport Authority approval. Without Airport Authority approval no Carson City permits will be issued, except that permits issued under the Carson City over-the-counter permit criteria shall not require additional approval by the Airport Authority. All construction shall be completed within the

schedule set forth in the lease. In the absence of lease requirements, all construction shall be completed within 6 months. Any modification that would require a Carson City building permit off the Airport shall require one on the Airport. Prior to any such modifications, two sets of plans must be submitted to the Airport Manager to be reviewed by the Airport Manager and Airport Engineer, and any requesting Authority member. Responses to questions or requests for additional information shall be provided to the Airport Manager within 10 calendar days. Except as noted above, all plans must be stamped or signed by the Airport Manager or Airport Engineer prior to commencement of the modifications. The Airport Authority will maintain one copy for its files and any future inspections

The second change is to correct the reference to the landing pattern diagram. The existing provision of CCMC 19.02.020.200 states:

19.02.020.200 GENERAL.

- 1. Every person operating an aircraft ...
- 3. The attached traffic pattern chart is made a part of these rules, and every person operating an aircraft should comply therewith.
- 4. ...

We recently discovered that the traffic pattern chart is not part of the official version of the CCMC, in all likelihood because it was an image file that did not fit the format of the code. As a result, the Airport Authority approved the following change so that readers would be directed to the Airport webpage, where the traffic pattern chart is posted.

PROPOSED

19.02.020.200 GENERAL.

- 1. Every person operating an aircraft ...
- 3. A traffic pattern chart may be posted on the Airport webpage, www.flycarsoncity.com, to provide additional information to pilots.
- 4. ...

The Airport Authority approved these CCMC code changes on July 20, 2016, at its notice and regularly scheduled meeting, and authorized counsel to request the changes be adopted by the City.

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

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

**Board Action Taken:**

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

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

Aye/Nay

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

\_\_\_\_\_

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

ORDINANCE NO. \_\_\_\_\_

BILL NO. \_\_\_\_\_

AN ORDINANCE AMENDING TITLE 19, AIRPORT RULES AND REGULATIONS, SECTIONS 19.02.020.340 AND 19.02.020.200 TO ALLOW FOR USE OF OVER-THE-COUNTER BUILDING PERMITS AND TO CORRECT THE REFERENCE TO LANDING PATTERN DIAGRAMS, AND OTHER MATTERS PROPERLY RELATED THERETO.

THE BOARD OF SUPERVISORS OF CARSON CITY DO ORDAIN:

SECTION 1:

That Section 19.02.020.340 of the Carson City Municipal Code is hereby amended as follows:

19.02.020.340 APPROVAL OF CONSTRUCTION. No buildings, structures, tie-downs, ramps, paving, taxi areas, or any other improvement or addition on the Airport, shall be placed or constructed on the Airport, or altered or removed without the prior approval of the Airport Authority. In the event of any construction, the Airport Authority may, in its discretion, require an appropriate bond to guarantee the completion of the construction in accordance with the Airport Authority approval. All construction plans shall be submitted for Carson City approval within 60 days of Airport Authority approval. Without Airport Authority approval no Carson City permits will be issued, *except that permits issued under the Carson City over-the-counter permit criteria shall not require additional approval by the Airport Authority*. All construction shall be completed within the schedule set forth in the lease. In the absence of lease requirements, all construction shall be completed within 6 months. Any modification that would require a Carson City building permit off the Airport shall require one on the Airport. Prior to any such modifications, two sets of plans must be submitted to the Airport Manager to be reviewed by the Airport Manager and Airport Engineer, and any requesting Authority member. Responses to questions or requests for additional information shall be provided to the Airport Manager within 10 calendar days. Except as noted above, all plans must be stamped or signed by the Airport Manager or Airport Engineer prior to commencement of the modifications. The Airport Authority will maintain one copy for its files and any future inspections

SECTION 2:

That Section 19.02.020.200 of the Carson City Municipal Code is hereby amended as follows:

19.02.020.200 GENERAL.

1. Every person operating an aircraft shall comply with and operate such aircraft in

conformity with these rules and regulations, and all pertinent rules, regulations, orders and rulings of the FAA and Department of Homeland Security.

2. So long as the Airport is an uncontrolled airport, all pilots of arriving and departing aircraft having radio equipment permitting 2-way communications should monitor the AWOS frequency (119.925) to obtain current weather information and airport advisories, monitor UNICOM (123.00) for traffic advisories and broadcast position reports upon entering the airport traffic area.

3. ~~The attached traffic pattern chart is made a part of these rules, and every person operating an aircraft should comply therewith.~~ *A traffic pattern chart may be posted on the Airport webpage, [www.flycarsoncity.com](http://www.flycarsoncity.com) , to provide additional information to pilots.*

4. The taxiing, traffic and landing rules of this chapter may be deviated from upon the authorization of a control tower when established on the Airport.

5. In the event any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the Airport Manager shall be immediately notified. Subject to governmental investigations and inspections of the wreckage, the owner or pilot of the wrecked or damaged aircraft, or the owner's agent or legal representative shall, as soon as reasonably possible, obtain the necessary permission for removal of the aircraft and thereupon shall promptly remove such aircraft from all landing areas, taxiways, ramps, tie-down areas, and all other traffic areas and placed or stored where designated by the Airport Manager. No such wrecked or damaged aircraft shall be permitted to remain exposed to the general public of the Airport. In the event the owner of the aircraft fails for any reason to remove the wrecked or damaged aircraft from the Airport as may be requested by the Airport Manager, or to remove it from the traffic areas as herein indicated, the Airport Manager may cause the removal and storage, or disposal of such wrecked or damaged aircraft at the expense of the aircraft owner.