

Request for Qualifications (RFQ) 22-01a  
Government Affairs Services  
Nevada Aviation Association (NvAA)



PROJECT MANAGER: Kenneth G. Moen, A.A.E. 775-240-0533

BID SUBMITTAL DATE: Wednesday, June 1, 2022, at 12:00PM

Proposal Issued By:

Nevada Aviation Association  
Kenneth G. Moen, President

1575 Delucchi Lane Suite 219 Reno, NV 89502

## REGISTRATION FORM

This form will be used to communicate information with respect to questions and addenda as needed. Please fill out and email registration form to [President.NvAA@gmail.com](mailto:President.NvAA@gmail.com)

If we do not receive a form, there is a risk that you will not receive important information.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**NOTICE & REQUEST FOR QUALIFICATIONS – RFQ 22-01a**  
**Nevada Aviation Association (NvAA)**

Services:	<b>Government Affairs Services</b>
Project Number:	<b>RFQ 22-01a</b>
Deadline for Submittal:	<b>June 1, 2022, at 12:00 PM</b>
Staff Contact:	Kenneth G. Moen, President (775) 240-0533
Location of Bid Opening:	Armstrong Consultants 1575 Delucchi Lane Suite 219 Reno, NV 89502
Contract Documents available at	<b>Electronic Bid Documents:</b> <a href="http://www.nevadaaviation.org/">www.nevadaaviation.org/</a> For assistance, please call Kenneth G. Moen, 775-240-0533

**Date and Location for Submittal of Sealed Proposals:** Sealed qualifications will be received at the offices of Armstrong Consultants 1575 Delucchi Lane Suite 219 Reno, NV 89502 until 12:00 p.m., Wednesday, June 1, 2022, for the above services. Qualifications must be submitted in a sealed envelope clearly marked on the outside with the name of the services and the solicitation number (GOVERNMENT AFFAIRS SERVICES – RFQ 22-01a). Any qualifications received after the time specified will be returned unopened. It is the proposer’s responsibility to assure qualifications are received at the above location on or before the specified time.

**Proposal Requirement:** Each qualification will be in accordance with the requirements set forth in the Request for Qualifications, which may be obtained at the Armstrong Consultants 1575 Delucchi Lane Suite 219 Reno, NV 89502. Any qualification which does not conform in all material respects to the Request for Qualifications will be considered non-responsive.

**Scope of Work:** The Association is seeking a consultant for Government Affairs Services for the Nevada Aviation Association, a 501(c)6 Non-Profit organization. EIN 88- 047695.

**Right to Reject Proposals:** The Association reserves the right to reject any or all proposals, waive any informality in a proposal or to withhold the Award for any reason the Association determines.

**Equal Opportunity:** The Association is an equal opportunity employer. Minority and women’s business enterprises are encouraged to submit proposals on this solicitation. Certified Disadvantaged Business Enterprise (DBE) firms who are qualified are encouraged to respond to the RFQ.

Nevada Aviation Association  
Kenneth G. Moen, President

Publication Date: April 29, 2022

**REQUEST FOR QUALIFICATIONS RFQ 22-01a**  
**PROJECT NAME: GOVERNMENT AFFAIRS SERVICES**

**PROJECT DESCRIPTION & REQUIREMENTS**

**SCOPE OF WORK**

The Nevada Aviation Association (Association or NvAA) is requesting Statements of Qualifications from licensed, registered, and qualified firms/teams to provide Government Affairs Services for the Nevada Aviation Association, a 501(c)6 Non-Profit organization.

**TERM**

The Association anticipates entering a one (1) year contract with four (4) one (1) year options to extend the contract upon the mutual agreement of the Association and the selected consulting firm. The services to be provided may include, but are not limited to, advising, leading, assisting the Association with membership growth, planning, communicating, and implementation of strategic initiatives set forth by NvAA.

**ADDITIONAL SERVICES**

- Preparing legislation and/or other materials in support of NvAA priorities.
- Advocating for legislation or issues of importance to the NvAA.
- Gathering support on behalf of legislation or issues of importance to NvAA.
- Providing strategic and/or policy advice to the NvAA.
- Arranging access to elected and/or appointed officials.
- Help educate local, county, state and federal officials to the importance and value of aviation to local communities and the state economy.
- Help grow Association membership and create alliances with like-minded organizations.

This list is not exhaustive nor limited to required or necessary services.

**EXPERIENCE AND SUBMITTALS**

The firm/team should have demonstrated successful experience in working with the Nevada Legislature, Nevada Executive Branch, and other State, County and City governments. Certified Disadvantaged Business Enterprise (DBE) firms who are qualified are encouraged to respond to the RFQ. Should you be interested in responding to this request please provide the Association with (2) paper copies of your firm's Statement of Qualifications and one electronic copy on a thumb drive. Submittals shall be brief and concise, containing no more than 15 pages of material (exclusive of front and back cover, dividers, resumes, firm fee schedule, and transmittal letter). Font shall be Times New Roman, 12-point font size. Submittals more than 15 pages and use non-specified font/size shall be considered non-responsive. The NvAA assumes no obligation in the solicitation of this Statement of Qualifications and all costs of responding to this solicitation shall be borne by the interested consultants.

## **SELECTION PROCESS AND EVALUATION CRITERIA**

Evaluation and selection of the consultant will be based on:

1. Experience and qualifications of responding firms interested in providing government affairs services for the Nevada Aviation Association shall list clients represented in the last three (3) legislative sessions that were under contract with the firm. The client list should include the client category (i.e., private, government, non-profit), legislative session, and a description of the solution/ outcome.
2. Professional qualifications and experience of principals and key personnel who will perform the services during the Professional Services Agreement (PSA) period.
3. The name, address, and telephone number of at least three (3) clients that can be used for reference of services rendered.
4. Provide three capsules of successful projects on behalf of clients similar to the Nevada Aviation Association.
5. Proposed work plan beginning on the day after executing professional service agreement, pre-session, and during legislative session.

## **SELECTION**

Selection of a firm/team may be based solely on the Statement of Qualifications. The Association, however, reserves the right to conduct interviews if necessary. The firm/team considered by the Association to be the most qualified will be selected for the term, subject to approval by the Association Board of Directors and successful contract negotiation. Negotiation of a fee is limited to the services expected to be performed during the term. The fees for subsequent services will be negotiated at the time those services are needed. Please submit a fee schedule with the firm's SOQ.

## **SUBMITTAL INFORMATION**

Firms wishing to respond to this request should submit their Statement of Qualifications no later than 12:00 p.m. on Wednesday, June 1, 2022. Submittals should be sent to:

ATTN:        Kenneth G. Moen, President,  
                 NvAA  
                 1575 Delucchi Lane, Suite219  
                 Reno, NV 89502

## **CONTACT INFORMATION**

Should you require additional information, or if you have any questions, please contact Kenneth G. Moen, President at (775) 240-0533 or [President.NvAA@gmail.com](mailto:President.NvAA@gmail.com)

## **EXHIBIT A**

Nevada Aviation Association (NvAA) Strategic Plan Adopted October 2020



## NEVADA AVIATION ASSOCIATION STRATEGIC PLAN

Adopted October 2, 2020

### NAME

Nevada Aviation Association (NvAA)

### MISSION

To promote and support airports and aviation in Nevada

### VISION

To be the primary stakeholder in development and implementation of Nevada's Statewide Aviation System Plan

### STRATEGIC GOALS AND OBJECTIVES

#### *Promote public understanding of the value of aviation and airports*

- Elevate the role of aviation within the Nevada Department of Transportation
  - **Task** - Participate in the Advisory Committee for the development of NDOT's *Nevada Airport and Heliport System Plan Update* and lead a public private partnership to develop and maintain a statewide aviation tracking and reporting system
- Develop and publish a statewide aviation economic impact report
  - **Task** - Determine budget and scope of work and enter into an agreement with University of Nevada, Reno or other qualified contractor to prepare the report
- Prepare and distribute a Nevada aviation fact sheet
- Develop and participate in a public outreach program
  - **Task** - Prepare a power point and other materials for NvAA Members and staff to make presentations to government and community groups and schools in their communities
- Enhance the NvAA website and utilize social media
  - **Task** - Update the website with news and events and add a paid advertising feature
- Establish an NvAA scholarship program for Nevada high school seniors pursuing a post-secondary education in aviation
  - **Task** – Identify sustainable funding and solicit participation by corporate partners

### ***Grow NvAA Membership***

- Recruit all Nevada airport operators to become Regular NvAA Members and actively participate in supporting the goals of the Association
  - **Task** - Develop a data base, including primary point of contact, for all airports and develop and disseminate information on the benefits of participating in NvAA
- Encourage public and private corporations that manufacture or provide aviation related products and services, including airline operators, charter companies and fixed-based operators to become Corporate Members
- Encourage helicopter and UAV operators to become Associate Members
- Encourage other aviation related organizations, associations, and government agencies to become Associate Members

### ***Sustain and improve airport infrastructure***

- Obtain permanent state funding for FAA matching grants
- Identify other funding sources for asset management and capital improvement projects
  - **Task** - Research the availability and use of federal and state grants including, Community Development Block Grants and U.S. Department of Agriculture, Rural Development Grants for funding airport improvements and leveraging AIP grants.

### ***Provide a unified voice on airport and aviation related policies and funding***

- Establish an Aviation Caucus in the Nevada Legislature
- Develop NvAA policy statements on relevant aviation issues
- Monitor proposed federal, state and local aviation related policies, regulations and funding and provide NvAA positions as appropriate

### ***Provide a forum for Members on aviation technology and information***

- Conduct monthly conference calls and hold a fall and spring annual conference
- Conduct training webinars for Members
- Develop downloadable templates for airport leases, permits, etc.
- Promote and increase utilization of ANTN Digicast
  - **Task** - Evaluate the feasibility of establishing an “Airport Operator Certificate” using ANTN as the educational framework



**EXHIBIT B**

Nevada Aviation Association (NvAA) By-Laws

# Nevada Aviation Association, Inc.

A non-profit corporation

## Bylaws

1/1/2021



## Table of Contents

---

- 1.0 Name**
- 2.0 Mission**
- 3.0 Offices**
- 4.0 Membership**
- 5.0 Voting Privileges**
- 6.0 Dues and Payment of Dues**
- 7.0 Board of Directors**
- 8.0 Officers**
- 9.0 Meetings**
- 10.0 Electronic Meetings**
- 11.0 Contracts and Finances**
- 12.0 Amendments**
- 13.0 Dissolution**

**NEVADA AVIATION ASSOCIATION  
A Non-Profit Organization**

**BYLAWS**

---

**1.0 NAME**

The name of the association shall be the Nevada Aviation Association (NvAA), hereinafter referred to as the "Association".

**2.0 MISSION**

The mission of the Nevada Aviation Association is to promote and support airports and aviation in Nevada.

**3.0 OFFICES**

The Association shall maintain an office for the transaction of business and the receipt of communications between meetings of the Members of the Association or its Officers, the location of which shall be designated by the Board of Directors. In the absence of such designation, the general office of the Association shall be the same as the business office of either the Secretary, President or Executive Director, whichever the Board agrees upon.

**4.0 MEMBERSHIP**

Membership in the Association shall be open to all persons, either individual or corporate, who desire to be a part of the advancement and continued improvement of aviation and airports in the State of Nevada. Each Member shall fit a category of Membership: Regular, Corporate, or Associate. All Members shall be issued such certificates of Membership and/or the Board of Directors may prescribe Membership cards.

**4.1 Regular**

Regular Membership shall be open to those persons exercising active responsibility for the management, general superintendence, or administration of a public-use or private airport in the State of Nevada, and to those persons occupying government positions that have management oversight responsibilities directly related to public-use airports. Regular Group Membership is available for up to four (4) individuals in a county department of aviation or single airport.

**4.2 Corporate**

Corporate Membership shall be open to those persons exercising active responsibility in a public or private corporation or business that manufactures or provides aviation related products and services, including airline operators, charter companies and fixed-based operators. A Corporate Membership may name up to four (4) individuals under a Corporate Membership. Additional individuals may be added for \$25.00 each.

**4.3 Associate**

Associate Membership shall be open to all other persons not represented in Sections 4.1 or 4.2, interested in and subscribing to the mission of the Association as declared by Section 2.0 of these Bylaws. , including but not limited to: helicopter and UAV operators, and aviation related organizations, associations, and government agencies.

**4.4 Applications**

Applications for Membership shall be presented to the Treasurer of the Association and Membership and voting privileges shall not become final until dues are paid.

**5.0 VOTING PRIVILEGES**

Voting privileges are extended to Regular Members and each Member shall have one (1) vote except that each airport shall have only (1) vote and will designate a representative to vote on behalf of the Members from the airport. Voting privileges are extended to Corporate and Associate members so long as they constitute less than half of the Regular Members. Corporate and Associate Member organizations will designate one (1) representative to vote on behalf of the Corporate or Associate Member organization.

**6.0 PAYMENT OF DUES**

Annual dues shall be \$50.00 per Regular Member, \$200 for Regular Group Member, \$50.00 per Associate Member organization and \$200.00 per Corporate Member organization unless changed by a simple majority of the Membership. Regular Group, Associate and Corporate Membership dues allow more than one representative from the Corporate or Associate Member company to attend the annual conference at Regular Member rates. Dues shall be based on a calendar year and shall be due January 1 and payable within thirty (30) days of the due date.

**7.0 BOARD OF DIRECTORS**

**7.1 Selection, Term of Office and Responsibilities**

The administration of the Association shall be vested in a Board of Directors consisting of eleven (11) Members: Past President, President, President-Elect, First Vice-President, Treasurer, two (2) Associate Directors, and two (2) Corporate Directors. All positions shall be held for two (2) years. The outgoing President shall fill the Past President position. The President-Elect and First Vice-President Vice President shall be elected in alternating (odd) years starting in 2005. All other positions shall be elected in even years.

**7.2 Vacancies**

The Board of Directors shall have power to fill all vacancies of Officers or positions on the Board of Directors.

**7.3 Elections**

The Board of Directors shall be elected at the spring conference or at a special meeting. A Nominating Committee of not less than three (3) Members, one from each category, shall be appointed by the President ninety (90) days prior to the election. Reasonable effort will be made by the Nominating Committee in selecting candidates for the Board of Directors and Officers in order to provide a Board, as finally elected, that offers a range of representation as to geography, size and type of airport. Any Member may make nominations other than those recommended by the Committee either from the floor or by filing the name of the nominee with the Secretary. Election shall be by written ballot with space provided for additional nominations from the floor, for each position. A majority of the votes cast shall be required to win an election.

**7.4 Powers of the Board of Directors**

The Board of Directors may remove any Officer or Director by simple majority whenever, in the judgment of the board, the business interest of the Association will be served thereby. The Board shall direct the President to appoint special committees for various purposes.

**8.0 OFFICERS**

The officers of the Association shall be President, President-Elect, First Vice-President, Secretary, and Treasurer. The Past President shall serve as an ex-officio Member of the Board.

**8.1 President**

The President shall be the Chief Executive Officer of the Association. S/he shall preside at all the meetings of the Members of the Association and of the Board of Directors. S/he shall sign and execute all authorized bonds, contracts or other obligations in the name of the Association, and shall perform such other duties as determined by the Board of Directors. The President shall not succeed him/herself.

**8.2 President-Elect**

The President-Elect shall have such powers and perform such duties as may be delegated to him/her by the Board of Directors. In the absence of the President, or at the direction of the Board of Directors, the President-Elect shall perform the duties and exercise the powers of the President. The President-Elect automatically advances to the position of President at the expiration of the President's term.

**8.3 First Vice-President**

The First Vice-President shall have such powers and perform such duties as may be delegated to him/her by the Board of Directors. In the absence of the President and President-Elect, or at the direction of the Board of Directors, the

First Vice-President shall perform the duties and exercise the powers of the President. The First Vice-President shall be responsible for organizing conferences and education for the Association.

**8.4 Secretary**

The Secretary, or the Secretary's designee, shall keep the minutes of the meetings and proceedings of the Board of Directors and Regular Membership meetings. The Secretary, or the Secretary's designee, shall be responsible for giving all notices for the Association when directed by the President and shall maintain a list of all Regular, Associate and Corporate Members. The Secretary shall attest the signature of the President or President-Elect to all contracts authorized by the Board of Directors.

**8.5 Treasurer**

The Treasurer shall have custody of all funds and securities of the Association that may come into his/her hands. When necessary, s/he shall endorse, on behalf of the Association, for collection, checks, notes and other obligations, and shall deposit the same to the credit of the Association in such bank that the Board of Directors may designate.

**8.6 Associate Director**

The Associate Directors are expected to attend the Special meetings as the representative of the Associate Members at the request of the President. Duties of this position are at the discretion of the President.

**8.7 Corporate Directors**

The Corporate Directors are expected to attend the Special meetings as the representative of the Corporate Members at the request of the President. Duties of this position are at the discretion of the President.

**8.8 Director Emeritus**

The Director Emeritus is an appointed member, for those having served the organization for a long period of time, and who no longer fit in any other membership designation. They do not have voting privileges. Emeritus Directors are exempt from paying membership and conference fees, and must be nominated by a member of the Board of Directors.

**9.0 MEETINGS**

**9.1 General Membership Meetings**

The Board of Directors shall determine the frequency of the meetings except that a minimum of two (2) General Membership meetings shall be held annually: one (1) in the spring and one (1) in the fall. The President and one (1) other officer may call a Special meeting of the Members of the Association. The President of the Association shall issue by the Secretary or, in his/her absence, any notice of a Special meeting.

**9.2 Board of Directors Meetings**

The President shall determine the time, place and frequency of the Board of Directors meetings. Notification shall be given to each board Member not less than ten (10) days prior to the meeting. A minimum of four (4) meetings shall be held and two (2) of the four (4) meetings may be held in conjunction with the General Membership meetings. The President may call additional meetings.

**9.3 Quorum**

A majority of the voting Membership shall constitute a quorum at General Membership and Board of Directors meetings. A simple majority vote of those present at the meeting shall be sufficient to approve all actions under consideration.

**9.4 Notice of Meetings**

Written notice of any Regular or Special meetings of the Board of Directors or General Membership shall be given not less than ten (10) days prior to the meeting. Such written notice shall be delivered personally, by electronic mail, or by mail to each Officer or Member at the address s/he has registered with the Secretary.

**10.0 ELECTRONIC MEETINGS**

**10.1 Agenda**

- A. The President shall prepare a proposed agenda for the electronic meeting and distribute via e-mail to the Members approximately three (3) weeks prior to the proposed end of the electronic meeting. The proposed agenda shall include a date for completion of the electronic meeting. Any Member may ask the President to place an item on the agenda. Such additions should be submitted no less than two (2) weeks prior to the end of the electronic meeting.
- B. The President shall initiate discussion on each agenda item.
- C. Each agenda item shall be open for discussion for at least seven (7) consecutive days, spread over parts of two (2) calendar weeks. Multiple agenda items will be discussed concurrently.
- D. The Secretary shall archive the electronic communications for purposes of minutes of the electronic meeting. These records shall be used to prepare written meeting minutes. Once the written minutes are approved, the electronic records may be deleted by the Secretary.

**10.2 Discussion and Reports**

- A. All reports shall be delivered to the Members electronically by the start of the meeting, usually two (2) weeks prior to the end date.
- B. If the issue to be discussed is not an action item, there is no minimum duration for discussion on that item.
- C. For action items (e.g. main motions or amendments to motions) a minimum of seven (7) consecutive days, spread over two (2) calendar weeks, shall be available for discussion, motions, points of order, and voting. The President has



the discretion to set a time limit for individual action items in order to keep the meeting agenda progressing in a timely manner.

### **10.3 Motions**

- A.** Electronic motions may be made by any Member eligible to vote.
- B.** Nothing further transpires until the motion is seconded via electronic communication.
- C.** The President will then announce the motion and second on the electronic floor and call for discussion. The President will type motions in different colors in order to differentiate between stated motions and Member replies.
- D.** Discussion takes place electronically, utilizing procedures in *Robert's Rules of Order, Newly Revised* Tenth Edition. In offering discussion comments, Members are to first list the number of the topic being discussed as listed in the agenda. The agenda number shall be listed in the "Subject" line of the e-mail.
- E.** Any Member may call for the question. Because this motion cuts off debate, it must first be voted on, before calling for the question. No Member has the unilateral right to end discussion.
- F.** The President shall restate the question and call for the vote, stating the cut-off date and time for tallying of the vote on the question at hand. The President shall send an e-mail to all Members when the cut-off time is reached, announcing that the agenda item is closed.

### **10.4 Voting**

- A.** The President shall set an end time for the vote. At least forty-eight (48) hours shall be allowed for each vote. Votes may be taken concurrently. The President shall send an e-mail to all Board Members when the pre-determined end time for a vote has been reached to announce that voting is closed for that item. Should enough votes be received to pass a motion the President may, in the interest of time, send an e-mail to all Members calling an end to the vote before the designated time.
- B.** The motion passes when a majority of the Board Membership has voted in the affirmative or fails when a majority has voted against the motion.
- C.** Votes shall be sent electronically to the President and Secretary. Votes need not be sent to the entire board. The President shall announce the results, indicating the total number of votes for and against.
- D.** Votes are not anonymous. The voter's name is used to verify Membership. If an issue is too sensitive, a Member may move to vote at an in-person meeting.

**11.0 CONTRACTS AND FINANCES**

**11.1 Contracts**

The Board of Directors may authorize any Officer or Officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specified instances.

**11.2 Cash**

All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select.

**11.3 Audits**

An annual audit of the financial affairs of the Association, and such other audits as the Board of Directors may require, shall be made by an Auditing Committee appointed by the President.

**12.0 AMENDMENTS**

**12.1 Proposed Amendments**

Any Regular or Associate Member may propose an amendment to these Bylaws at any time. The proposal shall be presented in writing to the Membership at least thirty (30) days before the next Regular or Special meetings at which a vote will be taken on the proposed amendments.

**13.0 DISSOLUTION**

**13.1** Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 5 10(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**NEVADA AIRPORTS ASSOCIATION BYLAWS  
APPENDIX A**

**CONFLICT OF INTEREST POLICY**

---

**Article I  
Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

**Article II  
Definitions**

**1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- A.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- B.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- C.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Article III  
Procedures**

**1. Duty to Disclose**

In connection with any actually or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

**2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

**3. Procedures for Addressing the Conflict of Interest**

- A.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- B.** The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- C.** After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- D.** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

**4. Violations of the Conflicts of Interest Policy**

- A.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- B.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV  
Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- A.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- B.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or agreement, and a record of any votes taken in connection with the proceedings.

**Article V  
Compensation**

- A.** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- B.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- C.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI  
Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A.** Has received a copy of the conflicts of interest policy,
- B.** Has read and understands the policy,
- C.** Has agreed to comply with the policy, and
- D.** Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Article VII  
Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The period reviews shall, at a minimum, include the following subjects:

- A.** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arms-length bargaining; and
- B.** Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in excess benefit transaction.

**Article VIII**  
**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**Adopted this 6 day of August 2021**

*Kenneth G. Moen, A.A.E., C.A.E.*

---

Kenneth G. Moen President – Nevada Aviation Association

## **EXHIBIT C**

Evaluation Score Sheets

**GOVERNMENT AFFAIRS RFSQ SUBMITTAL**

**EVALUATION SHEET**

Name of Firm \_\_\_\_\_ Name of Evaluator \_\_\_\_\_

Submittal Scoring:

<b>Experience (30 Points):</b>	
Experience and Qualifications of Firm and Key Personnel	(15 points) Score =
Personnel Experience	(15 points) Score =
Work Plan for Performing Required Services	(30 points) Score =
Provide three capsules of successful projects on behalf of clients similar to the Nevada Aviation Association	(20 points) Score =
References	(20 points) Score =

Total Score = \_\_\_\_\_



GOVERNMENT AFFAIRS RFSQ PRESENTATION  
EVALUATION SHEET

Name of Firm \_\_\_\_\_ Name of Evaluator \_\_\_\_\_

Team Interview:

<b>Presentation (60 Points):</b>	
Experience and Qualifications of Firm and Key Personnel	(15 points) Score =
Personnel Experience	(15 points) Score =
Approach to Performing Required Services	(15 points) Score =
Approach to Building and Maintaining Relationships at All Levels of Government	(15 points) Score =
<b>Question Portion (40 Points)</b>	
Describe your process regarding interaction with City, County, State, and Federal Agency Representatives	(20 points) Score =
Describe the methods you use to ensure you are meeting the needs of your client(s)	(20 points) Score =

Total Score = \_\_\_\_\_