

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**Wednesday, June 21, 2023 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Michael Golden</b>	<b>Vice Chair – Tim Puliz</b>
<b>Treasurer – Jon Rogers</b>	<b>Member – Curtis Horton</b>
<b>Member – Paul Hamilton</b>	<b>Member – Karl Hutter</b>
<b>Member – Harlow Norvell</b>	

**Staff**

Steve Tackes – Airport Counsel  
Corey Jenkins – Airport Manager  
Danielle Howard – Public Meetings Clerk

**NOTE:** A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on [www.carson.org/minutes](http://www.carson.org/minutes).

**A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM**

(5:30:45) – Chairperson Golden called the meeting to order at 5:30 p.m. Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Michael Golden	Present	
Vice Chair Tim Puliz	Present	
Treasurer Jon Rogers	Present	
Member Curtis Horton	Present	
Member Paul Hamilton	Present	
Member Karl Hutter	Present	
Member Harlow Norvell	Present	

**B. PLEDGE OF ALLEGIANCE**

(5:31:15) – Led by Chairperson Golden.

**C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.**

(5:31:35) – Chairperson Golden introduced the item and entertained comments and a motion to approve the May 17, 2023 minutes as presented.

(5:31:54) – MOTION: Vice Chairperson Puliz so moved.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Puliz
<b>SECONDER:</b>	Hutter
<b>AYES:</b>	Golden, Puliz, Rogers, Horton, Hamilton, Hutter, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**D. MODIFICATION OF THE AGENDA.**

(5:32:08) – Chairperson Golden noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT.**

(5:32:12) – Chairperson Golden entertained public comments; however, none were forthcoming.

**F. AIRPORT ENGINEER’S REPORT**

(5:32:23) – Chairperson Golden introduced the item. Armstrong Consultants Airport Project Manager Nadine Burgard presented the report, which is incorporated into the record. She also responded to clarifying questions.

(5:35:59) – Mr. Jenkins acknowledged Ms. Burgard for her hard work after Staff were struggling “to get to where we’re at today,” and he informed the Members that the Airport would likely receive funding for the snow removal equipment (SRE) building and the Precision Approach Path Indicators (PAPI).

**G. CONSENT AGENDA**

(5:36:42) – Chairperson Golden introduced the item and entertained a motion.

(5:37:01) – MOTION – Vice Chairperson Puliz moved to approve the Consent Agenda as submitted.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Puliz
<b>SECONDER:</b>	Rogers
<b>AYES:</b>	Golden, Puliz, Rogers, Horton, Hamilton, Hutter, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE A LEASE AMENDMENT FOR AT&T WIRELESS SERVICES, INC. FOR THE ADDITION AND MODIFICATOIN OF EQUIPMENT.**

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE FINANCE AND ACCOUNTING POLICY.

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AMENDED GRANT ADMINISTRATION POLICY.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: ELECTION OF FY 2024/2025 CCAA OFFICERS; CHAIR, VICE-CHAIR, SECRETARY AND TREASURER

(5:37:32) – Chairperson Golden introduced the item, indicated that the election of CCAA Officers should be for fiscal year (FY) 2023/2024, and entertained nominations.

(5:39:12) – Member Hamilton moved to nominate Tim Puliz to the position of CCAA Chair, Harlow Norvell to the position of CCAA Vice Chair, and Jon Rogers to the position of CCAA Treasurer effective July 1, 2023. The nominations were accepted, and with no additional nominations, Chairperson Golden closed the nominations.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Horton
<b>SECONDER:</b>	Norvell
<b>AYES:</b>	Golden, Puliz, Rogers, Horton, Hamilton, Hutter, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

(5:41:51) – Member Hutter thanked Chairperson Golden for his service to the Airport and the City. Vice Chairperson Puliz echoed Member Hutter’s comment. Member Hamilton thanked Chairperson Golden for his “years of detailed service” and noted how Chairperson Golden would always “dig in to all the details” during the CCAA meetings. He also complimented Chairperson Golden’s leadership. Treasurer Rogers stated that it was “a pleasure” to have served with Chairperson Golden, and Treasurer Rogers was looking forward to working with Member Norvell.

I. AIRPORT MANAGER’S REPORT

(5:44:20) – Chairperson Golden introduced the item. Mr. Jenkins presented his report, which is incorporated into the record, and responded to clarifying questions.

J. LEGAL COUNSEL’S REPORT

(5:57:29) – Mr. Tackes complimented the way Mr. Jenkins handled a situation involving a money scam operation referenced in Mr. Jenkins’ report. Mr. Tackes informed the Members that he and Ms. Burgard appeared before the Carson City Planning Commission for approval of a Special Use Permit for the snow equipment storage building. He added that there is a City Ordinance indicating that the water main must be extended to the property

when developing on a piece of property; however, the Authority may not use Airport funds to build facilities for future private developments, and while the City attempted to find a way to “soften” the water main extension by changing the Condition to require the water main to be extended partway instead, Mr. Tackes and Ms. Burgard had indicated to the Planning Commission that including the Condition was tantamount to denying the construction of a garage for the Airport’s snow plow. Mr. Tackes added that he was “really impressed” with the Planning Commission’s expertise and commitment. He indicated that, during the Planning Commission meeting, Carson City Community Development Director Hope Sullivan suggested that the Planning Commission approve the application for the now equipment storage building and allow the Carson City Public Works Director, Darren Schulz, to waive the requirement if Staff could prove that they were legally prohibited from fulfilling the requirement. Additionally, Mr. Tackes provided Mr. Schulz with the legal readout of how the federal assurances in the Airport’s grants prohibited the use of Airport funds for that purpose, so the requirement was waived. Mr. Tackes also mentioned that, during the recent Legislative Session, the Nevada Aviation Association was successful in adding \$1 million into the Nevada Aviation Trust Fund, which was the fund that was created to help the Nevada airports fund their matching for federal grants, in each of the next two years that will be split up among the airports based on their projects. He added that the law for the Nevada Aviation Trust Fund created a large panel of people to advise the Nevada Department of Transportation (NDOT) Director on the expenditure of the funds, though the NDOT was “working through the mechanics” in order to start going through the process of allocating the funds. Mr. Tackes expected NDOT to request the Airport’s Airport Capital Improvement Plan (ACIP), and one of the NDOT staff members suggested trying to progress with the terminal building project, since the Nevada Aviation Trust Fund may provide the Authority with a source of matching funds.

#### **K. TREASURER’S REPORT**

(6:02:09) – Chairperson Golden introduced the item, and Treasurer Rogers referenced the agenda materials. He also congratulated Mr. Jenkins on the way he approached the Airport’s Community Open House, and Treasurer Rogers noted that Mr. Jenkins received a lot of support in order to accomplish organizing the Open House without Mr. Jenkins having to undertake a lot of the work.

#### **L. REPORT FROM AUTHORITY MEMBERS**

- 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**

(6:02:55) – Chairperson Golden entertained Member reports; however, none were forthcoming.

#### **M. PUBLIC COMMENT.**

(6:03:01) – Chairperson Golden entertained public comments; however, none were forthcoming. Vice Chairperson Puliz commented about how he and Member Hamilton attended the Airport’s Community Open House and agreed with Treasurer Roger’s input during Treasurer Roger’s report. Vice Chairperson Puliz stated

that the Open House was planned professionally with sensible layouts and a lot of cooperation from the sponsors and the vendors. He noted that there was a need to revisit how to promote the Open House when organizing the event in the future. He also acknowledged Mayor Lori Bagwell for attending the Open House and giving a speech at the event. Vice Chairperson Puliz thanked the other Members for their confidence in Vice Chairperson Puliz to lead the CCAA as Chair and commented that he was “still very impressed” with Airport Management and Legal Counsel. He added that he was confident in everything the Airport and the Authority was doing

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(6:05:13) – Chairperson Golden introduced the item, and Mr. Jenkins indicated that the lease assignment and the sublease would likely be on agenda for the next meeting in addition to the possible agenda item related to the grants.

**O. ACTION ON ADJOURNMENT.**

**(6:05:52) – Chairperson Golden adjourned the meeting at 6:05 p.m.**

The Minutes of the June 21, 2023 Carson City Airport Authority meeting are so approved on this 16<sup>th</sup> day of August 2023.