

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, November 20, 2019 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Michael Golden</b>	<b>Vice Chair – Bradley Harris</b>
<b>Treasurer – Jon Rogers</b>	<b>Member – John Barrette</b>
<b>Member – Paul Hamilton</b>	<b>Member – Clyde Simmons</b>
<b>Member – Tim Puliz</b>	

**Staff**

Steve Tackes – Airport Counsel  
Ken Moen – Airport Manager  
Tamar Warren – Senior Deputy Clerk  
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 of the Carson City Airport Authority meetings are available on [www.carson.org/minutes](http://www.carson.org/minutes).

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

(5:30:34) – Chairperson Golden called the meeting to order at 5:30 p.m.

(5:32:06) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member John Barrette	Present	
Member Paul Hamilton	Present	
Member Clyde Simmons	Present	
Member Tim Puliz	Present	

**B. PLEDGE OF ALLEGIANCE**

(5:30:51) – Led by Vice Chairperson Harris.

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

(5:34:46) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion to approve the October 16, 2019 meeting minutes.

(5:34:59) – MOTION: Vice Chairperson Harris moved to approve the October 16, 2019 meeting minutes.

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

**D. MODIFICATION OF AGENDA**

(5:35:17) – Chairperson Golden noted that the agenda would remain as is.

**E. PUBLIC COMMENT**

(5:35:26) – Chairperson Golden entertained public comments; however, none were forthcoming.

**F. PUBLIC HEARINGS**

**1. INFORMATION: NEW BOARD MEMBER INTRODUCTION (TIM PULIZ).**

(5:32:28) – Chairperson Golden introduced Member Puliz, who was sworn in by Ms. Warren.

**2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2018/19.**

(5:35:46) – Chairperson Golden introduced the item. Beth Kohn-Cole, CPA, Eide Bailly LLP, presented the audited financial statements, incorporated into the record, ending on October 31, 2019 and responded to clarifying questions. Member Simmons requested to review the report in advance in the future.

(5:48:30) – MOTION: Trustee Rogers moved to approve the Annual Audit Report of the Carson City Airport Authority for FY 2018/19.

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

### **3. FOR DISCUSSION AND POSSIBLE ACTION: SET PARAMETERS FOR DEVELOPMENT OF AN INTERMEDIATE AND LONG-TERM CAPITAL PLAN.**

(5:49:33) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memorandum and Airport Capital Improvement Plan, both of which are incorporated into the agenda materials. Trustee Rogers stated that he and Mr. Moen were looking for the Board’s opinions on “whether [they] want to continue to do no capital planning and deal with capital needs when they come up,” or if they would rather do capital planning, and if so, what the best way to fund a capital account would be.

(5:59:01) – Chairperson Golden emphasized that the expectation for the item was to give direction to Mr. Moen and Trustee Rogers rather than to take immediate action. He also stated that he would like to see something “in the form of a plan” for the Members to consider. Vice Chairperson Harris noted the importance of figuring out the potential costs before figuring out where the money would be attained from, and he suggested not to “try and make it perfect” and instead focus on creating a general idea that could be refined in the coming year so there is “some sort of mechanism in place.” Member Simmons stated that he would like to see the plan details such as the capital expenditures and desired assets in a prioritized list to ensure that purchases are made with a “predicted purpose.”

(6:04:09) – Member Barrette agreed with Vice Chairperson Harris’s recommendation and stated that Mr. Moen should determine “when [he will] need what, and then come back with a plan.” Member Puliz was in favor of this plan.

(6:06:37) – Discussion ensued among the Members regarding determining items to fund. No public was available to comment.

### **3[4]. FOR DISCUSSION AND POSSIBLE ACTION: NEXT CCAA BOARD MEETING DATE.**

(6:12:53) – Chairperson Golden introduced the item and entertained public and staff comments; however, none were forthcoming.

**(6:13:49) – ACTION: Chairperson Golden cancelled the December 2019 CCAA meeting and wished to consolidate the December 2019 CCAA agenda with that of the January 15, 2020 meeting.**

### **G. AIRPORT ENGINEER’S REPORT.**

(6:14:10) – Chairperson Golden introduced this item and requested that the Airport Engineer’s report and Airport Manager’s report be combined. Mr. Moen referenced the Airport Engineer’s report, which is incorporated into the record, and clarified the issue with the trash grate referenced in the previous month’s report, noting it would require a mechanical method to raise it during an event. He stated that a grate with floats to rise automatically as water rises is what the Carson City Storm Water Engineer is looking for. He also responded to the Members’ questions.

**H. AIRPORT MANAGER'S REPORT.**

(6:17:18) – Mr. Moen presented his report, which is incorporated into the record, and responded to the Members' questions. Chairperson Golden suggested a letter writing campaign from the Airport's tenants and users to the state's congressional representatives in support of the Airport.

**I. LEGAL COUNSEL'S REPORT.**

(6:32:07) – Chairperson Golden introduced the item. Mr. Tackes noted that:

1. The loan documents on the financing of the tractor were “really standard” and “typical” from a bank's standpoint.
2. Due to the cancellation of the December 2019 CCAA meeting, the Board could call a special meeting if there was something important to meet on.
3. Dennis Giangreco of Sierra Skyway, Inc. returned the “other portions of his lease” back to the Airport.

(6:35:19) – Chairperson Golden reported that NDOT had acquired two new aircraft.

**J. TREASURER'S REPORT.**

(6:29:10) – Chairperson Golden introduced the item. Treasurer Rogers stated that there are “no significant deviations from [the current] budget that need to be brought up at this meeting” and requested an update from Mr. Moen on the purchase of a tractor that was discussed in the previous meeting. Mr. Moen stated that he did seek funding with help from the Chair by sending an email to US Bank and noted that they would borrow \$49,999 from the bank at 3.99% for a four-year term. He also mentioned that he had with him the paperwork to be signed by the Chair and guaranteed receipt of the funds in December.

**K. REPORT FROM AUTHORITY MEMBERS.**

(6:38:44) – Mr. Moen reported on the presentation and survey he administered to the Carson City Men's Club, during which he stated he had “about a 50/50 split” response for changing the name from Carson City Airport to Carson City-Lake Tahoe Airport and pointed out that he used this information to “refine” the survey to get feedback in December. Mr. Moen reported doing some “cleanup” around College Parkway and meeting with a landscape architect. He also stated that he would be speaking to the Rotary Club on November 26, 2019.

(6:41:02) – Chairperson Golden referenced the Carson City Airport Annual Work Plan, incorporated into the record, and stated that he believed that hosting a community fly-in should be done next year because it is “easily attainable.” He also volunteered to work with Mr. Moen on this project.

**L. PUBLIC COMMENT**

No public was available to comment.

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

(6:44:55) – Chairperson Golden introduced the item and entertained future agenda items; however, none were forthcoming.

**N. ACTION ON ADJOURNMENT.**

**(6:45:26) – Chairperson Golden adjourned the meeting at 6:45 p.m.**

The Minutes of the November 20, 2019 Carson City Airport Authority regular meeting are so approved on this 15<sup>th</sup> day of January, 2020.