

MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, May 20, 2020 ● 5:30 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Authority Members

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

Staff

Steve Tackes – Airport Counsel
Ken Moen – 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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(0:01) – Chairperson Golden called the meeting to order at 5:38 p.m.

(0:02) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member John Barrette	Present	
Member Paul Hamilton	Present	
Member Tim Puliz	Present	

B. PLEDGE OF ALLEGIANCE

(0:27) – Led by Member Puliz.

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

(1:11) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion to approve the April 15, 2020 meeting minutes.

(1:31) – MOTION: Vice Chairperson Harris moved to approve the April 15, 2020 meeting minutes.

RESULT:	APPROVED (6-0-0)
MOVER:	Puliz
SECONDER:	Barrette
AYES:	Golden, Harris, Barrette, Rogers, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

D. MODIFICATION OF AGENDA

(1:57) – Chairperson Golden noted that there were no modifications to the Agenda.

E. PUBLIC COMMENT

(2:18) – Chairperson Golden informed that the three public comments that had been submitted would be referenced in Item #1, as they pertained to the Budget.

F. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS CHANGES, IF ANY, TO THE TENTATIVE FY2020/21 FINAL BUDGET AND ADOPTION OF THE RESULTING FINAL BUDGET.

(3:15) – Chairperson Golden introduced the item. Treasurer Rogers and Mr. Moen presented the Board Memo and accompanying documents, all of which are incorporated into the record.

(11:26) – Chairperson Golden read into the record points outlined in George Clary’s public comment as they pertained to the item. Mr. Clary stated that he was pleased to see the Budget and fees for the most part staying unchanged and lowered in some areas, although he believed that the 10 percent increase of Airport labor was excessive. He recommended supporting small general aviation (GA) facilities more due to the limited flight training and limited maintenance available of the Airport. He suggested attracting businesses by reduced insurance process and other fees as well as allow and encourage more flight training operations.

(13:29) – Chairperson Golden read into the record Ray Pasch’s public comment, which stated that Mr. Pasch did not understand why the Airport Manager would need the JetNet, LLC for \$6,111, referenced on line 6320, and

believed that the money could be better used elsewhere. He opposed the proposed 10 percent increase of the labor expense increase, referenced on line 6350, during this uncertain economic time.

(15:42) – Chairperson Golden entertained Authority Member discussion. Member Puliz proposed preserving what the Authority has, avoiding unnecessary spending for the current fiscal year, and avoiding adding anything to the overall costs. Mr. Tackes added that the government entities and business clients that he is aware of had all been cutting their budgets to avoid spending money that they may need later for more critical expenses.

(46:19) – MOTION: Member Puliz moved to adopt and accept the proposed FY 2020/21 CCAA Budget as presented with the exception of labor expenses, which are to remain frozen at \$143,155.

(46:54) – Chairperson Golden entertained Member discussion. Member Barrette commented that the Authority would work towards continued economic development if it benefits the Airport despite the current “tenuous” state of circumstances. Chairperson Golden called for a vote on the motion.

RESULT:	APPROVED (6-0-0)
MOVER:	Puliz
SECONDER:	Hamilton
AYES:	Golden, Harris, Barrette, Rogers, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS FY2020/21 AIRPORT RATES AND CHARGES.

(50:32) – Chairperson Golden introduced the item. Mr. Moen referened the Board Memo and 2020 CCAA Proposed Rates and Charges, both of which are incorporated into the record.

(52:11) – Chairperson Golden entertained Member comments. Member Barrette commended Trustee Rogers for his role in the matter.

(57:09) – Chairperson Golden entertained a motion.

(57:17) – MOTION: Treasurer Rogers moved to approve the Airport Rates and Charges fee schedule as submitted.

RESULT:	APPROVED (6-0-0)
MOVER:	Rogers
SECONDER:	Harris
AYES:	Golden, Harris, Barrette, Rogers, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

3. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS INTERMEDIATE AND LONG-TERM FACILITY AND EQUIPMENT CAPITAL IMPROVEMENT PLAN (CIP).

(57:58) – Chairperson Golden introduced the item. Mr. Moen referenced the Board Memo and the accompanying document, both of which are incorporated into the record.

(1:00:24) – Chairperson Golden read into the record points outlined in Mr. Clary’s public comment, as they pertained to the item. Mr. Clary was not in favor of the proposed \$60,000 for additional landscaping and called the proposed Airport vehicle “costly and unjustified.” He noted that it seemed more cost-effective to continue paying for mileage rather than buying a vehicle for so little usage.

(1:02:49) – Chairperson Golden read into the record a public comment from Mr. Pasch stating that Mr. Pasch did not understand why the proposed three vehicle Automatic Dependent Surveillance-Broadcast (ADS-B) for \$7,500, the Manager OPS vehicle for \$22,500, and the terminal murals for \$4,000 were needed. He suggested using the funds for the re-pave perimeter road section for \$43,000 proposed for year 2022, as repaving would be really appreciated by Airport tenants.

(1:05:02) – Chairperson Golden entertained Member comments and discussion. Discussion ensued, during which Chairperson Golden firmly believed that the Manager OPS vehicle and that CIPs related to the appearance of the Airport entry were necessary for the professional aspect and for first impressions. He agreed with Mr. Pasch regarding the vehicle ADS-B.

(1:22:41) – Mr. Moen pointed out that if he were to use his own vehicle, he would not have the necessary equipment to address Airport emergencies and could cause safety issues.

(1:32:50) – Chairperson Golden entertained a motion.

(1:32:52) – MOTION: Vice Chairperson Harris moved to approve the 5-year plan for CCAA Intermediate and Long-Term facility and Equipment Capital Improvement Plan (CIP) as submitted.

(1:33:19) – Chairperson Golden entertained discussion and comments, and Member Puliz commented that he was satisfied with the budget, although he believed that the Airport should commit to not spending non-discretionary for the current year.

RESULT:	APPROVED (5-1-0)
MOVER:	Harris
SECONDER:	Rogers
AYES:	Golden, Harris, Barrette, Rogers, Hamilton
NAYS:	Puliz
ABSTENTIONS	None
ABSENT:	None

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE E COLLEGE PARKWAY LANDSCAPE PROPOSED DESIGN.

(1:36:40) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo and the proposed Airport design graphic, both of which are incorporated into the record.

(1:42:11) – Chairperson Golden entertained Member comments and discussion. There was unanimous support of the proposed design among the Authority. Chairperson Golden entertained a motion.

(1:50:14) – Through a vote entertained by Chairperson Golden, the Members informally voted unanimously to accept the proposed preliminary landscape design.

5. INFORMATION: PRESENTATION AND DISCUSSION WHITE PAPER ON CARSON CITY AIRPORT ECONOMIC DEVELOPMENT.

(1:51:09) – Chairperson Golden introduced the item. Treasurer Rogers briefly presented the Board Memo and the Economic Development at the Carson City Airport white paper, both of which are incorporated into the record. He and Vice Chairperson Harris commended Mr. Moen for gathering data for the white paper, and the Members complimented the work put into developing the white paper.

CONSENT AGENDA

All matters listed under the consent agenda are considered routine or have been discussed at previous public meetings and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Airport Authority may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Authority Chair, or the Authority Vice-Chair, retains discretion in deciding whether an item will be pulled off the consent agenda

(2:06:37) – Chairperson Golden entertained requests to pull items from the Consent Agenda for discussion. Member Hamilton requested pulling Item #9. Chairperson Golden read a public comment from Jess Edwards into the record regarding Item #7 which stated that Mr. Edwards did not understand why the Automated Weather Observing System (AWOS) needed to be relocated for \$300,000 when there is not enough real estate to put a building in its place. Mr. Edwards did not believe that construction of the snow removal equipment building (bid and construction) for \$500,000, and the \$300,000 for the relocation (design and construction) of the AWOS was responsible spending for taxpayers, as the matching funds are \$56,422 and the federal funds are \$846,328.

(2:09:58) – Chairperson Golden entertained a motion.

(2:10:13) – Vice Chairperson Harris moved to approve the Consent Agenda items with the exception of Item #9.

RESULT:	APPROVED (6-0-0)
MOVER:	Puliz
SECONDER:	Barrette
AYES:	Golden, Harris, Barrette, Rogers, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

6. FOR DISCUSSION AND POSSIBLE ACTION: ACCEPT FAA CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT GRANT IN THE AMOUNT OF \$69,000.

7. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE FAA AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP) 2020-2025.

8. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE DRAFT AIRPORT EMERGENCY PLAN (AEP).

9. FOR DISCUSSION AND POSSIBLE ACTION: CLARIFICATION OF ACTION TAKEN HIGH SIERRA PILOTS CLASS 2 FBO PROVIDING AIRCRAFT RENTAL SERVICES.

(2:11:07) – Chairperson Golden introduced the item. Member Hamilton stated that High Sierra Pilots, according to High Sierra Pilots owner Bryan Stewart, would essentially be a flight school. Mr. Moen explained that it was brought to his attention that the High Sierra Pilots was not providing flight training when the Consent Agenda that was approved during the last CCAA meeting stated otherwise, which had been overlooked. He suggested refraining from taking any action at this time and reviewing High Sierra Pilots documentation.

(2:15:34) – Member Puliz stated that his research indicated that High Sierra Pilots was established as a flying club rather than a flight school and that some of the owners of the aircraft will outsource or rent their aircraft to instructors.

(2:16:19) – Chairperson Golden explained that his understanding after speaking with Mr. Stewart was that High Sierra Pilots was a flying club that provides some instruction for the aircraft for their members, since members would need to be trained on the aircraft being used.

(2:18:29) – Mr. Tackes noted that the aspects involved in flight training are outlined in the definition of a flying club. He agreed that clarification was needed on the matter.

(2:19:54) – Certified Flight Instructor Manny Puerta clarified that some of the High Sierra Pilots members are flight instructors and could provide the airplane for flight training.

(2:24:15) – Chairperson Golden requested that Mr. Moen and Mr. Tackes communicate with the High Sierra Pilots and come back to the Authority with issues that may need further discussion.

10. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE DRAFT GRANT ADMINISTRATION AND AIRPORT PURCHASING POLICIES.

G. AIRPORT ENGINEER'S REPORT.

(2:26:48) – Chairperson Golden introduced the item, and Carson City Airport Engineer Jim Clague presented his report, which is incorporated into the record. Chairperson Golden entertained public and Member questions and comments; however, none were forthcoming.

H. AIRPORT MANAGER'S REPORT.

(2:35:13) – Chairperson Golden introduced the item. Mr. Moen referenced his report and the accompanying documents, all of which are incorporated into the record.

I. LEGAL COUNSEL'S REPORT.

(2:37:48) – Chairperson Golden introduced the item. Mr. Tackes reported that he had just accepted, on behalf of the Airport, the \$69,000 Federal Aviation Administration (FAA) Coronavirus Aid, Relief, and Economic Security (CARES) Act grant funding.

J. TREASURER'S REPORT.

(2:38:31) – Treasurer Rogers did not have any additional items to report.

K. REPORT FROM AUTHORITY MEMBERS.

(2:38:50) – None.

L. PUBLIC COMMENT.

(2:38:55) – Chairperson Golden read into the record a public comment from Mr. Pasch pointing out that there is a sliding gate on the west side of the terminal building that the Aero Squadron uses for the National Night Out event in August, and Mr. Pasch suggested planning for a way to move an aircraft through the fence at some point on the property. Mr. Moen noted that this had already been addressed in the fence plan.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(2:40:20) – Chairperson Golden introduced the item and requested that any suggested Agenda items be sent to him.

N. ACTION ON ADJOURNMENT.

(2:40:47) – Chairperson Golden adjourned the meeting at 8:20 p.m.

The Minutes of the May 20, 2020 Carson City Airport Authority regular meeting are so approved on this 18th day of June, 2020.