

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**Wednesday, September 16, 2020 ● 5:30 PM**

**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 – Tim Puliz</b>

**Staff**

Steve Tackes – Airport Counsel via WebEx  
Ken Moen – Airport Manager via WebEx  
Danielle Howard – Public Meetings Clerk via WebEx

**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 AND DETERMINATION OF QUORUM**

(5:31:27) – Chairperson Golden called the meeting to order at 5:31 p.m.

(5:31:38) – Roll was called, and a quorum was present.

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

**B. PLEDGE OF ALLEGIANCE**

(5:32:02) – Led by Member Hamilton.

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

(5:32:50) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion.

**(5:33:09) – MOTION: Member Barrette moved to approve the August 19, 2020 meeting minutes.**

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

**D. MODIFICATION OF THE AGENDA.**

(5:33:53) – Chairperson Golden introduced the item and noted that Agenda Item F-4 would be discussed first.

**E. PUBLIC COMMENT.**

(5:34:39) – Chairperson Golden entertained public comments; however, none were forthcoming.

**F. PUBLIC HEARINGS**

**1. FOR POSSIBLE ACTION: DISCUSSION AND PROCUREMENT OF AIRPORT OPS VEHICLE RESEARCH.**

(5:59:35) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo and the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

(6:05:57) – Chairperson Golden entertained Member comments. Vice Chairperson Harris and Member Puliz supported Mr. Moen’s recommendation.

(6:15:44) – Mr. Tackes advised getting full liability coverage insurance due to the vehicle likely being used on the road in addition to on the Airport.

(6:17:32) – Chairperson Golden entertained public comments. Armstrong Consultants Western Pacific Territory Manager Mike Dikun introduced himself and stated that, after 30 years in airport management and with having his own personal vehicle versus and airport vehicle, if Mr. Moen is at work and conducting Airport business, then he is at work and operating under the Airport’s authority and coverage with regards to vehicle operations. He added that there are numerous times when on a piece of land in an airport after a snowstorm that the Airport Manager should have a four-wheel drive vehicle, and he believed that “a four-wheel drive vehicle is certainly warranted in our climate.”

(6:19:22) – Discussion ensued regarding leasing versus purchasing the desired vehicle, and Chairperson Golden entertained a motion.

(6:25:08) – MOTION: Vice Chairperson Harris moved to instruct the Airport Manager to purchase a 2021 Chevrolet Silverado 1500 Four-Wheel Drive Crew Cab Work Truck (Quote ID 14342). Chairperson Golden entertained public comments and, when none were forthcoming, called for a vote.

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

**2. FOR POSSIBLE ACTION: DISCUSSION AND DISCUSSION OF APPRAISAL OF VACANT AIRPORT LAND FOR MARKETING PURPOSES.**

(6:26:49) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo and the accompanying documents, all of which are incorporated into the record, and he and Mr. Tackes responded to clarifying questions.

(6:32:02) – Chairperson Golden entertained Member comments. Vice Chairperson Harris, Member Hamilton, and Member Puliz were in favor of the appraisal proposal.

(6:37:42) – Chairperson Golden entertained public comments and, when none were forthcoming, a motion.

(6:38:02) – MOTION: Member Puliz moved to authorize Airport Staff to the contract for appraisal with Johnson Perkins for appraising vacant Airport land for the purpose of leasing Airport land for hangar storage development in the amount of \$6,500.

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

**3. FOR POSSIBLE ACTION: APPROVAL TO ASSIGN STERLING AIR, LTD. GROUND LEASE TO TCE FBO, LLC.**

This item was removed based on discussion on the matter having taken place during Agenda Item F-4.

**4. FOR POSSIBLE ACTION: APPROVE STERLING AIR, LTD AS A CLASS 2 FBO PROVIDING AIRCRAFT SALES.**

(5:34:46) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo and accompanying request letter from Sterling Air, LTD. President Steven Lewis, both of which are incorporated into the record, and responded to clarifying questions.

(5:37:58) – Mr. Lewis introduced himself, referenced his request letter, and explained that, because he would be 69 years old in December 2021, he and his wife believe that he should start “slowing down a bit.” He noted that, though there had been many other formal offers made for his fixed-base operator (FBO), the offer that had been made on behalf of the Airport made more sense to him.

(5:42:59) – Stellar Aviation Chief Operating Officer Brad Kost introduced himself and Jake Marcus Wand, the Principal Lead Investor for the project Mr. Kost briefly presented on. Mr. Kost stated that Mr. Wand and his team were interested in bringing some development to the Carson City Airport and that Jeff Pickett, a Primary Investor for the project who was unable to appear remotely for the CCAA meeting, is a major developer in the area, having developed such establishments as Montreux Golf and Country Club, and is connected to many of the major corporations coming in and out of the Reno and Carson areas. He added that Mr. Wand’s expertise is in online marketing, moving products, and expanding businesses. Mr. Kost elaborated on the project, which involved developing approximately \$15 million worth of real estate and would include hangars and infrastructure. He mentioned that Dassault Falcon Jet would be working with his team as one of their partners and that his previous company, Galaxy Aviation, was an FBO network that was sold to Atlantic Aviation. He also believed that the Carson City Airport was the perfect airport for his project team and a “good, long-term situation.”

(5:57:05) – Chairperson Golden thanked Mr. Kost for his brief presentation and stated that he looked forward to hearing from him and his team in the future. He entertained public and Member comments; however, none were forthcoming. No formal action was taken on this item.

**5. FOR POSSIBLE ACTION: DIRECT AIRPORT MANAGER TO EXTEND OFFER TO THE CANDIDATE IDENTIFIED BY THE INTERVIEW PANEL TO FILL THE AIRPORTS OPERATIONS AND MAINTENANCE TECHNICIAN VACANCY.**

(6:56:15) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo which is incorporated into the record, and referenced a leading candidate to fill the position of Airport Operations Maintenance Technician for whom Mr. Moen proposed an hourly rate of \$32.00. He also mentioned that the leading candidate had the qualifications to fill in for him if necessary.

(7:06:48) – Chairperson Golden entertained Member discussion. Vice Chairperson Harris commented that he was impressed with all the candidates’ resumes and added that the one candidate Mr. Moen recommended “stood out” in terms of project management skills.

(7:07:58) – Treasurer Rogers liked the idea of hiring a candidate that could fill in as Airport Manager when needed. Member Hamilton, as one of the Members on the three-person interview panel, noted that the leading candidate’s skills far exceeded those of the other candidates as well as the required qualifications for the vacant position. He, Treasurer Rogers, and Member Barrette were in favor of hiring the Mr. Moen’s recommended candidate.

(7:12:05) – Member Puliz agreed that the leading candidate was the most qualified for the position; however, he wished to maintain the Airport’s current budget and believed that the other candidates would fit well within that budget. Chairperson Golden agreed with Member Puliz and noted recent Airport expenses. He was concerned about the Airport “coming up short” and needing to seek out other sources of revenue. He believed that Mr. Moen should make the decision on who fills the vacant position; however, the starting hourly rate offer should be the same as the current Airport Operations and Maintenance Technician’s, Gary Province, though the pay could be reevaluated six months to a year into filling the position.

(7:17:26) – Vice Chairperson Harris asserted that the pay increase was justified because “you get better work when you get higher skills.” He mentioned that the Airport pays others on a contract basis to do some work that the candidate can do himself; therefore, it would be beneficial from a total budget standpoint. He also stated that Mr. Moen could focus more on the marketing side of his work due to the candidate’s impressive project management skills. Vice Chairperson Harris also stated that there were incoming forms of revenue for the Airport and advised looking at “the entire spend.” Chairperson Golden agreed with Vice Chairperson Harris’s points other than his final point. He recommended hiring the leading candidate with the hourly rate of Mr. Province, and if the candidate is saving the Airport money, then his pay could be increased.

(7:21:36) – Discussion ensued regarding negotiating the leading candidate’s proposed starting hourly rate, during which Mr. Moen pointed out that they were now aware of the budget impact due to COVID-19 and that because of the Coronavirus Aid Relief and Economic Security (CARES) Act grant, the Federal Aviation Administration (FAA) funding, and the Airport’s fuel flow trending higher, the Airport’s budget would be “up.”

(7:30:40) – Vice Chairperson Harris did not wish to negotiate the candidate’s salary via WebEx and offered to negotiate the hourly rate with the candidate himself. The Authority agreed with Vice Chairperson Harris’s offer. Mr. Moen added that he would work with Vice Chairperson Harris.

(7:37:00) – Chairperson Golden entertained public comments. Mr. Dikun commented that the leading candidate had worked at the Reno-Stead Airport for approximately 10 years and called him an “exceptional young man” as well as commended him on his skills. He also mentioned that the candidate had helped turn the Reno-Stead Airport around with the team built there and recommended hiring him.

(7:38:24) – Chairperson Golden noted that Mr. Moen had received a recommendation letter from Reno-Stead Airport Manager Mike Scott for the leading candidate, and Chairperson Golden stated that any recommendation

from Mr. Scott “is worth its weight in gold.” He added that he wished to see if the Authority could make the finances work in potentially hiring the candidate for the vacant position. No formal action was taken on this item.

**6. FOR POSSIBLE ACTION: DIRECT AIRPORT MANAGER TO COMPLETE CONTRACT TO MILL AND FILL ASPHALT NEXT TO SOUTH T-HANGAR PERIMETER ROAD AND THE FIRE LANE WITH CASEY PAVING.**

(6:40:25) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo and the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

(6:49:04) – Chairperson Golden entertained Member comments. Member Puliz noted that the Airport perimeter road south of the T-Hangars is used by many people and is in “horrible condition,” and he, Member Barrette, Member Hamilton, and Vice Chairperson Harris were in favor of repaving the Airport Fire Lane access with Station 52 and the Airport perimeter road.

(6:54:34) – Chairperson Golden entertain public comments and, when none were forthcoming, a motion.

**(6:55:11) – MOTION: Vice Chairperson Harris moved to approve Airport Staff to enter into contract with Casey Paving to repave Airport Fire Lane access with Station 52 and [the] perimeter road south of T-Hangars not to exceed \$50,000.**

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

**G. AIRPORT ENGINEER’S REPORT.**

(7:40:38) – Chairperson Golden introduced the item. Mr. Moen and Mr. Dikun referenced the report, which is incorporated into the record.

**H. AIRPORT MANAGER’S REPORT.**

(7:44:12) – Chairperson Golden introduced the item. Mr. Moen presented his report and the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

**I. LEGAL COUNSEL’S REPORT.**

(7:48:58) – Mr. Tackes informed the Members that he would be meeting with those trying to go forward with the assignment of the lease.

**J. TREASURER’S REPORT.**

(7:50:34) – Treasurer Rogers requested that Members contact him with questions regarding the numbers from his report, and he reported that more money would be moved into the government investment pool and that funds would be moved from the three bank accounts with no activity into the investment pool. He also mentioned that the property tax that transfers from the City to the Airport would show up on the following month’s report under the revenue numbers.

**K. REPORT FROM AUTHORITY MEMBERS.**

(7:51:38) – None.

**L. PUBLIC COMMENT.**

(7:51:48) – Chairperson Golden entertained public comments; however, none were forthcoming.

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

(7:52:04) – Chairperson Golden entertained Agenda item suggestions. Discussion ensued regarding scheduling a CCAA special meeting, which concluded with tentatively scheduling the special meeting for Wednesday, September 30, 2020 if the Committee had received all the required information by this date.

**N. ACTION ON ADJOURNMENT.**

**(7:56:00) – Chairperson Golden adjourned the meeting at 7:56 p.m.**

The Minutes of the September 16, 2020 Carson City Airport Authority regular meeting are so approved on this 21<sup>st</sup> day of October, 2020.