

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, March 17, 2021 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

Chair – Michael Golden	Vice Chair – Bradley Harris
Treasurer – Jon Rogers	Member – Stan Jones
Member – Paul Hamilton	Member – Tim Puliz
Member – Karl Hutter	

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

(00:17) – Chairperson Golden called the meeting to order at 5:33 p.m.

(01:53) – 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 Stan Jones	Present	
Member Paul Hamilton	Present	
Member Tim Puliz	Present	
Member Karl Hutter	Present	

B. PLEDGE OF ALLEGIANCE

(01:29) – Led by Member Puliz.

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

(02:10) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion. Member Hutter pointed out that, on page #7, “Telemax” should be “Helimax” and the location of the firm was incorrect.

(05:56) – MOTION: Vice Chairperson Harris moved to approve the February 17, 2021 meeting minutes as corrected. Both Chairperson Golden and Member Hutter abstained from voting, as they were not present at the February 17, 2020 CCAA meeting.

RESULT:	APPROVED (5-0-2)
MOVER:	Harris
SECONDER:	Jones
AYES:	Harris, Rogers, Jones, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	Golden, Hutter
ABSENT:	None

D. MODIFICATION OF THE AGENDA.

(07:53) – Mr. Moen requested that the Airport Engineer’s Report (Item G) and the Airport Manager’s Report (Item H) would both be heard before Item F.8.

E. PUBLIC COMMENT.

(08:59) – Chairperson Golden entertained public comments; however, none were forthcoming. **Per Mr. Moen’s request, letters of support regarding Mr. Moen were submitted and attached from the following individuals:**

- Sterling Air, Ltd. President Steven W. Lewis (submission labeled as “Exhibit A”)
- Former CCAA Member and Chairperson Linda Law (submission labeled as “Exhibit B”)
- Former CCAA Member and Chairperson Harlow Norvell (submission labeled as “Exhibit C”)
- Former Carson City Airport Manager Tim Rowe (submission labeled as “Exhibit D”)

F. PUBLIC HEARINGS

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.

(06:54) – Chairperson Golden introduced the item and stated that Item #1 of the Consent Agenda would not be included for approval of the Consent Agenda. He entertained requests to pull items from the Consent Agenda and, when none were forthcoming, a motion.

(09:36) – MOTION: Treasurer Rogers moved to approve the Consent Agenda items as presented with the removal of Item #1.

RESULT:	APPROVED (7-0-0)
MOVER:	Rogers
SECONDER:	Harris
AYES:	Golden, Harris, Rogers, Jones, Hamilton, Puliz, Hutter
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

1. FOR POSSIBLE ACTION: APPROVE GROUND LEASE FOR CONSTRUCTION OF AIRCRAFT STORAGE HANGARS EAST OF MOUNTAINVIEW COMMUNITY HANGARS AT TAXIWAY BRAVO AND CHARLIE PARCEL APN 005-091-30.

This item was removed from the Consent Agenda.

2. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF FEDERAL AVIATION ADMINISTRATION (FAA) GRANT AWARDED THE CARSON CITY AIRPORT UNDER THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (PUBLIC LAW 116-260) (CRRSA).

3. DISCUSSION AND POSSIBLE ACTION: REGARDING APPROVAL OF ARMSTRONG ENGINEERING TASK ORDER F, ACQUIRE SRE EQUIPMENT.

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AIRPORT STAFF TO CONTRACT FOR APPRAISAL OF VACANT AIRPORT LAND FOR LEASING PURPOSES.

END OF CONSENT AGENDA

5. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS FY 21/22 BUDGET PRIORITIES. REVIEW AND DISCUSS CAPITAL PROJECTS BUDGET PRIORITIES FOR FY 21/22.

(09:57) – Chairperson Golden introduced the item. Mr. Moen and Treasurer Rogers provided a brief explanation of the changes, as referenced in the Staff Report, to the Tentative Budget, which is incorporated into the record along with the Staff Report and accompanying documents. Mr. Moen and Treasurer Rogers also responded to clarifying questions.

(19:04) – With no further questions or discussion, Chairperson Golden entertained a motion.

(19:19) – MOTION: Member Hutter moved to submit the Tentative Budget to Nevada Department of Taxation on April 15, 2021 by Airport Staff on behalf of CCAA Treasurer Rogers. Chairperson Golden entertained discussion before calling for a vote.

RESULT:	APPROVED (7-0-0)
MOVER:	Hutter
SECONDER:	Puliz
AYES:	Golden, Harris, Rogers, Jones, Hamilton, Puliz, Hutter
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

6. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE SELF-FUEL PERMIT.

(20:54) – Chairperson Golden introduced the item. Mr. Moen presented the Staff Report and the draft Self-Fueling Policy, both of which are incorporated into the record.

(25:48) – Chairperson Golden entertained Member discussion and questions, and Mr. Moen responded to clarifying questions. Member Hamilton pointed out that someone paying 250 gallons for fuel per year would be charged \$1 for a month, and he inquired about whether it was “worth chasing down a dollar a month with all the administrative fees and all the other types of things.” He believed that the quantity of gallons that are exempt from the fuel flowage fees should be increased in order to avoid creating processes that would lose money, and he suggested adding a zero to the 200 gallons annually so that the use of 2000 gallons or less would be exempt from the fuel flowage fee or limit this part of the Policy to avgas. Chairperson Golden mentioned that he was somewhat responsible for the Policy being agendized and assisting Mr. Moen by providing to him some information for what the framework might look like. He also clarified that the reason for the item being agendized was not because of finances, to protect the FBOs (fixed-base operators), or to prohibit or discourage people from dispensing their own fuel; the item was agendized due to there being a discharge of between 60 to 80 gallons of jet fuel at the Airport under prior management. He noted that the only two fuel spills he has ever witnessed at an airport were from private contractors who bring their own fuel, which the Airport cannot charge for or restrict access for since the Federal Aviation Administration (FAA) does not allow the Airport to prohibit this activity. Chairperson Golden added that the reason for the 200 gallon per year or less exemption was because a “convoy of trucks” show up at airports when there is work being done at these airports, which are owned by private contractors who service their own aircraft, and there often are environmental discharges as a result, after which the airports are financially responsible for the resulting spills.

(33:39) – Member Jones commented that it would make sense to have a minimum fee regardless of the quantity of gallons. In response to Member Jones’ question, Mr. Moen stated that the Airport could start charging trucks for such fees as parking fees. He added that a software component called RevJet 360 was instituted on the Airport

website (<https://flycarsoncity.com>) for processing gate card applications, tenant improvement permits, and tie-down fees, which reduces the administrative burden of collecting such fees as the fuel flowage fees.

(39:17) – Chairperson Golden suggested changing “self-fueling” to “mobile self-fueling” in the Policy to specifically address fuel being brought onto the Airport by a truck, and discussion ensued between Chairperson Golden and Mr. Moen. Mr. Moen and Chairperson Golden agreed on possibly adding the following language to page #3 under the “procedure of obtaining self-fueling permit” section: *“a self-fuel permit fee of \$1,200 per annum would apply to any operator with storage of greater than five gallons.”*

(47:11) – Vice Chairperson Harris requested that the Authority shelf the item until the April 2021 CCAA meeting, which Chairperson Golden agreed with in order to refine the language used in the Policy. Member Hutter recommended that the permit fee cost alone is added to any established rates and fees schedule and the Policy document references there being a permit that has to be applied for.

7. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND UPDATE STRATEGIC ANNUAL WORK PLAN FOR NEXT YEAR.

(48:19) – Chairperson Golden introduced the item. Mr. Moen and Vice Chairperson Harris presented the Staff Report, the Annual Work Plan FY 2021-2022, and the Five Year Implementation Schedule, all of which are incorporated into the record.

(52:57) – The Members provided feedback on the Annual Work Plan and the Implementation Schedule. Treasurer Rogers believed that the Initiative “host quarterly airport patron meetings” would better fit with the Goal “maintain positive relationships with the community,” as the intent with the quarterly meetings is more so to ensure tenant satisfaction. He suggested either changing the Goal “provide for the safety and activity of airport users” so it more adequately reflects the Initiative or changing the Goal “maintain positive relationships with the community” to “maintain positive relationships with the tenant and Carson City community” and moving the Initiative with this Goal. Vice Chairperson Harris was in favor of Treasurer Rogers’ second suggestion.

(54:29) – Member Hamilton believed that the following should be added to the Annual Work Plan:

- An Initiative for increasing customer satisfaction
- An Initiative for [improving] the appearance of the Airport facilities (which Chairperson Golden noted as “infield infrastructure”)
- A plan for quick aircraft removal in order to get the Airport “back online” as fast as possible

(1:00:20) – Chairperson Golden pointed out that, relating to aircraft removal, where the aircraft “comes to rest” creates another issue, and he believed that it would be better to discuss this topic at another time. Mr. Moen noted that the Airport had adopted an Airport Emergency Plan that has language in it that relates to aircraft removal, and he stated that aircraft removal events are “dynamic situations” that require many different parties, such as the National Transportation Safety Board (NTSB) and the FAA Accident and Incident Investigation. He mentioned that with these situations, reasonability cannot be determined in the moment and may be determined later in terms

of the timeframe, and he related the situation to being an “operational issue” rather than a strategic issue. Mr. Moen stated that there should be a benchmark for measuring both of the first two items Member Hamilton outlined. He believed that one of the Airport’s strengths is the quality of its infrastructure, and he stated that the Authority needs “to go down the road of who’s our customer and what services do we provide as an Airport to people on the airfield.” He also noted that it is important to also find out how the Annual Work Plan items can be supported going forward.

(1:05:05) – Treasurer Rogers believed that it is possible to write a “visual standard” for expectations regarding the foliage around the runways and taxiways, and he agreed with Mr. Moen’s statement about customer satisfaction. He believed that Mr. Moen could be involved in a work group in order to review the existing Airport procedures regarding aircraft removal.

(1:06:56) – Member Hutter agreed with the ideas that were presented, including Member Hamilton’s request for a procedure for responding to disabled aircraft, and he stated that an Initiative for maintaining infield infrastructure would better fit with the Goal “maintain airport infrastructure in top condition.” He stated that the Annual Work Plan should have “a meaningful and ... apolitical ... sense of customer satisfaction/user satisfaction/tenant satisfaction.” He believed that the Initiative “execute new cooperative agreement with City” was one of the most important items in the Annual Work Plan, and he inquired about “what our game plan is to convene work” and agendize that item. Mr. Moen clarified that there was an attempt to put together a workshop with the Board of Supervisors (BOS) in December 2020 that was then rescheduled for January 2021, and he was informed by Mayor Bagwell that the agreement would be redrafted and available to review in April 2021.

(1:13:17) – Chairperson Golden indicated that customer satisfaction needs to be a separate item and defined the Airport’s customer as “anyone who uses the Airport; anyone who is a passenger, pilot, tenant, operator,” including individuals who buy fuel at the Airport because they entered the Airport. Treasurer Rogers wished to include the FAA to the list of customers that the Airport wishes to satisfy. No formal action was taken on this item.

CLOSED HEARING; NON-MEETING NRS 241.015(3)(2)

8. THE CARSON CITY AIRPORT AUTHORITY WILL GATHER TO RECEIVE INFORMATION FROM AN ATTORNEY EMPLOYED OR RETAINED BY THE AUTHORITY REGARDING POTENTIAL AND/OR EXISTING LITIGATION INVOLVING MATTERS OVER WHICH THE PUBLIC BODY HAS SUPERVISION, CONTROL, JURISDICTION OR ADVISORY POWER AND TO DELIBERATE TOWARD DECISIONS ON THE MATTERS; DIRECTION TO COUNSEL

(1:33:42) – Chairperson Golden introduced the item, recessed the meeting, and reconvened for the closed hearing, which was closed to the public and, therefore, not recorded.

END CLOSED HEARING; NON-MEETING

9. FOR DISCUSSION AND POSSIBLE ACTION: AUTHORIZE COUNSEL TO SEND RESPONSIVE COMMUNICATION; DELEGATION OF AUTHORITY NRS 241.0357; OTHER DIRECTION.

(3:12:12) – Chairperson Golden reconvened the open session of the meeting at 8:45 p.m. He introduced the item and entertained a motion.

(3:12:46) – MOTION: Member Jones moved to authorize legal counsel to send a response that was presented with corrections made.

RESULT:	APPROVED (7-0-0)
MOVER:	Jones
SECONDER:	Hutter
AYES:	Golden, Harris, Rogers, Jones, Hamilton, Puliz, Hutter
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

G. AIRPORT ENGINEER’S REPORT.

(1:20:29) – Chairperson Golden introduced the item, and Armstrong Consultants Engineering Operations Manager Chris Nocks presented his report, which is incorporated into the record. He also responded to clarifying questions.

H. AIRPORT MANAGER’S REPORT.

(1:26:56) – Chairperson Golden introduced the item. Mr. Moen presented his report, which is incorporated into the record. He also entertained Member questions; however, none were forthcoming.

I. LEGAL COUNSEL’S REPORT.

(1:29:46) – Mr. Tackes did not have any additional items to report.

J. TREASURER’S REPORT.

(1:30:27) – Treasurer Rogers noted the values on the Balance Sheet, which is incorporated into the record along with the Budget vs. Actuals and the Profit and Loss documents, and he mentioned that he and Mr. Moen were still working on cleaning up the Budget vs. Actuals numbers on the Airport Capital Improvement Plan (ACIP) projects. Chairperson Golden entertained Member questions; however, none were forthcoming.

K. REPORT FROM AUTHORITY MEMBERS.

(1:31:57) – Chairperson Golden entertained Member reports, and he announced that the Airport would be hosting a minimum of one fly-in in May 2021, which will be held on the northwest ramp. He mentioned that the event was put together by Aircraft Owners and Pilots Association (AOPA) and ForeFlight, and the Airport was selected as one of the 10 “best in the west fixed-base operators (FBOs).”

L. PUBLIC COMMENT.

(1:32:54) – None.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(1:33:03) – Chairperson Golden entertained Member suggestions to agendize items for the next CCAA meeting. Member Hutter wished to have agendized an item regarding developments surrounding the cooperative agreement with the City and to discuss and potentially take action on the Authority’s next steps.

N. ACTION ON ADJOURNMENT.

(3:13:12) – Chairperson Golden adjourned the meeting at 8:46 p.m.

The Minutes of the March 17, 2021 Carson City Airport Authority regular meeting are so approved on this 7th day of April, 2021.

EXHIBIT A



STERLING AIR, Ltd.
 AIRCRAFT SALES • SERVICE • FINANCING • APPRAISALS • CHARTER • FLIGHT TRAINING

17, March 2021

Mr. Kenneth G. Moen
 Airport Manager
 CARSON CITY AIRPORT
 2600 E. College Parkway, #6
 Carson City, NV 89706

RE: STATEMENT IN SUPPORT OF THE KCXP AIRPORT MANAGER, KEN MOEN

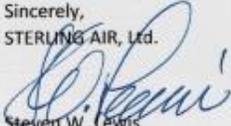
Dear Ken,

In light of the many negative comments that surfaced during the recent 'survey' conducted by the Carson City Airport Authority (CCAA) and constructed, in part, by the chairman of the authority, I'd like to add my personal comments and observations.

Since your arrival on the airport, you have always acted in a professional manner towards me and my staff here at Sterling Air. Numerous times, you came to my office seeking both advise and past airport history due to my long 45+ year tenure on this airport as well as my former time as an 'authority member & past chair'. I appreciated the fact that you were continually seeking to learn how things were done in the past and to share what areas of improvement you were seeking, especially your proactive efforts in enforcing Carson City Municipal Code, Title 19 which governs the various rules and regulations of our airport. As we both agreed, if various rules found in Title 19 were not worthy of enforcing, then these rules should no longer be a part of our airport's governing documents.

Additionally, I greatly appreciated your support of both my buyer (Carson Tahoe Executive, LLC), their management team, Stellar Aviation and Sterling Air during the time of my request to both assign my ground lease to a new owner this past summer, but also assisting me in transferring my ongoing FBO operations from that of a Class 1 to that of a Class 2 FBO.

Finally, I'm fully aware that both the management team of Carson Tahoe Executive and Stellar Aviation continue to be appreciative of your pro-active support during their continued interest in additional private investment in our airport that will help deliver expanded services and employment opportunities well into the 21st century which reinforces our collective goals for our capitol city airport to become an even stronger 'economic engine' for our entire community!

Sincerely,
 STERLING AIR, Ltd.

 Steven W. Lewis
 President

Serving the general aviation community of northern Nevada and the eastern Sierra since 1976
 2640 COLLEGE PARKWAY • CARSON CITY, NV 89706 • CARSON CITY AIRPORT
 TEL: (800) 770-5908 • (775) 885-6800 • FAX (775) 885-6842
[http:// www.sterling-air.com](http://www.sterling-air.com)

EXHIBIT B


2509 Bohr Road
Carson City, NV 89706
775/883-5580

March 16, 2021

To Whom It May Concern:

Dear Friends:

As a former member and chairman of the Carson City Airport Authority from November 2015 to October 2019, I participated in the hiring of Ken Moen as Manager of the Carson City Airport. While working closely with Mr. Moen in taking over the management, I found him to be skilled operations, quick to work to improve administrative and operational responsibilities, able to easily make and keep professional and airport organizational relationships at the local, state, and federal level.

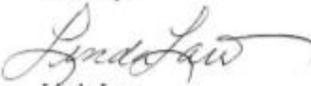
He managed the administrative activities of the airport office and improved many aspects of related tasks and responsibilities. Likewise, he interfaced well with outside consultants and contractors to successfully update and complete the Airport Master Plan, FAA Airport Improvement Projects, and several other significant jobs that had been pushed aside over the past decade or so.

Mr. Moen is consistently looking for the ways and means to improve the community involvement, economic health, and overall safety of the airport. I believe his administrative, operational, and professional networking skills are excellent and that the airport has greatly benefitted from his services.

I understand that there have been some on-property interpersonal issues that have caused tension between Mr. Moen and certain airport lessees/operators. It is my genuine hope that these differences can be worked out effectively. I believe Mr. Moen has the ability and focus to bring continued improvements and success to the Carson City Airport.

Thank you for considering my input on this matter.

Sincerely,


Linda Law

CCAA-Moen Ltr of Support

EXHIBIT C

February 9, 2021

Harlow Norvell
1421 Kingsley Lane
Carson City, Nevada 89701
775-240-1622
hnorvell@att.net

Carson City Airport Authority
2600 College Parkway, #6
Carson City, Nevada 89706

Dear Board Members:

I am writing this letter in support of Mr. Ken Moen, Airport Manager. Previously, having served eight years on the Carson City Airport Authority, with approximately six years as Chairman, I am fairly familiar with the duties and responsibilities of the of the Airport Manager. Additionally, I am an active pilot and have been employed by a corporate flight department on the Carson City Airport for many years.

Mr. Moen, in my view, has served admirably during his tenure as airport manager and continues to maintain the confidence and respect of the broader airport community. I do however realize that there are factions or individuals on the airport who constantly expect preferential treatment and/or who feel that the rules and regulations should only apply to others. Therefore, satisfying everyone equally and uniformly is a practical impossibility. This is to be expected and goes with the job. I would hope, however, that members of the airport authority itself, do not see themselves as part of that group.

As you are all aware, unless the airport manager is physically unavailable, he is the only person, under Title 19 CCMC, that can act on behalf of the airport on a daily basis. The Board can only speak with one voice when participating in an open, properly noticed public meeting, with a quorum present. Should any board member endeavor to act unilaterally to direct airport operations or to advantage himself or his business out of the public eye, such action would, in my view, constitute a serious breach of the public trust and of Nevada's open meeting law and would invite an investigation by the Nevada Commission on Ethics.

There are many of us on the airport who at present, constitute a silent majority, but who are growing increasingly uneasy about what appear to be conflicts of interest which will ultimately cause our voices to heard and for oversight action to be requested. I strongly urge the Members to be supportive of our airport manager and of his efforts to faithfully discharge his duties and to ensure that the playing field in level for all concerned.

Sincerely,



EXHIBIT D

Carson City Airport Authority
2600 College Parkway
Carson City, NV 89706

To Whom it May Concern,

I would like to submit my support for Ken Moen, Airport Manager of the Carson City Airport. As the former Airport Manager, I am keenly aware of the challenges faced by airport management to maintain airports and to keep them running safely and effectively. I believe Ken has met those challenges. It is always a major inconvenience to the flying public when a runway is closed after an aircraft incident or accident or some mechanical breakdown prohibits the use of the airport.

I find Ken friendly and helpful whenever we have discussed questions that I may have had regarding airport operations. He was informative regarding the MU-2 Incident of January 9th while I was trying to get back to Carson City from Monterey. And told me that the airport would be closed until the next day. He explained the aircraft left the runway and stopped within the Runway Safety Area. I believe Ken Moen acted appropriately to close the airport while the MU-2 was within that area. I don't believe there was any reason for any movement on the airport in order for emergency responders to facilitate the handling of the downed aircraft and from impeding the investigation of the incident and removal of the aircraft.

I let the owner of our Citation know and diverted to Reno instead. No big deal! I understand the issue the airport manager was dealing with. I have had to deal with similar incidents when I was the airport manager.

I have seen a few other minor things occur, like gates stuck open and runway lights go out where airport management got on those things and corrected them immediately. Ken has successfully overseen the construction of the airport fences and new gates and has been vigilant to see that everything ran smoothly and to limit problems with little delay.

These are the things that I am concerned about as a pilot at CXP: I crawl into my airplane and taxi out across a clean, well maintained ramp; on a clean debris free taxiway; and takeoff and land on a well-maintained runway free of FOD. And if I land at night, I see that the runway and taxiway lights are functioning properly. When I see these things, I think of an airport manager who is doing his job, is accessible, and gets things done.

Sincerely,

Tim Rowe
Pilot and Former Airport Manager
(775) 233-8008