

**DRAFT MINUTES**  
**Special Meeting**  
**Carson City Airport Authority (CCAA)**  
**Wednesday, April 7, 2021 ● 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 – Bradley Harris</b>
<b>Treasurer – Jon Rogers</b>	<b>Member – Stan Jones</b>
<b>Member – Paul Hamilton</b>	<b>Member – Tim Puliz</b>
<b>Member – Karl Hutter</b>	

**Staff**

Steve Tackes – Airport Counsel  
Tim Puliz – Interim 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 AND DETERMINATION OF QUORUM**

(5:35:42) – Chairperson Golden called the meeting to order at 5:35 p.m.

(5:36:06) – 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 Stan Jones	Absent	
Member Paul Hamilton	Present	
Member Tim Puliz	Present	
Member Karl Hutter	Present	

**B. PLEDGE OF ALLEGIANCE**

(5:36:25) – Led by Member Hamilton.

**C. APPROVAL OF THE MINUTES OF THE MARCH 17, 2021 AIRPORT AUTHORITY MEETING.**

(5:37:11) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion.

**(5:37:40) – MOTION: Treasurer Rogers moved to approve the March 17, 2021 meeting minutes as presented.**

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

**D. MODIFICATION OF THE AGENDA.**

(5:38:11) – Chairperson Golden noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT.**

(5:38:15) – Chairperson Golden entertained public comments.

**F. PUBLIC HEARINGS**

**1. FOR DISCUSSION & POSSIBLE ACTION: REVIEW DRAFT JOB DESCRIPTION. AUTHORIZE AND APPROVE CONTENT OF POSTING AND ADVERTISEMENT OF THE AVAILABLE POSITION OF AIRPORT MANAGER.**

(5:39:47) – Chairperson Golden introduced the item. Vice Chairperson Harris indicated to the Authority what they would discuss in regards to the vacant Airport Manager position and the Airport Manager Notice of Job Offering and Request for Resumes posting, incorporated in the record, including ensuring that the job description reflects what Authority is looking for in terms of the position; when the Authority would be prepared to interview, which was preferably at the May 2021 Authority meeting, though a special meeting would also be an option; an agreed-upon deadline for accepting applications for the position; an agreed-upon deadline for filling the position; the two other Members who will sit on the interview panel; and suggestions on the number of applicants that will be interviewed by the Member interview panel and the number of applicants that would come to the board after that. He stated that he would prepare interview questions and a rating tool for the interview panel.

(5:43:57) – Vice Chairperson Harris entertained the Members’ suggested revisions and additions to the Airport Manager Notice of Job Offering and Request for Resume posting. Member Hamilton believed that the sections stating “maintains close coordination with the CCAA board for all potential and ongoing business development, infrastructure, and Airport projects” and “accepts direction from the CCAA board” should be added to the posting. He also requested rephrasing “including several types of aircraft” to “including types of aircraft operating at the

Airport” in the third paragraph under “Essential Duties and Responsibilities.” Member Hutter also wished to add a clause relating to securing Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grants for the continued funding of Airport improvements in the sixth paragraph under “Essential Duties and Responsibilities” of the posting. Chairperson Golden believed that there needed to be a focus on business development in the posting. Treasurer Rogers added that the real customer of the Airport is the FAA, and it is necessary for business development to comply with all FAA requirements.

(5:49:04) – Member Puliz requested that the agreed-upon timeline and the number of candidates be used as “guidelines” rather than as mandatory numbers, and he wished to forward the posting to those who inquire about it, both of which the Members agreed to. The Members also agreed with uploading the posting to the Airport website, [www.flycarsoncity.com](http://www.flycarsoncity.com). Discussion ensued among the Members regarding the deadline for applications, during which the agreed upon number of days was 45, which would be the number of days starting from after the posting was posted.

(5:54:22) – While discussing volunteers for the interview panel, Chairperson Golden suggested, based off of feedback from members of the public, having some representatives that are hangar owners sit on the interview panel. Vice Chairperson Harris proposed hosting a “Meet the Candidates Night” at the Airport with the applicants that had been narrowed down by the interview panel, and Chairperson Golden and Mr. Tackes were in favor of this proposal.

(6:11:08) – Chairperson Golden entertained a motion to post the job opportunity [for the Carson City Airport Manager Position] as per Notice of Job Offering and Request for Resumes with revisions.

**(6:13:12) – MOTION: Member Puliz so moved.**

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

(6:15:58) – Chairperson Golden entertained public comments. Robert Frank introduced himself as a hangar owner and a member of the board on the Carson Air Group, and he commented about generating business for the Airport in order to make the Airport grow. He stated that he had conversations in the past with former Airport Manager Ken Moen, and he felt like some conversations in the past had been ignored on the matter.

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

**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**

(6:20:24) – Chairperson Golden introduced the item, which is closed to the public and, therefore, not recorded.

**END CLOSED HEARING; NON-MEETING**

(7:02:15) – Chairperson Golden reconvened the open session of the meeting.

**H. AIRPORT MANAGER’S REPORT.**

(7:02:23) – Chairperson Golden introduced the item and stated that “this Airport Authority should be indebted to [Member Puliz] beyond belief” for Mr. Puliz having taken on the additional responsibilities of Interim Airport Manager and Member Puliz for his efforts. Member Puliz presented his report, which is incorporated into the record.

**I. REPORT FROM AUTHORITY MEMBERS.**

(7:11:00) – Treasurer Rogers announced that the Airport Ops truck had arrived.

(7:11:38) – Member Hamilton complimented Member Puliz for his work as Interim Airport Manager.

(7:12:04) – Member Hutter echoed the remarks made by Chairperson Golden and Member Hamilton. He informed the Authority that he had met with Stellar Aviation Chief Operating Officer Brad Kost, who is also the operating partner Carson Tahoe executive in the proposed fixed-based operator (FBO) on the former Sterling Air, Ltd. leasehold. He also stated that he and Treasurer Rogers would be having a meeting with Mayor Bagwell.

**J. PUBLIC COMMENT.**

None.

**K. ACTION ON ADJOURNMENT.**

**(7:15:00) – Chairperson Golden adjourned the meeting at 7:15 p.m.**

The Minutes of the April 7, 2021 Carson City Airport Authority special meeting are so approved on this 19<sup>th</sup> day of May, 2021.