

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, April 21, 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
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.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(5:33:21) – Chairperson Golden called the meeting to order at 5:33 p.m.

(5:33:58) – 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

(5:34:12) – Led by Member Puliz.

C. APPROVAL OF THE MINUTES OF THE APRIL 7, 2021 AIRPORT AUTHORITY MEETING.

(5:34:36) – Chairperson Golden introduced the item; however, because the minutes for the April 7, 2021 CCAA Special Meeting were not provided in the board packet, approval of the minutes was postponed to the April 21, 2021 CCAA meeting.

D. MODIFICATION OF THE AGENDA.

(5:35:48) – Chairperson Golden introduced the item and stated that Item F.4 would be heard after Item F.1.

E. PUBLIC COMMENT.

(5:36:30) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. PUBLIC HEARINGS

1. FOR DISCUSSION & POSSIBLE ACTION: FORMALLY CONFIRM APPOINTMENT OF TIM PULIZ TO THE POSITION OF INTERIM AIRPORT MANAGER.

(5:36:57) – Chairperson Golden introduced the item and entertained a motion.

(5:37:48) – MOTION: Member Hamilton moved to approve Tim Puliz as acting Airport Manager and confirm the actions he has taken today.

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

2. FOR DISCUSSION & POSSIBLE ACTION: DISCUSSION OF HIRING PROCESS FOR NEW AIRPORT MANAGER. APPOINTMENT OF INTERVIEW SUB-COMMITTEE PANEL INCLUDING HANGAR OWNER’S REPRESENTATIVE.

(5:54:40) – Chairperson Golden introduced the item. Vice Chairperson Harris referenced the Proposed Hiring Process for Airport Manager table, which is incorporated into the record.

(6:01:00) – Chairperson Golden believed that Vice Chairperson Harris and two members of the pilot community should be a part of the interview panel, and he mentioned having identified one hangar owner representative out of the two the Members wished to have join the panel. He also encouraged Member volunteers for the interview panel.

(6:03:09) – Member Hamilton stated that he would be willing to be on the interview panel if no one else wished to volunteer, and he nominated Member Puliz, who indicated he was also willing to join the panel.

(6:05:43) – Chairperson Golden entertained nominations for the Members that would be on the panel. Member Hamilton nominated Member Puliz, and Member Hutter nominated Member Hamilton. Members Puliz and Hamilton accepted the nominations.

(6:07:14) – Chairperson Golden moved to nominate Vice Chairperson Harris, Member Puliz, and Member Hamilton to serve as the interview panel on behalf of the Authority as well as John Mayes and David Corrao to serve as hangar owner representatives.

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

(6:08:12) – Member Hamilton believed that part of the problem is that the Airport needs an Airport Manager who can handle the big customers coming in for recruitment and who is able to handle the day-to-day Manager tasks, and he suggested that the questions and rating should be based around those aspects. Member Puliz agreed with Member Hamilton and remarked that someone who can be proficient in the position of Manager and fulfill the executive, clerical, and administrative roles well is “somewhat of an unusual candidate.”

(6:10:52) – Chairperson Golden proposed providing some form of food and beverage for the “Meet the Candidates Night.” He commented that he had known and worked with many Airport Managers over the years, and none of them had been an Airport Manager before they took the position, including the best Airport Manager he had ever worked; therefore, he was not sure that prior experience as an Airport Manager was a prerequisite for the position.

(6:14:15) – In response to Member Puliz’s question, Vice Chairperson Harris stated that it would be customary to cover travel expenses for applicants to attend the “Meet the Candidates Night” event. Member Jones recommended identifying the expenses. Vice Chairperson Harris mentioned that he would ensure that the applicants were aware that they would need to travel and that successful candidates would need to travel twice.

(6:16:29) – Treasurer Rogers thanked Vice Chairperson Harris for his work and how organized the table was. He reminded the Authority that the Airport’s #1 customer is the Federal Aviation Administration (FAA).

(6:17:27) – Chairperson Golden entertained a motion.

(6:18:12) – MOTION: Member Puliz moved to approve the proposed hiring process for Airport Manager, which includes adoption of the procedures and fact finding subcommittee identified.

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

3. DISCUSSION & POSSIBLE ACTION: APPROVAL OF SELF FUELING POLICY & PERMIT

(6:18:46) – Chairperson Golden introduced the item and referenced the draft Self-Fueling Policy, which is incorporated into the record. **He also noted having received Michael Greedy’s public comment, provided via email, regarding the item, which is attached and labeled as “Exhibit A.”** He referenced Mr. Greedy’s public comment and provided feedback on some of the points made by Mr. Greedy, and Chairperson Golden and Mr. Tackes agreed that “oil serviced” should be removed from Conditions and Assurances item #4 of the Policy.

(6:29:21) – Chairperson Golden entertained Member comments and questions, and he and Mr. Tackes responded to clarifying questions. Mr. Tackes recommended revising item #4 of the Policy to instead read *“no aircraft shall be refueled or defueled while the aircraft engines are running...”* Chairperson Golden entertained a motion.

(6:39:50) – MOTION: Member Puliz moved to approve the Self-Serve fueling policy as proposed with the edits Mr. Tackes had proposed.

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

4. FOR DISCUSSION & POSSIBLE ACTION: APPROVAL OF ARMSTRONG CONSULTANTS TASK ORDER D TO RELOCATE THE AIRPORT AUTOMATED WEATHER OBSERVATION SYSTEM; APPROVAL OF NEIL ROOD AND ASSOCIATES INDEPENDENT FEE ESTIMATE PROPOSAL ASSOCIATED WITH ARMSTRONG CONSULTANTS TASK ORDERS E AND G.

(5:38:34) – Chairperson Golden introduced the item. Armstrong Consultants Engineering Manager Chris Nocks presented the agenda materials and responded to clarifying questions.

(5:47:59) – Chairperson Golden entertained further Member comments and, when none were forthcoming, a motion.

(5:48:17) – MOTION: Member Hutter moved to approve Armstrong Consultants Task Order D to relocate the AWOS and to approve the Proposal of Neil Rood and Associates of Independent Fee Estimates as proposed for Task Orders E and G.

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

(5:48:48) – Chairperson Golden noted that there would be no long-term fiscal impact, as the funds used for the item would be completely reimbursed.

G. AIRPORT ENGINEER’S REPORT.

(5:49:15) – Chairperson Golden introduced the item, and Mr. Nocks presented his report, which is incorporated into the record.

(5:57:57) – Chairperson Golden entertained Member comments and questions. Member Puliz commented that Mr. Nocks “has been absolutely a pleasure to work with” and has been timely, responsive, and “more than willing to get me up to speed on a daily basis.”

H. AIRPORT MANAGER’S REPORT.

(6:40:41) – Chairperson Golden introduced the item. Member Puliz presented his report, which is incorporated into the record. He also entertained Member questions; however, none were forthcoming. In regards to the camera discussed at the November 16, 2020 CCAA meeting and referenced in Member Puliz’s report, Mr. Tackes added that the Authority had discussed making the feed from the runway area available over the Airport’s webpage at www.flycarsoncity.com in order for people flying to the Airport to see what the weather looks like in real time.

I. LEGAL COUNSEL’S REPORT.

Mr. Tackes did not have any additional items to report.

J. TREASURER’S REPORT.

(6:47:50) – Treasurer Rogers noted that the Airport was in a financially “strong” position relative to the Budget, which he believed would continue to the end of the year. He also mentioned that the FAA-funded capital projects had been fully funded.

K. REPORT FROM AUTHORITY MEMBERS.

(6:48:56) – Chairperson Golden entertained Member reports; however, none were forthcoming.

L. PUBLIC COMMENT.

(6:49:03) – Chairperson Golden entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(6:49:18) – Chairperson Golden entertained Member suggestions for items to agendize at the next CCAA meeting, and Mr. Tackes stated that the Budget approval would need to be agendized at the next meeting. He also stated that the CCAA officers elections would be taking place at the June 2021 meeting.

N. ACTION ON ADJOURNMENT.

(6:51:01) – Chairperson Golden adjourned the meeting at 6:51 p.m.

The Minutes of the April 21, 2021 Carson City Airport Authority regular meeting are so approved on this 19th day of May, 2021.

EXHIBIT A

From: Michael Greedy <mlgcxpairport@yahoo.com>
Sent: Tuesday, April 20, 2021 5:05 PM
To: Michael Golden <mgolden@flycarsoncity.com>
Subject: Public Comment for 21 April Airport Authority

Dear Chairman:

Attached are public comments for the item

3. FOR DISCUSSION & POSSIBLE ACTION: Approval of Self Fueling Policy & Permit (Michael Golden).

Please include these comments in the discussion.

Please include these comments in the meeting minutes as allowed by the 21 April 2021 Agenda because my name is stated.

The proposed Self-Fueling Policy is not yet ready. The Policy as written mingles requirements for carry-able containers (my term) and fueling by other equipment.

Respectfully,

Michael L. Greedy

3202 Northgate Lane

Carson City NV 89706-0970

Carson City Airport tenant

Comments for Consideration of Proposed Self-Fueling Policy

Prepared by Michael L. Greedy

Proposed declaration:

“Self-fueling from containers of 5 gallons or less is permitted.”

A better declaration is:

“Self-fueling from carry-able containers labeled for flammable liquids and labeled for meeting a published standard are permitted.”

The proposed declaration obsolete. My containers hold: 6 gallons, 16 ounces (28.3 liters); 6 gallons (22.7 liters); 22.7 liters; 6 gallons. Each is labeled for use with flammable liquids and is labeled meeting a standard (UL or ASTM).

A related sentence is:

“21. Pouring or gravity transfer of fuel from any container larger than five (5) gallons is prohibited.”

A better sentence to be consistent with the declaration is:

“21. Pouring or gravity transfer of fuel from any container not included in the opening declaration is prohibited.”

“Those dispensing fuel from containers of no more than 200 gallons annually are ... fuel flowage fees
”

Is this 200 gallons annually or is this a container of 200 gallons? What is the basis for 200 gallons? 100 hours per year at 10 gallons per hours is 1,000 gallons. 200 gallons appears to be arbitrarily too low. Where are the “fuel flowage fees” published? A search on Title 19 using “flowage” returns a null result.

“1. All operators, tenants, and lessees shall conform with NFPA 407, FAA AC 5230-4B and 14 CFR Part 139.321.”

Add “Current copies will be maintained for reference by the airport manager.”
FAA AC 5230-4B and 14 CFR Part 139.321 are written for the airport. There are few requirements for individuals. Finding these references is frustrating at best. NFPA 407 requires establishing an account or establishing a subscription.

Paragraph 19.02.020.250 - FIRE REGULATIONS has an editor's note: “ At the time of this revision, Carson City has adopted the 2006 International Fire Code.” Is this proposed Self-fueling Policy adopting a a fire code different from the Carson City? See 14.02.005 - Adopted codes [International Fire Code (IFC)].

“4. No aircraft shall be refueled, defueled or oil serviced ... , or while the aircraft is in a hangar, ...
”

/Users/michaelgreedy/Desktop/JUNK/CommentsCXPSelf-fuelPolicy.doc

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Emphasis added. This will literally prohibit adding oil to an aircraft during a pre-flight inspection in a hangar. Is it necessary to prohibit oil service in a hangar?

“10. In the event of fuel spillage, and a spill kit capable of cleaning up a spill equal to the amount of fuel being delivered. . . .”

What is a spill kit? Where can a spill kit be procured? What is necessary for a spill kit for the previously defined carry-able container?

“11. Any person causing or responsible for a fire . . . shall immediately notify . . .” is too restrictive.

This should be requirement for ANY PERSON present and should read:

“11. A person present at a fire”

“23. Self-fueling of aircraft shall only be conducted in areas designated by the Airport Manager.” is a necessary requirement but not in this form.

Any designation must include taxiway and taxi-lanes immediately adjacent to a hangar and in the tie-down areas. Moving an aircraft and moving fuel to designated area will increase the total operation risk. Designating taxiway and taxi-lanes immediately adjacent to a hangar and in the tie-down areas will prevent a conflict with 19.02.020.060 - COMMON USE AREAS.

The insurance requirements in paragraph 2. under “Procedure of obtaining self-fueling permits” may discriminate against “self-fueling mobile fuelers”. If these insurance requirements are greater than the existing requirements for fueling operations discrimination will be present.