



F. PUBLIC HEARINGS

1. FOR DISCUSSION & POSSIBLE ACTION: Formally confirm the acceptance of the job offer as Carson City Airport Manager offered to Corey Jenkins.

*Interim Airport Manager’s summary: At the June 16, 2021 meeting, the CCAA authorized the negotiation of a job offer of Airport Manager to Corey Jenkins with approval to be considered at a special meeting held for that purpose.. An offer was negotiated. Mr. Jenkins has committed to begin his position one month after the board issues their approval. This meeting is to consider that approval. Airport Staff and the airport users involved in the interviews recommend approval.*

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**DELIVERED (via Facsimile and E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, June 22, 2021**

The Carson City Airport (CCA) Website: <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a>		
Airport Terminal Building 2600 College Parkway Carson City, NV	Community Center 851 E. William St. Carson City, NV	Mountain West 2101 Arrowhead Dr. Carson City, NV
City Hall 201 N. Carson St. Carson City, NV	Sterling Air, Ltd. 2640 College Parkway Carson City, NV	State of Nevada Public Notice Website <a href="https://notice.nv.gov">https://notice.nv.gov</a>
<i>~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~</i>		
<i>Supporting materials will be posted to the Carson City Airport website <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a> as available, and can be obtained upon request from the, Airport Manager, 2600 E. College Parkway #6, Carson City, NV</i>		

**NOTE:** The Airport Authority is pleased to make reasonable accommodations for the public who are disabled and wish to attend this meeting. If special arrangements for the meeting are necessary, please notify the Airport Authority at (775) 841-2255 or [tpuliz@flycarsoncity.com](mailto:tpuliz@flycarsoncity.com)

Notice: NRS 241.020(3)(b) states that a request for mailed notice of meetings automatically lapses six months after it is made to the public body. A separate written request is not required for each meeting although requests are limited to six months at a time.

**THE CARSON CITY AIRPORT AUTHORITY ENCOURAGES WRITTEN COMMENTS FROM THE PUBLIC. Comments should be addressed to the Airport Manager, and sent to the following address:**

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



# CCAA BOARD MEMO

Agenda Item: F-1

BOARD MEMO 2021-31

Meeting Date: June 28, 2021

**Agenda Title: Agenda Item #1. FOR DISCUSSION & POSSIBLE ACTION:**  
Formally confirm the acceptance of the job offer as Carson City Airport Manager offered to Corey Jenkins by Chairman Michael Golden.

*Interim Airport Manager's summary: At the June 16, 2021 meeting, the CCAA authorized the negotiation of a job offer of Airport Manager to Corey Jenkins with approval to be considered at a special meeting held for that purpose. An offer was negotiated. Mr. Jenkins has committed to begin his position one month after the board issues their approval. This meeting is to consider that approval. Airport Staff and the airport users involved in the interviews recommend approval.*

**Agenda Action:** Formal Action/Motion

**Time Requested: 10 Minutes**

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**Proposed Motion** I move to accept the employment offer to Mr. Corey Jenkins submitted by Board Chair, Michael Golden

**CCAA'S Strategic Goal:** To professionally manage the airport

**Previous Action** The airport requested to have a committee of three, Bradley Harris, Paul Hamilton and Tim Puliz to recruit, interview, negotiate and present their selection to the Board for a vote of approval.

## **Financial Information**

Is there a fiscal impact?

No  Yes

If yes; amount: Approximately \$110,000.00 per annum including wages, benefits and expenses

Is it currently budgeted? Yes

**Alternatives**

Select a different manager

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____
		_____
		_____

\_\_\_\_\_  
(Vote Recorded By)

## **Objective**

*With a degree in Aviation Management, current employment as an Airport Operations Agent, prior experience as a supervisor in aviation logistics, a private pilot certificate, and an extensive background in Information Technology, I will be an asset as an Airport Manager. My experience and knowledge will enable me to succeed in any task required.*

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## **Profile**

- Motivated, personable professional with management abilities
  - High degree of knowledge and skills in Aviation Management and Information Technology
  - Excellent relationships with supervisors, co-workers and employees at all levels
  - Able to resolve conflicts and problems as they arise
  - Demonstrate positive work ethics
  - Highly technical and able to quickly learn different systems
  - Displays exceptional inter-departmental communication
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## **Skills Summary**

- Property management and lease compliance
  - Coordinating personnel for large scale operations
  - Oversee and monitor helicopter operations
  - Fuel Farm Management, sales, and compliance
  - Ensure compliance with Grant assurances
  - Emergency response coordination
  - Trending data & reporting
  - Oversee Airport Improvement Projects
  - Employee training and documentation
  - Managing, leading and motivating personnel
- 

## **Professional Experience**

### ***Airport Operations Agent***

- Perform daily inspections of the airport property
- Prepare daily, periodic reports regarding airport operations, and activities; maintain accurate records and files
- Manage the fuel farm
- Ensure compliance with FAA, state, city, and airport safety rules and regulations
- Respond to airport emergencies and directs appropriate emergency response
- Train and maintain records for tenants, employees and contractors
- Perform research for airport projects, developing the master plan, and contract tower selection
- Oversee construction projects and ensure compliance with FAA regulations
- Ensure expenditures are within budget, create purchase orders and change orders when required

### ***Helicopter Landing Officer***

- Manage key performance indicators for operations and personnel
  - Passenger briefing
  - Aircraft loading and unloading
  - Manifesting operations
- Prepare and facilitate daily safety meetings
- Manage, oversee and assist Helicopter Deck Assistants, Refuelers and Passenger Counter Clerks
- Ensure security protocols and safety policies are followed and report any discrepancies

### ***Flight Coordinator***

- Oversee and monitor personnel and equipment at the heliport relating to aircraft operations
- Advise and Inform aircraft pilots requesting to taxi
  - That the tail area of the aircraft is clear
  - Taxi route on PHI parking area
  - Identify and advise of hazards along the aircraft's taxi route in the parking area
- Coordinate fueling operations
  - Direct the PHI refueling truck to safe ramp positions
  - Issue fuel orders to the PHI refueling truck

## Professional Experience Continued

### *Information Technology Operations Manager*

- Build, install and administer computer systems for the Microsoft Windows Server and Client Network
- Implement, setup and manage user software such as UPS WorldShip, Dentrix and Practice Works
- Created the procedures for invoicing and billing
- Manage On-Site Technicians by identifying, prioritizing and scheduling On-Site jobs
- Design and repair networks for small business
- Train users on software and general computer use

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## EDUCATION

*Louisiana Tech University, Ruston, La* Mar. 2006 to  
Bachelor of Science in Aviation Management Aug. 2011

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## WORK EXPERIENCE

June 2016 – Present	<i>Airport Operations Agent</i>	
	City of Boulder City	Boulder City, NV
July 2013 – June 2016	<i>Lead Retail Sales Consultant</i>	
	Sprint Corp.	Las Vegas, NV
May 2012- June 2013	<i>Helicopter Landing Officer</i>	
	Cenergy, Intl.	Houma, LA
May 2010 – June 2012	<i>Information Technology Operations Manager</i>	
	Computer Evolutions	Baton Rouge, LA
June 2009 – August 2009	<i>Airport Operations Intern</i>	
	Baton Rouge Metropolitan Airport	Baton Rouge, LA

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## CERTIFICATIONS & TRAINING

*AAAE Airport Certified Employee: Airfield Operations* Dec. 2019

- Self-study, review course, and knowledge test

*AAAE Airport Safety and Operations Specialist School* May 2018

- Completed in person course and knowledge test

*Remote Pilot* March 2018

- Part 107 unmanned aerial system pilot certificate

*GLMS (iLogistics) Training* Aug. 2012 to Dec. 2012

- Invoice reconciliation process for Shell Oil

*Helicopter Landing Officer*

- Completed Helicopter Landing Officer training and certification at Falck Alford May 2012
- Customer Service/ Customer Relations June 2012
- Annual Safety Refresher Courses June 2012
- HLO Employee Training June 2012
- 49 CFR Hazardous Material Transportation June 2012

*Private Pilot Certification* 2006-2010

- Louisiana Tech University Courses Completed
  - Professional Aviation Ground up to the commercial level
  - Corporate Aviation
  - Airport Planning & Management

*Motor Vehicle Inspector*

- General Vehicle certification at Louisiana Technical College June 2006
- OBD II certification at Louisiana Technical College June 2006