

DRAFT MINUTES
Special Meeting
Carson City Airport Authority (CCAA)
Wednesday, May 19, 2021 ● 5:30 PM

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 via WebEx
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

(5:32:34) – Chairperson Golden called the meeting to order at 5:32 p.m.

(5:32:55) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Absent	
Treasurer Jon Rogers	Present	
Member Stan Jones	Present	
Member Paul Hamilton	Present	
Member Tim Puliz	Present	
Member Karl Hutter	Present	

B. PLEDGE OF ALLEGIANCE

(5:33:24) – Led by Member Jones.

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY (APRIL 21 & MAY 5, 2021)

(5:33:48) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion.

(5:34:39) – MOTION: Member Hutter moved to approve the April 21, 2021 and the May 5, 2021 meeting minutes as presented.

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

D. MODIFICATION OF THE AGENDA.

(5:35:06) – Chairperson Golden noted that he may modify the agenda pending Mr. Tackes’ availability remotely.

(5:49:37) – Chairperson Golden indicated that he would be modifying the agenda to hear Item F.3 next after Item F.1.

E. PUBLIC COMMENT.

(5:35:26) – Chairperson Golden mentioned that he had not received any public comments via email and entertained public comments; however, none were forthcoming.

F. PUBLIC HEARINGS

1. FOR DISCUSSION & 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.

(5:36:35) – Chairperson Golden introduced the item and referenced the Board Memo and the accompanying documents, all of which are incorporated into the record. He entertained Member comments and questions, and he and Mr. Tackes responded to clarifying questions.

(5:39:07) – Member Hutter mentioned possibly looking into a legally acceptable way in the future for “if we have a pro forma lease, that that can be bought off by the Attorney General, the District Attorney, the Mayor, ... and then we can just have a review of the salient terms or the variables.”

(5:48:52) – MOTION: Member Puliz moved to approve the ground lease as submitted between the Carson City Airport and Ortiz Bros. Aviation, LLC.

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

2. FOR DISCUSSION & POSSIBLE ACTION: REVIEW AND DISCUSS CHANGES, IF ANY, TO THE TENTATIVE FY2020/21 FINAL BUDGET AND ADOPTION OF THE RESULTING FINAL BUDGET.

(6:28:33) – Chairperson Golden introduced the item. Treasurer Rogers presented the draft CCAA Budget for fiscal year 2020/2021 (corrected as fiscal year 2021/2022), which is incorporated into the record, and responded to clarifying questions. Chairperson Golden also entertained a motion.

(6:32:07) – MOTION: Member Puliz moved to approve the 2021/2022 Budget as submitted.

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

3. FOR DISCUSSION & POSSIBLE ACTION: DISCUSS THE MERITS, OBJECTIVES AND GOALS OF A LONG TERM COOPERATIVE AGREEMENT BETWEEN CARSON CITY AIRPORT AND THE MUNICIPALITY OF CARSON CITY.

(5:49:58) – Chairperson Golden introduced the item, and Mr. Tackes referenced and provided background on the accompanying documents, all of which are incorporated into the record.

(5:56:18) – Chairperson Golden entertained Member questions and feedback for Mr. Tackes. Referencing Member Hutter’s question, Mr. Tackes advised that the Authority needs to avoid not having a Cooperative Agreement, as not having one would likely require the City by law to transfer the land to the Airport and cause the Airport to lose the Federal Aviation Administration (FAA) funding.

(5:58:40) – Treasurer Rogers commented that he cared primarily about changes to the Cooperative Agreement regarding being able to lease land in the most efficient way possible, and he did not care about becoming a direct grant sponsor for the FAA. He stated that he would like for the Authority to own the land and for the land to be on the Airport’s Balance Sheet because he believed it made the Authority “much stronger” and would supply the Authority with an asset. He believed a paragraph could be added to the Cooperative Agreement that states that the

City gives the Authority the ability to write leases and sign leases “on strictly our say-so as long as they meet a certain set of criteria” based on complying with Nevada Revised Statute (NRS) 844. Treasurer Rogers added that the current state of the Airport has weaknesses, including that it does not “present itself well to College Parkway” and that it has not been “particularly successful” with accomplishing leases; therefore, he was not in favor of signing another 30-year Cooperative Agreement that maintains the status quo containing such weaknesses. He also wished for the Authority to form a work group to make decisions in coordination with the City regarding the level of autonomy desired for the Authority and an approach to accomplishing leases easily for potential lessees. Member Puliz agreed with Treasurer Rogers and wished to investigate his suggestions.

(6:03:39) – Regarding the lease renewals, Member Hamilton believed that Authority needed more authority “to decide what these leases are going to be rather than just bidding them out,” which he suggested adding to the Cooperative Agreement.

(6:04:16) – Mr. Tackes noted that he would do some research in order to identify where a change in the State law would be required versus what could be done in the Cooperative Agreement.

(6:04:53) – Chairperson Golden commented that, based on his experience with commercial leases, the process of entering into a lease with the Airport is “really, really simple” and “extremely expeditious.” He stated that the City has never lengthened the process for leasing or denied a lease agreement, a lease extension, or a lease modification.

(6:07:14) – Member Hutter stated that “the last thing we would want to do is to lose the opportunity to craft something modern, something that’s mutually beneficial and acceptable to the Authority and the Airport and to Carson City and not just sort of move it along.” He believed that the Cooperative Agreement needed to be a priority, and he was interested in reviewing the options “that would cause the property to actually convey to the Authority.” He added that the factors that have complicated the process of leasing, including the “backstops” of the independence element and the “wherewithal” of the Authority to own its affairs and manage property. Member Hutter also wished to learn more about how the revenue share is encoded, whether the Authority is satisfied with that revenue share, and whether it is doing what is needed to help the Authority develop the Airport’s mission.

(6:10:31) – Treasurer Rogers pointed out that, per NRS 844, the intent was that the Airport would fund its operations through a property tax on all of the property in the City with requests approved by the Board of Supervisors (BOS), which has never been done and left the Airport generating revenue through a variety of methods. He reiterated that he wished for the Airport to have the maximum freedom to fulfill its mission and objectives.

(6:18:41) – Member Hamilton was in favor of the idea of running the Airport more like a small business rather than like a larger bureaucracy in a general sense and echoed Treasurer Rogers’ stance regarding the Airport owning its own land. He reiterated his previous comments about the lease renewals and emphasized having the ability to negotiate a new lease instead of just bidding it out. Chairperson Golden indicated that he shared Member Hamilton’s concern and noted that the Members would need to verify with Mr. Tackes that the issue is a NRS issue that could not be resolved through the Cooperative Agreement.

(6:25:07) – Chairperson Golden suggested that Treasurer Rogers and Member Hutter be the Authority’s representatives to further pursue the discussed matter with Mr. Tackes and return to the Authority with a recommended course of action. Per Treasurer Rogers’ suggestion, Chairperson Golden indicated that he was willing to join the group of representatives. He added that once they had established their objectives and goals that they may need to have a discussion with and work with some of the BOS.

G. AIRPORT ENGINEER’S REPORT.

(6:32:48) – Chairperson Golden introduced the item. Armstrong Consultants Engineer Operations Manager Chris Nocks, appearing remotely via WebEx, presented his report, which is incorporated into the record.

H. AIRPORT MANAGER’S REPORT.

(6:39:46) – Chairperson Golden introduced the item. Member Puliz presented his report, which is incorporated into the record.

I. LEGAL COUNSEL’S REPORT.

None.

J. TREASURER’S REPORT.

(6:46:46) – Treasurer Rogers mentioned that the Airport’s performance relative to the Budget is getting stronger because of the volunteer labor to do the highest labor cost item, which should continue through the end of the year.

K. REPORT FROM AUTHORITY MEMBERS.

(6:47:19) – Chairperson Golden entertained Member reports, and in response to Member Hutter’s question, Chairperson Golden noted that there were no updates to report on regarding the hiring process for a new Airport Manager. Member Puliz added that Vice Chairperson Harris had sent a note stating that there were four finalists for the position, and Vice Chairperson Harris wished to discuss starting the line up for the initial screening interviews during the following week.

(6:48:43) – Member Hamilton believed that the Authority should possibly consider what the next big FAA goal project is.

(6:49:24) – Member Puliz mentioned that some potential partners from the investment community had been found that could possibly take care of the front of the Airport, and the Authority may enter into a co-op agreement between federal government and a private investor, which was why the landscaping had been delayed. Chairperson Golden noted that multiple grant requests had been submitted without responses at this time.

L. PUBLIC COMMENT.

(6:51:07) – Chairperson Golden entertained public comments; however, none were forthcoming.

G. ACTION ON ADJOURNMENT.

(6:51:36) – Chairperson Golden adjourned the meeting at 6:51 p.m.

The Minutes of the May 19, 2021 Carson City Airport Authority special meeting are so approved on this 16th day of June, 2021.