

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Monday, July 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 – Tim Puliz
Treasurer – Jon Rogers	Member – Stan Jones
Member – Paul Hamilton	Member – Karl Hutter

Staff

Steve Tackes – Airport Counsel
Tim Puliz – Interim Airport Manager
Danielle Howard – Public Meetings Clerk via Zoom

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, ROLL CALL, AND DETERMINATION OF QUORUM

(5:36:39) – Chairperson Golden called the meeting to order at 5:36 p.m.

(5:36:49) – Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:37:02) – Led by Member Hutter.

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

(5:38:36) – Chairperson Golden introduced the item and entertained comments and a motion for the minutes of the June 16, 2021 meeting and the June 28, 2021 special meeting.

(5:39:20) – MOTION: Member Jones moved to approve the minutes of the June 16, 2021 meeting and the June 28, 2021 special meeting as presented.

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

D. MODIFICATION OF THE AGENDA.

(5:39:53) – Chairperson Golden noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:40:00) – Chairperson Golden entertained public comments. Travis Riebesel introduced himself as a City resident and stated that he was applying for a Class 2 Fixed-Base Operator (FBO) at the Airport. He added that he had been running into problems while doing so and was given a list of issues by Mr. Tackes to remedy, which he had, but he was not added to the June 2021 CCAA agenda when he was supposed to be on the agenda as well as the agenda for this meeting due to being unable to lease any office space at the Airport. He explained that Chairperson Golden told him that what Mr. Riebesel is trying to do is not compatible with what Chairperson Golden’s FBO is; however, there are airplanes parked at the Airport that are not in use, and there is no problem with Mr. Riebesel doing what he wants to do. Mr. Riebesel indicated that he is unable to rent any space at the Airport because Member Hamilton “has gone around the Airport and defamed me. He has basically told everybody that he has a non-compete agreement with me.” He stated that he had spoken to former Airport Manager Ken Moen about how Member Hamilton has asked to not rent an office to Mr. Riebesel, and he believed it was “ridiculous” that he was “in a place where I have to go against board members who are here for their own personal interest.” He indicated that he had received a threatening phone call from Member Hamilton on March 6, 2021 and that no one has seen the referenced non-compete agreement. Mr. Riebesel stated that “I’m trying to apply for a business, and at this point I’m trying to apply as a Class 5 FBO, and there’s nothing in Title 19 that says that I can’t apply as a Class 5 FBO with no location; that I can use the main Terminal Building. ... What I need to do is a Part 61 flight instruction operation. I’m a flight instructor. I don’t need an office and being that I can’t get an office anymore because [Member Hamilton] has spoken to everybody at the Airport, and it’s impossible for me to get an office.” He wished to be on the August 2021 agenda as a Class 5 FBO and noted that he has met all the insurance requirements, has a certified public accountant (CPA) financial statement, and has all of the qualifications to do what he is intending to do. He stated that he has spoken to Carson City Mayor Lori Bagwell and has filed a complaint to the Nevada Attorney General with five ethics charges. Mr. Riebesel added that “when I get done with this, there’s going to be a civil lawsuit involved and after that, if I have no resolution, we’re going Part 13 complaint with the [Federal Aviation Administration] (FAA).” Chairperson Golden stated that he was happy to speak with Mr. Riebesel offline.

(5:46:21) – Bradley Harris introduced himself as a former CCAA Member and commented that, concerning Item F.1, “regarding the plan to use the 100 percent employee pay program for the [Public Employee’s Retirement System of Nevada] (PERS) contributions, ... normally the employee pays 15 and a half percent, and the employer pays the same. Under the employer pay program, the employer pays about 30 percent. ... To be able to do that, you have to have a Salary Reduction Agreement in place. ... The employee’s salary is multiplied by a factor to determine the reduction in pay, and the current reduction is about 13 percent for regular members, and Corey [Jenkins] would be a regular member. These agreements aren’t optional; they’re in the law. ... You need to rewrite the employment agreement so that [Mr. Jenkins] understands what has to happen here.” He added that an increase in salary would need to be agreed with a new agreement and voted on for approval, and he “strongly” suggested that the Authority increase Mr. Jenkins’ salary based on the information Mr. Harris had provided. Mr. Harris believed it was disingenuous to state that the action for Item F.1 “is to broadly consider all applicants with a Staff recommendation to confirm approval of the job offer to Mr. Jenkins,” as “it takes hours and hours to properly review and screen applicants,” and the Authority had not interviewed any applicants. He did not believe that “a poorly-executed board action” can be resolved through the agreed item.

F. PUBLIC HEARINGS

1. FOR DISCUSSION & POSSIBLE ACTION: ACTION TO CORRECT ALLEGED VIOLATION OF OPEN MEETING LAW (POSTING REQUIREMENT AND CLAIM OF INADEQUATE DESCRIPTION OF ACTION); FORMALLY CONSIDER ALL APPLICANTS FOR CARSON CITY AIRPORT MANAGER POSITION; CONFIRM THE JOB OFFER AS CARSON CITY AIRPORT MANAGER OFFERED TO COREY JENKINS.

(5:49:39) – Chairperson Golden introduced the item. Mr. Tackes referenced the Staff Report and the accompanying documents, all of which are incorporated into the record. He added that the Authority was not able to determine if there was an Open Meeting Law (OML) violation concerning whether or not notice of the June 16, 2021 meeting had been published on the State’s notice webpage due to notices being removed from the webpage after a period of time.

(5:54:04) – Chairperson Golden entertained Member questions and comments, and Mr. Tackes responded to clarifying questions. Vice Chairperson Puliz commented that the omission of the PERS benefit to the employment agreement had been done since approximately four years ago when Mr. Harris, acting as an Authority Member, provided a hiring contract in agreement with the previous Airport Manager, and “they failed to include the PERS as part of the benefit package in that offer of employment.” He added that, in order to stay consistent with the letter and offerings, the same verbiage was used. He asserted that the PERS benefit was always up front and never a dispute. Chairperson Golden added that the PERS coverage language was not in the previous Manager’s employment agreement and had been discovered after the fact, and he noted that the Authority takes responsibility for the clerical error. He also referenced the June 16, 2021 meeting minutes and pointed out that the individual who had filed the complaint with the Ethics Commission regarding an OML violation had voted in favor of offering the Manager position to Mr. Jenkins and, therefore, “impugned himself.”

(6:00:11) – MOTION: Member Hutter moved to approve and confirm the employment offer to Corey Jenkins for the position of Carson City Airport Manager, including the clarification on employer paid PERS coverage, and further to affirm that the salary specified in that agreement is net of any PERS-related calculations, corrections, and/or downward adjustments that might be required by State law or the PERS plan and that that value is Mr. Jenkins’ net salary that will show up in his gross earnings in his paycheck.

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

2. FOR DISCUSSION & POSSIBLE ACTION: ACTION TO APPROVE OR MODIFY REDLINE OF COOPERATIVE AGREEMENT BETWEEN THE CARSON CITY AIRPORT AUTHORITY AND THE MUNICIPALITY OF CARSON CITY; DIRECT STAFF TO SEND THE REDLINE TO CARSON CITY.

(6:01:56) – Chairperson Golden introduced the item, and he and Mr. Tackes referenced the Staff Report, which is incorporated into the record. Mr. Tackes also presented the Renewal to Cooperative Agreement for Airport Authority to Manage Carson City’s Airport, which is also incorporated into the record.

(6:14:29) – Chairperson Golden entertained Member comments and questions, and Mr. Tackes responded to clarifying questions. Member Jones believed that five years was appropriate for the Renewal Agreement due to the many federal changes that occur and pointed out that the City may “relinquish more” during the next five years.

(6:17:54) – Vice Chairperson Puliz supported the redline in the Cooperative Agreement and believed that the Authority was going in the right direction.

(6:18:19) – Member Hutter complimented Mr. Tackes’ work with creating the redline during the “working session” and called attention to section 6(h), which he believed was “a very key add” to the document.

(6:19:40) – Chairperson Golden entertained a motion to approve the redline and authorize counsel to send it to Carson City.

(6:20:03) – MOTION: Member Puliz so moved.

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

3. FOR DISCUSSION & POSSIBLE ACTION: REVIEW REQUEST FROM CARSON TAHOE EXECUTIVE (CTE) FOR LEASE OF PROPERTY, PARCEL 1 – THE UNLEASED PARCEL OF APPROXIMATELY 12 ACRES EAST OF TAXIWAY BRAVO, NORTH OF THE SELF-SERVE FUEL ISLAND, SOUTH OF THE CORRAO HANGAR AND WEST OF THE AIRPORT FENCE LINE, PARCEL 2 – THE UNLEASED PARCEL OF APPROXIMATELY 20 ACRES BETWEEN TAXIWAY CHARLIE AND TAXIWAY DELTA, WEST OF THE JET RANCH, THE CARSON EXECUTIVE HANGAR ASSOCIATION AND THE CARSON AIR GROUP, LLC. LEASEHOLDS SOMETIMES REFERRED TO AS THE “TRIANGLE PROPERTY”; REQUEST TO BEGIN LEASE PROCESS; DETERMINATION OF WHETHER TO PROCEED WITH APPRAISALS.

(6:20:43) – Chairperson Golden introduced the item. Mr. Tackes referenced the Staff Report and the accompanying documents, all of which are incorporated into the record. Member Hutter clarified that, based on his conversations with Carson Tahoe Executive Aviation (CTE), the center Triangle development (Parcel 2) would be a dry storage or an aircraft storage whereas “the north-south strip would potentially have a greater diversity of uses.” He also responded to clarifying questions throughout discussion on the item.

(6:30:52) – Brad Kost, representing the applicant James Pickett of CTE, introduced himself, referenced Mr. Pickett’s letter in the agenda materials, provided a brief explanation of what leasing the two parcels of land would entail, and responded to clarifying questions. He noted that, while the current intention for the land was dry storage, “if the opportunity presents itself down the road and the infrastructure is in place, ... then we can explore trying to market and sell some of those opportunities.”

(6:39:06) – Chairperson Golden referenced Nevada Revised Statute (NRS) 244 and informed Mr. Kost that the land cannot be leased with an appraisal for commercial use, which Mr. Tackes confirmed; however, Mr. Tackes clarified that the 12 acres (Parcel 1) may go through the bid process of NRS 244 and have the flexibility in use that Mr. Kost described. He also stated that the areas in Parcel 2, if identified precisely, could have an appraisal made that is tied to those. Chairperson Golden also advised to Mr. Kost that creating a third access point is “the lowest priority of this airport, and we have much bigger priorities,” and he did not believe that the Authority would be abandoning Taxiway Charlie to vehicular traffic due to the strict Gate Policy and people needing to access their hangars by using the taxiway. Member Jones disagreed with Chairperson Golden’s stance and stated that “if you’re going to lease property, there’s certain requirements I think we have to do.” Mr. Kost clarified that CTE was not requesting a third access point; Mr. Pickett was referring to future vehicular traffic that would be created as a result of leasing to CTE and wished to work with the Authority to attempt to limit that traffic. He added that the land would have

some type of an access road, and Chairperson Golden indicated that that was acceptable, though it would not be a grant-eligible project. Mr. Kost stated that CTE was “trying to work with the Airport. You’re going to find a lot of ways to not work with me, I understand that. But we are here to try to solve some problems and get the pent-up demand and put private money into your facilities.” Discussion ensued, during which Mr. Kost noted that the access roads “may not be a priority for you, but it is a priority to the FAA, and when you’re adding a lot of hangar space and very expensive aircraft that you keep vehicles off the taxiways.”

(6:55:04) – Mr. Kost agreed to Member Jones’ suggestion to look at the property and indicate to the Authority where he wished to include an access road. Mr. Kost also reiterated that he was introducing the idea for leasing the land, the letter was a letter of introduction, and “we’re just trying to get to a point where you understand what we’re trying to accomplish so that we could move forward.”

(6:55:41) – Chairperson Golden and Mr. Tackes described the process of identifying the parcel with an Assessor’s parcel number (APN) and getting appraisals to be provided to and paid for by the applicant.

(7:01:30) – Vice Chairperson Puliz pointed out that the former Airport Manager had Parcel 2 appraised effective April 2021 for six months, and Chairperson Golden stated that the appraisal could be used going forward as a benchmark for the value of the land; however, the lease would need to be entered into within the timeframe before the appraisal expires.

(7:02:24) – Mr. Kost acknowledged that the item was based on the Authority’s decision and the land belongs to the City and the Airport, reiterated that the CTE wished to explain the intention with the land itself, and stated that CTE wished to “be the best partner we can be as we develop it.” He added that CTE believed in the City, the Airport, and the demand for the land, and that leasing the land was “a very good investment of private dollars going into a public airport, and it will help everybody and help everything to grow.”

(7:03:13) – Vice Chairperson Puliz indicated that the Airport’s Master Plan had proposed extra access points, which did not appear to help the Airport with congestion, and suggested that there may be numerous options that could be explored as a team to mitigate the issue and ensure that the parcel can be leased effectively, the Airport has all the safety required for the tenants and by the FAA, and everyone is abiding by all of the Airport guidelines.

(7:05:00) – Vice Chairperson Puliz, Chairperson Golden, Mr. Tackes, and Member Hutter engaged in discussion concerning the possibility of a lease request of the land that conflicts with that of CTE’s and dividing the land, during which Mr. Tackes confirmed that the Authority would make the decision regarding how the land is divided, though the Authority should also divide the land so that it is consistent with how the applicant wished to use it. He also advised either filing a parcel map to break the land up into specific parcels or filing a Record of Survey from which a parcel map can be generated, which would require working with a surveyor or an engineer to put the documents together and record them before the Assessor’s Office will assign separate APNs to those parcels. Mr. Tackes added that, in the past, the pieces had been divided out to the parcels in advance, and the Airport Engineers did this as a layout of the Airport. He also advised of the next step with Parcel 2.

(7:14:37) – Chairperson Golden pointed out that because Parcel 2 is larger than the requested 20 acres of land, the Authority and Mr. Kost would need to figure out which portion is up for discussion. He also commented that, based on his experience, a smaller property may be more valuable and “location is everything.”

(7:16:26) – Mr. Pickett, appearing via phone call, clarified that the 20 acres referenced in the letter was an estimate, and the intention was to lease the entire area of Parcel 2 and the entirety of Parcel 1 and echoed some of the points made by Mr. Kost. He pointed out that the Authority should consider that somebody willing to pay more for a couple acres of those parcels would have to pay a much larger infrastructure cost to improve the infrastructure and the access to that parcel. In response to Mr. Pickett’s question, Chairperson Golden indicated that the Authority would not ask CTE to pay for the appraisal if there was no intention in leasing the land to CTE. Mr. Pickett clarified that CTE was considering developing a renting/leasing product on the land.

(7:23:14) – Mr. Kost informed the Authority that, due to the length of time of the National Environmental Policy Act (NEPA) process, CTE was trying to be realistic with “how long it takes in this environment right now to build on some of this property.” Mr. Pickett noted that the CTE was willing to meeting certain reasonable benchmarks. Vice Chairperson Puliz indicated that he could assist Mr. Pickett with creating the computer-aided design (CAD) drawings to show what CTE was considering.

(7:26:31) – Mr. Tackes confirmed that the Authority needed a legal description for the land and CAD drawings would be beneficial. He was unsure where the boundaries were or if there is an associated parcel number for the land.

(7:27:00) – Chairperson Golden supported the proposed plan and suggested that the Authority move forward with retaining the services of an engineer to obtain a legal description of the properties. Mr. Tackes believed that the service could be added on as a project under the existing engineering contract with Armstrong Consultants. He advised contacting Coffman Associates or Armstrong Consultants to identify the property and noted that there were Master Plan drawings that show that the Airport retains the paved accessway from the north side. Chairperson Golden believed that the Authority needed to authorize a survey of both parcels to legally identify the parcels as well as an appraisal of Parcel 1. Mr. Tackes recommended authorizing Staff to find the quickest, least expensive way to have a “concrete identification” of the parcels. He also suggested the Authority and the CTE go forward with the appraisal for Parcel 2 and that Staff review the existing appraisal, as he expected that the appraisal was done in a way that it could be applied to the proposed plan with CTE.

(7:44:37) – Member Hamilton commented that the idea with the Strategic Plan was to be responsive with those requesting to lease land from the Airport.

(7:49:43) – MOTION: Vice Chairperson Puliz moved that the Airport Authority authorizes the engagement with an appraiser to conduct an appraisal for approximately 12 acres of the land along Taxiway Bravo, west of the fence line, and north of the fuel island (Parcel 1) and engages with the Airport’s existing engineers to either conduct a survey or provide the Authority with some sort of a legal description of the lands in discussion (Parcels 1 and 2).

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

(7:53:07) – Chairperson Golden affirmed that the CTE could work towards a term sheet to add to the lease.

(7:55:13) – Mr. Tackes stated that the appraiser would need to be notified if Parcel 1 was going to be used for a purpose that differs from aircraft storage.

(7:59:57) – In response to Mr. Pickett’s inquiry about ensuring the Authority’s commitment with CTE, Chairperson Golden stated that “our wrists are bound on this until the ink is dry and the [Carson City District Attorney] (DA) and the Board of Supervisors approves this. There’s not a whole lot we can do except continue moving forward with you.”

G. AIRPORT ENGINEER’S REPORT

(8:02:32) – Chairperson Golden introduced the item and noted that there were no projects on the Airport Capital Improvement Plan (ACIP) in a timeframe when “the federal government is dropping money out of helicopters on public infrastructure projects.” He had spoken to Armstrong Consultants Engineer Operations Manager Chris Nocks about the project to extend the Airport’s runway from 6,100 feet to 6,900 feet, which was also grant fundable. He acknowledged that in order for the FAA to consider that runway extension, a need would have to be shown, and he asked Mr. Nocks to expedite the matter. Chairperson Golden indicated that the report was incorporated into the record and entertained Authority questions; however, none were forthcoming.

H. AIRPORT MANAGER’S REPORT

(8:06:34) – Vice Chairperson Puliz presented his report, which is incorporated into the record.

I. LEGAL COUNSEL’S REPORT

(8:11:55) – Mr. Tackes did not have any additional items to report.

J. TREASURER’S REPORT

None.

K. REPORT FROM AUTHORITY MEMBERS

(8:12:03) – Chairperson Golden entertained Member reports. Member Hamilton stated that he has been working on the plant abatement and that Airport Maintenance Operations Technician Rick Lee has been doing “a great job

at going after that.” He added that they should have something to report on next month. He believed that the Authority should ensure that Mr. Jenkins has “real good priorities” for when he starts his position as Airport Manager, and he named the runway extension and lighting as priorities. Vice Chairperson Puliz stated that he would reach out to the Authority to devise a formal priority list.

(8:13:49) – Member Hutter reported on his discussions with CTE and noted that he has had “continuing parallel good conversations” with the CTE relating to the fee simple parcels that they own east of Parcel 1, and he has appreciated Mr. Tackes’ assistance in understanding the “ins and outs” of Title 19. He added that CTE may have another proposal for the Authority within the next couple of months.

(8:15:27) – Member Jones informed the Authority that the City had received \$20 million under the American Rescue Plan Act, and the Board of Supervisors (BOS) has directed Staff to get an appraisal and evaluate the East William Street Bank of America building with the expectation of buying it.

L. PUBLIC COMMENT.

(8:17:17) – Chairperson Golden entertained public comments. Brad Graber introduced himself and stated that it was “such a pleasure to see Bob Crowell’s name above the door.” He commented that, as a part of the condominium association, WT Investment was committed to develop the “apron,” so those who were a part of that condominium did not have to pay for that apron, which was maintained with grant money. He indicated that they do pay for the “taxiways” in between the buildings as well as four-foot or six-foot dirt area south and north of the buildings, and his lease starts and ends at cement concrete. He stated that there was probably a FAA regulation for “when that 12 acres goes away, part of that is going to be apron that belongs to the Airport, so the lease won’t start where the asphalt concrete ends today.” Mr. Graber commented that, based on personal experience, a section of land can be purchased that can be “cut up when you’re through” with developing it. He believed that the Authority had the option for an offer of 12 acres to “let it go, and the person that has the lease down the road can come back to you and start a process wherein they would then break it into three parts or however many they wanted to do.” Vice Chairperson Puliz assured Mr. Graber that the Authority would research the property lines of the referenced parcels. Mr. Tackes stated that the information proved by Mr. Graber was “exactly correct,” and Mr. Tackes could obtain an exact layout that are also in the bid documents.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING

The Members did not discuss this item.

N. ACTION ON ADJOURNMENT.

(8:22:00) – Chairperson Golden adjourned the meeting at 8:22 p.m.

The Minutes of the July 21, 2021 Carson City Airport Authority meeting are so approved on this 18th day of August, 2021.