

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Monday, August 18, 2021 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

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| Chair – Michael Golden | Vice Chair – Tim Puliz |
| Treasurer – Jon Rogers | Member – Stan Jones |
| Member – Paul Hamilton | Member – Karl Hutter |

Staff

Steve Tackes – Airport Counsel
Corey Jenkins – 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, ROLL CALL, AND DETERMINATION OF QUORUM

(5:36:40) – Chairperson Golden called the meeting to order at 5:36 p.m.

(5:36:56) – Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:37:09) – Led by Treasurer Rogers.

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

(5:37:33) – Chairperson Golden introduced the item and entertained comments and a motion for the minutes of the July 21, 2021 meeting.

(5:37:46) – MOTION: Member Jones moved to approve the July 21, 2021 minutes as presented.

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

D. MODIFICATION OF THE AGENDA.

(5:38:04) – Chairperson Golden noted that there were no modifications to the agenda and indicated that Item G.3 would be removed from the agenda.

E. PUBLIC COMMENT.

(5:38:29) – Chairperson Golden referenced the agenda, stating that public comments would be limited to in-person comments and those in writing, and entertained public comments; however, none were forthcoming.

F. RECOGNITION OF TIM PULIZ, INTERIM AIRPORT MANAGER & COREY JENKINS, AIRPORT MANAGER.

(5:39:35) – Chairperson Golden recognized and thanked Vice Chairperson Puliz on behalf of the Authority for his service as Interim Airport Manager, having volunteered his time doing so for the past four to five months, and noted that “we can’t begin to thank you enough.” He also welcomed Corey Jenkins as the new Airport Manager and thanked him for being with the Authority. Mr. Jenkins thanked Chairperson Golden and stated that he was “happy to be here.”

G. PUBLIC HEARINGS

1. FOR DISCUSSION & POSSIBLE ACTION: ACTION TO CONSIDER THE BEST USE OF THE THREE COVID-RELATED FAA GRANT FUNDS, NAMELY THE CARES ACT GRANT OFFER, GRANT NO. 3-32-0004-035-2020 FOR \$69,000, THE AIRPORT CORONAVIRUS RESPONSE GRANT PROGRAM (ACRGP) GRANT OFFER, GRANT NO. 3-32-0004-039-2021 FOR \$23,000, AND THE FAA AIRPORT RESCUE GRANT OFFER, GRANT NO. 3-32-0004-040-202, FOR \$59,000, AND TO DIRECT STAFF AS TO ITS APPLICATION TO EXPENSES.

(5:40:33) – Chairperson Golden introduced the item. Treasurer Rogers referenced the Board Memo and accompanying documents, all of which are incorporated into the record.

(5:45:29) – Chairperson Golden entertained Member comments, and Treasurer Rogers responded to clarifying questions.

(5:46:58) – MOTION: Chairperson Golden moved to approve the use of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Airport Coronavirus Response, and Airport Rescue grant funds for operational expenses, including but not limited to payroll, cleaning/sanitation, janitorial services combatting the spread of pathogens at the Airport, utilities, debt service payment, and items generally having a limited useful life, including personal protective equipment and cleaning supplies.

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

(5:48:42) – Treasurer Rogers commented that, from a timing standpoint, the Authority would have four years to spend the funds, though he also wished for Mr. Jenkins to accomplish submitting the request for reimbursement before the end of the calendar year.

2. FOR DISCUSSION & POSSIBLE ACTION: ACTION TO APPROVE OPTION 2 OF THE VEGETATION CONTROL PROPOSAL, APPROVE THE EXPENSE TO PURCHASE THE NECESSARY EQUIPMENT AND SUPPLIES, AND DIRECT STAFF TO PURCHASE THE APPROVED EQUIPMENT AND SUPPLIES.

(5:49:02) – Chairperson Golden introduced the item. Airport Maintenance and Operations Technician Rick Lee presented the Vegetation Control Proposal, which is incorporated into the record, and responded to clarifying questions.

(5:51:51) – In response to Vice Chairperson Puliz’s inquiry, Mr. Jenkins noted that clearing out vegetation poses the potential to cause a dust hazard and contribute to erosion. He assured that the vegetation control process would be used on a test area first to determine if anything would need to be done to prevent those hazards. He added that, according to Armstrong Consultants, the test could determine if using gravel and/or aggregate is necessary.

(5:55:37) – Vice Chairperson Puliz commented that Mr. Lee and Mr. Jenkins have “many years of experience at managing the operations and safety of airports, and after [Member Hamilton] and I had discussions with both of them, I’m very confident in their analysis and very confident in their experience.” He supported Mr. Lee’s and Mr. Jenkins’ recommendations.

(5:58:01) – MOTION: Member Puliz moved to proceed with the manager’s recommendation to approve option #2 of the Vegetation Control Proposal, approve the expense to purchase the equipment and supplies, and direct Staff to purchase the approved equipment and supplies.

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

3. FOR DISCUSSION & POSSIBLE ACTION: REVIEW OF REDLINE CHANGES PROPOSED BY THE CITY TO THE COOPERATIVE AGREEMENT BETWEEN THE AUTHORITY AND THE CITY OF CARSON CITY.

This item was removed from the agenda.

4. FOR DISCUSSION & POSSIBLE ACTION: CHANGE OF MEETING DATE FOR SEPTEMBER REGULAR MEETING CURRENTLY SCHEDULED FOR SEPTEMBER 15, 2021.

(6:02:31) – Chairperson Golden introduced the item and noted that he would not be present during the September 15, 2021 CCAA meeting. Because there were no other Member conflicts with the date, the consensus among the Authority was to proceed with the scheduled meeting date. No formal action was taken on this matter.

H. AIRPORT ENGINEER’S REPORT

(6:04:09) – Chairperson Golden introduced the item. Armstrong Consultants Airport Project Manager Nadine Crow, appearing via phone call, presented the report, which is incorporated into the record. She also entertained and responded to clarifying questions.

I. AIRPORT MANAGER’S REPORT

(6:08:59) – Chairperson Golden introduced the item. Mr. Jenkins presented his report, which is incorporated into the record. Vice Chairperson Puliz referenced the agenda materials and commented that it has been a “pleasure” working with Mr. Jenkins as well as complimented Mr. Jenkins’ ability to learn quickly, his background, his understanding of what the Authority is trying to do, and how he indicates when he does not have familiarization in certain areas. He noted that the price of surveying the lease parcels was a bit higher than the Authority had anticipated, and he and Mr. Jenkins were concerned about exceeding the \$5,000 guideline without Authority approval. According to Vice Chairperson Puliz, he and Mr. Jenkins decided to take the “proactive steps” of breaking the land up into segments and changing the scopes. He believed that the land surveyor could be permitted to go forward with “phase 1,” and he and Mr. Jenkins planned to refine the remaining “Triangle.” Vice Chairperson Puliz and Mr. Jenkins responded to clarifying questions.

J. LEGAL COUNSEL’S REPORT

Mr. Tackes was not available to provide a report at this meeting.

K. TREASURER’S REPORT

(6:17:16) – Chairperson Golden introduced the item. Treasurer Rogers referenced the Balance Sheet and Profit and Loss (P&L) document, both of which are incorporated into the record, and presented his report, during which he indicated that he, Mr. Jenkins, and the Airport’s bookkeeper had been “deep into the audit process for last fiscal year.” He added that a completed audit was due by late October 2021. He stated that he wished to reincorporate the “Budget versus actual analysis” in his report, starting with the September 2021 CCAA meeting, and he intended to make the AIP project numbers easier to read and understand early this fiscal year through a plan that would be executed over the course of the next couple of months.

L. REPORT FROM AUTHORITY MEMBERS

(6:18:52) – Chairperson Golden entertained Member reports. Member Jones wished to continue with the item regarding the Airport’s sign and appearance.

(6:19:51) – Chairperson Golden referenced a letter he drafted on behalf of the Authority that was addressed to Congressman Amodei and both State Senate Representatives, Senator Cortez Masto and Senator Rosen, to seek funding. He informed the Authority that, after “a significant amount of correspondence with Senator Rosen and her office,” Senator Rosen wished to meet with him at the Airport, and he would be meeting with either Senator Rosen or her associate who deals with Nevada transportation infrastructure at the Terminal Building. He added that he would report back to the Authority once the meeting was scheduled and mentioned that Mayor Bagwell was “on board with what we’re trying to do there.”

(6:21:41) – Member Jones recommended starting earlier in the year for communicating with State Representatives and mentioned that the City was anticipating money from Congressman Amodei or from the State Senators.

M. PUBLIC COMMENT.

(6:26:56) – No public comments were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:27:02) – Chairperson Golden advised informing himself, Mr. Jenkins, or Vice Chairperson Puliz of any items that Members wished to have agendized for the next CCAA meeting 10 days before the scheduled date.

O. ACTION ON ADJOURNMENT.

(6:27:24) – Chairperson Golden adjourned the meeting at 6:27 p.m.

The Minutes of the August 18, 2021 Carson City Airport Authority meeting are so approved on this 15th day of September 2021.