

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Monday, October 25, 2021 ● 5:30 PM
Carson City Airport Terminal Building
2600 East College Parkway, Carson City, Nevada

Authority Members

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

Staff

Steve Tackes – Airport Counsel
Corey Jenkins – Airport Manager (via Zoom)
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

(5:35:50) – Chairperson Golden called the meeting to order at 5:35 p.m.

(5:35:52) – 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	Absent	
Member Paul Hamilton	Present	
Member Karl Hutter	Present	
Member Harlow Norvell	Present	

B. PLEDGE OF ALLEGIANCE

(5:36:26) – Led by Member Norvell.

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

(5:36:52) – Chairperson Golden introduced the item and entertained comments and a motion to approve the minutes of the September 15, 2021 meeting as presented.

(5:37:09) – MOTION: Vice Chairperson Puliz so moved.

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

D. MODIFICATION OF THE AGENDA.

(5:37:24) – Chairperson Golden noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:37:31) – Chairperson Golden entertained public comments; however, none were forthcoming.

G. PUBLIC HEARINGS

1. FOR DISCUSSION & POSSIBLE ACTION: DETERMINE A UNIFORM VALUE FOR EXPENSE APPROVALS BY THE AIRPORT MANAGER; TWO SIGNATURE REQUIREMENTS FOR CHECKS AND MINIMUM VALUE OF ALL PHYSICAL ASSETS TO BE TRACKED BY MANAGER.

(5:37:51) – Chairperson Golden introduced the item. Treasurer Rogers and Mr. Jenkins referenced the Board Memo, which is incorporated into the record, and Mr. Jenkins responded to clarifying questions.

(5:40:22) – Chairperson Golden and Member Hutter supported the \$2,500 value for expenses, and Chairperson Golden indicated that he was “even willing to go a little higher.” In response to Member Hutter’s question, Mr. Jenkins and Treasurer Rogers explained that the Airport Manager’s office desk manual, containing Airport policies, would likely be approved annually while there would also be a running draft that will be actively updated as policies change.

(5:45:24) – MOTION: Vice Chairperson Puliz moved to establish a standard procedure for the Manager to get written approval from Chair, Vice Chair, or Treasurer for expenses in excess of \$2,500; all checks over \$2,500 require two signatures and the minimum value of all physical assets, with a useful life of more than three years, will be tracked by the Manager using our fixed asset control system.

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

2. FOR DISCUSSION & POSSIBLE ACTION: RENEWAL OF THE CINDERLITE CONTRACT FOR THREE YEARS INCLUDING THE PROPOSED LANGUAGE THAT ACCOUNTS FOR THE MALSF CONSTRUCTION.

(5:46:03) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Board Memo and the Surplus Rock and Aggregate Material Extension Agreement, both of which are incorporated into the record, and he and Mr. Tackes responded to clarifying questions.

(5:49:27) – Mr. Tackes confirmed that the Agreement was acceptable. In response to Chairperson Golden’s question, Mr. Jenkins indicated that construction would begin in 2024, and the grading and restoration would need to have been completed prior to beginning construction. He added that a year was the estimated amount of time for grading and restoration. Chairperson Golden believed that beginning construction in 2024 was “pretty optimistic.” Mr. Takes referenced the accompanying documents, all of which are incorporated into the record, to provide some background on the matter.

(5:57:00) – Mr. Jenkins indicated that he could talk to Cinderlite Trucking Corporation about preparing the land for the lighting and start working on the slope off the end of the runway “sooner than later to accommodate the lighting and also to improve safety.”

(6:00:22) – MOTION: Member Norvell moved to approve the proposed renewal contract with Cinderlite [Trucking Corporation] and that additional language is added to the renewal Agreement to make sure Cinderlite [Trucking Corporation] can continue operations while also making accommodations for the Medium-Intensity Approach Lighting System (MALSF) construction, and that [the renewal] still includes language to require the grading and completion requirements of the contract.

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

3. FOR DISCUSSION & POSSIBLE ACTION: COST OF THE AWOS RELOCATION PROJECT AND CONSIDERATION OF PAYING PRIOR TO RECEIVING GRANT FUNDS IN ORDER TO EXPEDITE THE PROJECT.

(6:01:19) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Board Memo, which is incorporated into the record, and responded to clarifying questions. He noted that, in order to move forward with the project, the Authority would need to be prepared to front up to \$291,708, of which the Federal Aviation Administration’s (FAA) portion would be reimbursed by the FAA when it is able to in the fiscal year 2022. Mr. Jenkins clarified that he was hoping for reimbursement of the FAA’s portion of the value during the spring, though he also did not have a timeframe until after receiving approval to provide the funds, and afterwards the Authority could begin planning with the contractor for the construction. He added that the Authority may not pay for the entire project by the time the FAA reimburses its portion of the value.

(6:07:22) – Chairperson Golden indicated that “where I have a problem is it’s a federally grant-eligible project; the FAA should be putting the funding out for this, but they could string us along into 2023 calendar year easily.” Discussion ensued among the Members, during which Mr. Jenkins referenced the Snow Removal Equipment Building project, which was delayed due to having not received any bids, and pointed out that if a delay was to occur with the Automated Weather Observing System (AWOS) relocation project, as “kind of the first step of many steps to get the nighttime [approach] approval completed,” the entire project would be pushed back. Additionally, he recommended proceeding as an effort to “get things moving sooner than later” so the Authority could have time to address possible delays. Chairperson Golden noted that the Authority would agree with Mr. Jenkins’ explanation and added, “in the future, however, we need a little bit better understanding of what economic exposure and benefit is, [and] when I say that I mean the FAA funding portion and the timing of these things.”

(6:11:08) – Vice Chairperson Puliz agreed with Chairperson Golden; however, he also believed that the Airport’s future tenants and hangar owners were expecting the Authority to “come through on this sooner than later” and proposed voting to approve funding the cost of the project prior to receiving the grant funds from the FAA.

(6:12:35) – Armstrong Consultations Airport Project Manager Nadine Crow echoed Mr. Jenkins’ points.

(6:13:09) – Related to review of the Airport’s general funds, Member Hutter remarked that the maximum value for the cost of the project “is something that we can swallow if we have to, given our finances.”

(6:14:30) – MOTION: Vice Chairperson Puliz moved to approve paying the cost of the AWOS relocation project prior to receiving FAA grant funds.

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

H. AIRPORT ENGINEER’S REPORT

(6:15:06) – Chairperson Golden introduced the item. Ms. Crow briefly referenced the report, which is incorporated into the record, and responded to clarifying questions.

I. AIRPORT MANAGER’S REPORT

(6:18:34) – Mr. Jenkins presented his report, which is incorporated into the record. No Member questions or comments were forthcoming.

J. LEGAL COUNSEL’S REPORT

(6:23:01) – Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT

(6:23:06) – Chairperson Golden introduced the item. Treasurer Rogers referenced the agenda materials and mentioned having had a conversation with the auditor regarding the Authority’s relationship with the City. He stated that he, Mr. Jenkins, and the auditor would likely need to do some cleanup on the fixed assets on the Airport in coordination with the City. Mr. Tackes added that he “sensed” that the City was somewhat reluctant because of the perception that the City could be somehow “giving up” its ties to the Airport property, though Mr. Tackes asserted that the City transferring the property would not change any of the City’s abilities under the Nevada Revised Statute (NRS), as the City would still have such duties as approving all the leases and appointing the Authority Members. He recommended having a discussion with the City Supervisors about the Authority starting its own “Airport Board Members Representative” and finding out what any possible objections are. Treasurer Rogers also responded to clarifying questions.

L. REPORT FROM AUTHORITY MEMBERS

(6:33:32) – Chairperson Golden entertained Member reports; however, none were forthcoming.

M. PUBLIC COMMENT.

(6:33:39) – Chairperson Golden entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:33:52) – Chairperson Golden introduced the item and noted that discussion on the Airport Snow Removal Plan would be agendized for the next meeting.

(6:39:20) – Member Hamilton requested agendizing a discussion on a terminal building and the elements of a terminal building.

O. ACTION ON ADJOURNMENT.

(6:41:57) – Chairperson Golden adjourned the meeting at 6:41 p.m.

The Minutes of the October 25, 2021 Carson City Airport Authority meeting are so approved on this 17th day of November 2021.