

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**Wednesday, November 17, 2021 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

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

**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](http://www.carson.org/minutes).

**A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM**

(5:33:14) – Chairperson Golden called the meeting to order at 5:33 p.m.

(5:33:30) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Michael Golden	Present	
Vice Chair Tim Puliz	Absent	
Treasurer Jon Rogers	Present	
Member Stan Jones	Present	
Member Paul Hamilton	Present	
Member Karl Hutter	Present	
Member Harlow Norvell	Present	

**B. PLEDGE OF ALLEGIANCE**

(5:33:45) – Led by Member Jones.

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

(5:34:06) – Chairperson Golden introduced the item and entertained comments and a motion to approve the minutes of the October 25, 2021 meeting as presented.

**(5:34:28) – MOTION: Member Hutter so moved.**

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

**D. MODIFICATION OF THE AGENDA.**

(5:34:44) – Chairperson Golden noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT.**

(5:35:30) – Chairperson Golden entertained public comments; however, none were forthcoming.

**G. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF THE SNOW REMOVAL PLAN.**

(5:35:57) – Chairperson Golden introduced the item and referenced the Board Memo, which is incorporated into the record along with the draft *Snow and Ice Control Plan*.

(5:40:36) – Chairperson Golden entertained Member questions and comments, and Mr. Jenkins and Airport Maintenance and Operations Technician Rick Lee responded to clarifying questions. Chairperson Golden commented that the Airport is responsible for clearing the ramp at the self-serve fuel facility at the intersection of Taxiways Bravo and Delta, which was not indicated under the “Airfield Clearing Priorities” (Section 3.3). Mr. Lee stated that the referenced responsibility was indicated on the schematic. Chairperson Golden also expressed that he expected the Airport to clear the west ramp of snow, as it is owned by the Airport and provides access to the runway environment, and it was not mentioned on either the draft plan or the schematic. Mr. Lee believed that the area could be added into the plan. Mr. Jenkins referenced Section 4.1, and he believed that there needs to be some form of formal agreement if Airport staff plans to plow areas that are technically on a leasehold, and during discussion on the matter, Chairperson Golden explained that the majority of the west ramp is common area for the Airport. Mr. Tackes stated that the lease would need to be reviewed to determine who would be responsible for snowplowing the ramp. He added that certain areas were leased to Chairperson Golden, as a fixed-based operator (FBO), which Mr. Tackes believed made Chairperson Golden responsible for plowing those areas; however, he also indicated that the Airport should be responsible for plowing access to each FBO. Chairperson Golden reiterated that whatever is common area needs to be addressed by the Airport.

(5:58:02) – Member Hamilton requested including language in the plan to specify “style” of clearing snow or access to aircraft and taxiways to minimize snow berms. Mr. Lee informed Member Hamilton that, around mid-January, staff would be getting a 10-foot-wide box plow for the front of the tractor with extensions off the ends of the blade to help capture and contain the snow as it moves, and he noted that this box plow would be ideal for the ramp areas. Mr. Jenkins suggested adding language to Chapter 4 of the plan stating that “we will attempt to reduce/minimize berms that would impact aircraft access.”

(6:05:28) – Member Hamilton complimented the priorities listed in Section 3.3.

(6:06:20) – Chairperson Golden entertained a motion.

**(6:06:29) – MOTION: Member Hutter moved to approve the *Snow and Ice Control Plan* as presented with the note that Airport Manager Corey Jenkins acknowledged adding language to discuss minimization of berms and double-checking around the full inclusion of all public ramp space in the plan.**

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

**2. FOR DISCUSSION AND DIRECTION: DETERMINE WHAT THE SCOPE OF A NEW TERMINAL PROJECT SHOULD BE.**

(6:11:33) – Chairperson Golden introduced the item and referenced the Board Memo, which is incorporated into the record. Mr. Jenkins responded to clarifying questions.

(6:13:41) – Member Jones suggested working on some of the elements of the project if the Airport has the funds to do so. Mr. Jenkins explained that there were some issues that the Authority could run into with Member Jones’ suggestion because funds from Federal Aviation Association (FAA) grants must be used in the year that they’re approved to be spent in. He added that, depending on what the sources of funding are, it may be better to work on all the project at once so if, for example, the State funds a portion of the project, they may provide a grant for the terminal building and the Authority could include signage and landscaping within that scope.

(6:14:37) – In response to Chairperson Golden’s question regarding whether the FAA would fund a new entrance to the Airport, Airport signage on the street, or landscaping leading up to the terminal building, Mr. Jenkins indicated that Airport Improvement Program (AIP) entitlement funds, up to \$600,000, could be used. He elaborated on the pros and cons of using those funds and recommended reviewing the funding sources that are available and what their limitations would be. Member Jones agreed with Mr. Jenkins’ input and mentioned that, if nothing else, he wished to get a new sign for the Airport.

(6:18:05) – Chairperson Golden believed that “first impressions are lasting, and from the time you deplane and walk through the terminal building or from the time you drive in from College Parkway and go to the terminal building, the impression has great room for improvement.” He supported the Authority doing what it can do as soon as possible; however, he also stated that “on the concept of reconfiguring the hardscape and landscaping, that could be an issue if we put the cart in front of a horse with the terminal building because perhaps the terminal building footprint would move or be reconfigured in some way. ... I guess the discussion we need to have is, all things considered, what do we want out of a building?”

(6:28:03) – Chairperson Golden entertained ideas for what each Member wished to have incorporated into a new Airport terminal building. Member Norvell stated that if the Authority did not anticipate having a type of FBO function associated with the terminal building, “then that would guide our planning, perhaps, as opposed to if we did.” He commented that, if the Authority was not planning to configure the inside of a terminal building for a fuel desk, a waiting area, and/or a pilots’ lounge, “we could probably simplify it.” He believed it would be important to have the Airport Manager’s Office in the terminal building because it would be “the center of the Airport.” Member Norvell added that a small building with restroom facilities, executive offices, a “pleasing sort of waiting area,” and landscaping would be adequate. He did not believe that there needed to be an “elaborate” terminal building if the building is aesthetically pleasing and comfortable inside, and he noted that there were big requirements for a restaurant concerning construction that would increase the cost. Member Norvell also suggested making the terminal building a single-story building and mentioned that the “major draw” for pilots is the fuel.

(6:36:22) – Member Hutter commented, “I certainly love and have always loved the vision of the restaurant and lounge in that space that has a deck to see the mountains and the airplanes and the whole thing,” and he agreed with Member Norvell’s analysis and reminder of what the Authority has looked into before as well as Member Norvell’s suggestion about the addition of an executive office, restrooms, and a waiting area in the terminal building. He suggested adding a couple vending machines to the area and creating a clean, warm, and inviting terminal building. Member Hutter proposed adding an element similar to that of the Reno Stead Airport Terminal Building by including a place to hang models and pictures to “ground this as a place where one would say ‘I’m coming here to learn about and get exposed to aviation.’”

(6:39:45) – Treasurer Rogers wished to use the terminal building to attract some interest from the community to counteract the notion that the Airport focuses exclusively on the flying community and is not a part of the Carson City transportation infrastructure. He pointed out that several people have complained to him about how the City does not have decent meeting space, and he suggested including an observation deck/area to the terminal building instead of a restaurant that is big enough to organize a party or gathering in and has large windows to observe what is going on at the Airport.

(6:41:57) – Chairperson Golden agreed with Member Norvell’s input and commented that “we need to meet our market, not exceed our market [and] not try to be something we’re not.” He stated that restrooms are the most important element to a terminal building. He indicated that there needed to be office space for Airport management and maintenance staff and recommended including a lounge area and a conference area. He added that members of the public may pay to use a conference area, and the Authority may hold its meetings at the Airport if a conference area is included in the terminal building. Chairperson Golden did not see a reason why the Airport should not have

a terminal building that is an option or an alternative to any FBO. He was not in favor of financing an Airport restaurant and indicated that “the only way an Airport restaurant survives is to get traffic from off the street.” He also noted that the traffic counts on College Parkway decrease at night and during the weekends “to basically zero” and mentioned that the Airport has a parcel on the street that could be advertised for a request for proposal (RFP) for a restaurant; however, he believed it would be “an uphill battle either way.”

(6:49:43) – Member Jones echoed Member Norvell’s and Chairperson Golden’s input and believed that the terminal building should include charging stations for electronics. He agreed with Member Hutter’s suggestion to add vending machines and mentioned that a pilot space for flight planning would be “nice” if it could be incorporated.

(6:51:43) – Member Hamilton agreed with the input regarding the terminal building having good restrooms, a conference room, and offices. He stated that people, including himself, fly to such airports as the Minden Airport to visit its restaurant, and he added, “as far as getting a community together, that’s where it happens.” He added that the restaurant did not have to be gourmet and pointed out that such establishments as the sandwich shop near the Truckee Tahoe Airport is “booming.” Member Hamilton referenced the previous Airport survey feedback indicating that “almost everyone” was in favor of a restaurant at the Airport and commented, “if we build it, they will come.” He proposed starting the process of constructing a terminal building with a restroom, a conference room, and an observation deck and expressed that he envisioned a second floor “with glass all over” for an area where people could get together and be involved in aviation. Chairperson Golden commented that “you might as well just double the cost of the building” when adding a second floor to a building and noted the factors that would need to be considered to construct a two-story building. He also informed Member Hamilton that the establishment that was referenced is currently a lunch counter, which Chairperson Golden was in favor of starting at the Airport if someone would be willing to manage it and the Airport does not have to spend too much in costs on it.

(6:57:37) – Mr. Tackes commented that the Members’ suggestions were all good ideas to include in a terminal building, though he also believed that adding a restaurant would be the most complicated feature to incorporate at the Airport. He did not believe that the Airport wants to get involved in operating a restaurant. He added that single-story buildings are much more practical than two-story buildings and recommended providing Mr. Jenkins a priority from the list of suggested terminal building features or some direction to work with for the terminal building.

(7:00:36) – Chairperson Golden suggested that Mr. Jenkins inform Chris Nocks, Armstrong Consultants Engineer Operations Manager, that the Authority wished to begin the process to replace the terminal building so that it becomes a viable project on the Authority’s list of projects to present to the FAA for funding. Treasurer Rogers agreed with Chairperson Golden’s suggestion, and he believed that the Authority should immediately “resurrect” and fund the front area hardscape and landscape proposal that was approved the previous year. Member Hamilton recommended ensuring that the Authority obtains the “footprint of the building [for] what we can and can’t do so we can integrate that into the landscaping.” No formal action was taken on this item.

## **H. AIRPORT ENGINEER’S REPORT**

(7:05:34) – Chairperson Golden introduced the item. Mr. Jenkins and Armstrong Consultants Airport Project Manager Nadine Crow, appearing remotely via WebEx, referenced the report, which is incorporated into the record, and responded to clarifying questions.

**I. AIRPORT MANAGER’S REPORT**

(7:16:44) – Mr. Jenkins presented his report, which is incorporated into the record. No questions were forthcoming.

**J. LEGAL COUNSEL’S REPORT**

(7:19:01) – Mr. Tackes informed the Members that there had been a conflict on the survey, which was conducted to identify the property that was available to lease per Carson Tahoe Executive’s request, between some of the parcels. He identified one of the conflicts as the fuel island and stated that one of the parcel’s borders is “a little bit off,” resulting in the tenant, Mountain West Aviation, paying rent on an area that is slightly bigger than what the tenant possesses. He added that he would provide an amendment to Mountain West Aviation’s lease at the January 2022 CCAA meeting in order to “sync up what’s actually there with a legal description for that lease,” and the rest of the area may be made available for lease to Carson Tahoe Executive. Mr. Tackes mentioned that he and Mr. Jenkins were still working on determining the amount of roadway access that should be left at the north end of the parcel, which is located on the east side of Taxiway Bravo, and there were still some concerns expressed by Carson Tahoe Executive about the land appraisal. No questions or comments were forthcoming.

**K. TREASURER’S REPORT**

(7:22:31) – Chairperson Golden introduced the item, and Treasurer Rogers referenced the agenda materials. No questions or comments were forthcoming.

**L. REPORT FROM AUTHORITY MEMBERS**

(7:24:29) – Chairperson Golden entertained Member reports; however, none were forthcoming.

**M. PUBLIC COMMENT.**

(7:24:36) – Chairperson Golden entertained public comments; however, none were forthcoming.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(7:24:42) – Chairperson Golden introduced the item. He noted that items regarding the lease amendment, referenced by Mr. Tackes, as well as the Airport sign placement and the Airport entry hardscape and landscape plan would be agendized for the January 2022 meeting. He informed the Authority that he anticipated at least two letters of intent to lease land for hangar development on the Airport, as he and Mr. Jenkins had been working with two parties that are seemingly committed to building hangars for their aircraft and for lease on the Airport.

(7:26:29) – Treasurer Rogers indicated that he and Mr. Jenkins were planning to present the first draft of the Budget for fiscal year 2022/2023 during the January 2022 meeting.

**O. ACTION ON ADJOURNMENT.**

**(7:27:40) – Chairperson Golden adjourned the meeting at 7:27 p.m.**

The Minutes of the November 17, 2021 Carson City Airport Authority meeting are so approved on this 19<sup>th</sup> day of January 2022.