

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, February 16, 2022 ● 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
Member – Harlow Norvell	

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

(5:31:48) – Chairperson Golden called the meeting to order at 5:31 p.m.

(5:31:58) – 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	Present	
Member Harlow Norvell	Present	

B. PLEDGE OF ALLEGIANCE

(5:32:16) – Led by Member Norvell.

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

(5:32:37) – Chairperson Golden introduced the item and entertained a motion.

(5:32:50) – MOTION: Member Jones moved to approve the January 19, 2022 meeting minutes as presented.

RESULT:	APPROVED (7-0-0)
MOVER:	Jones
SECONDER:	Puliz
AYES:	Golden, Puliz, Rogers, Jones, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

D. MODIFICATION OF THE AGENDA.

(5:33:11) – Chairperson Golden suggested modifying the agenda by placing item H.4 on the Consent Agenda.

E. PUBLIC COMMENT.

(5:34:24) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:34:50) – Chairperson Golden introduced the item; however, due to technical issues, the item was delayed.

(6:17:43) – Armstrong Consultants Airport Project Manager Nadine Crow, appearing remotely via phone call, presented the report, which is incorporated into the record. She entertained Member questions; however, none were forthcoming.

G. CONSENT AGENDA

(5:38:15) – Chairperson Golden introduced the item, and the consensus among the Members was to add item H.4 to the Consent Agenda. Chairperson Golden entertained a motion.

(5:39:51) – MOTION: Treasurer Rogers moved to accept the Consent Agenda with the addition of item H.4.

RESULT:	APPROVED (7-0-0)
MOVER:	Rogers
SECONDER:	Norvell
AYES:	Golden, Puliz, Rogers, Jones, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

1. POSSIBLE ACTION: AWARD FAA CONTRACT FOR AWOS RELOCATION PROJECT TO THE SUPPLIER, ALL WEATHER INC. IN THE AMOUNT OF \$76,674.00.

END OF CONSENT AGENDA

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASE FOR AIRPORT MANAGER AS DETAILED IN OFFER OF EMPLOYMENT.

(5:39:39) – Chairperson Golden introduced the item and referenced the agenda materials. He recommended approval of the pay increase, as the pay increase was agreed on in writing and as an Authority, and he commented that Mr. Jenkins “has been doing just a bang-up, fantastic job.”

(5:40:45) – Chairperson Golden entertained Member discussion. Member Hamilton noted that the Airport’s customer satisfaction has been “spectacular,” and he had not heard any Airport patron complaints and had received three compliments regarding Mr. Jenkins’ conduct. Member Jones commented on his “great relationship” with Mr. Jenkins, and the other Members agreed with the pay increase. Chairperson Golden also echoed Member Hamilton’s remarks.

(5:41:53) – MOTION: Chairperson Golden moved to increase the annual pay for the Airport Manager to \$81,000 per the Offer of Employment effective February 4, 2022.

RESULT:	APPROVED (7-0-0)
MOVER:	Golden
SECONDER:	Hamilton
AYES:	Golden, Puliz, Rogers, Jones, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

(5:42:44) – Chairperson Golden thanked Mr. Jenkins and added that the Members valued his partnership and his initiatives with the Members.

2. FOR DISCUSSION: REVIEW AND DISCUSS FY 22/23 PRELIMINARY BUDGET AND CAPITAL PROJECTS.

(5:43:10) – Chairperson Golden introduced the item. Treasurer Rogers and Mr. Jenkins presented the CCAA Preliminary Budget Worksheet for fiscal year 2022/2023 and the capital projects, all of which are incorporated into the record. Treasurer Rogers and Mr. Jenkins also responded to clarifying questions.

(6:04:30) – Member Jones encouraged continuing to pursue adding the Bobcat sweepers to the existing contractor if possible and believed that the estimated cost of \$60,000 for the terminal building architect rendering was “very low.” He also complimented the presentation. Regarding the engineer drawing for the terminal building, Mr. Jenkins noted that research indicated an estimated cost of over \$100,000, though that would include all architectural preparation to hand off to an engineer, and he was currently pursuing quotes for an architect rendering. Member

Jones informed Mr. Jenkins that the City was in the process of building a new fire station at a cost of \$600 per square foot, and local contractors have informed him that the cost for a house was between \$380 and \$390 per square foot.

(6:07:52) – Mr. Jenkins explained that, because of the Bipartisan Infrastructure Law (BIL), the Airport would be given additional funding of around \$300,000 a year, and while he was in the process of interpreting the newly-published information, the BIL funds would fall under the same requirements as Passenger Facility Charges (PFCs) and not under the same requirements as Airport Improvement Program (AIP) funds. He stated that the BIL would apply to a different range of projects that have been possible for the Airport in the past, and the Airport Medium/Long Improvement Plan and the Airport Capital Improvement Plan (ACIP) may change “pretty significantly in the very near future based off of what those funds can be used for,” since there would be new options available to the Airport.

(6:10:10) – In response to Member Hamilton’s request, Mr. Jenkins explained that Airport staff wished to find out what the terrain of the safety areas would do without the aggregate over the course of a year, though he also was “not opposed” to applying aggregate to improve safety areas a year earlier than what was indicated.

(6:14:50) – Mr. Jenkins clarified that his intention was to meet with the architect to get an idea of the price range for the terminal building rendering and, after determining whether two renderings could be done, present the architect’s proposal to the Authority to discuss the scope of what the Members wish to have rendered.

(6:16:33) – Treasurer Rogers stated, “I want us to run fiber up to the Airport terminal building; I want us to get to the front end of the capabilities to be digital.” He requested that the Members provide input to himself or Mr. Jenkins by the March 2022 CCAA meeting, and the input from this meeting’s discussion and any further input would be incorporated into a preliminary budget to present to the State.

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF THE PROPOSED EXPENSE FROM YESCO FOR DEVELOPMENT AND INSTALLATION OF A NEW AIRPORT SIGN.

(6:21:21) – Chairperson Golden introduced the item, and Mr. Jenkins referenced the agenda materials, during which he indicated that he had worked with Member Jones on the Airport sign design in order to get an idea of what the City would support. He also responded to clarifying questions.

(6:25:39) – While reviewing the new Airport sign rendering, Treasurer Rogers believed that the words “Carson City” were going to be “much bigger.” Chairperson Golden agreed with Treasurer Rogers and recommended excluding the Airport website on the sign. He also suggested including the elevation on the sign and informed Mr. Jenkins that it is “commonplace, industry standard” for tenants to pay for a portion of the sign to offset the cost of the overall sign project. Chairperson Golden further suggested dividing the costs and allowing those that wish to place their logo or sign with the Airport sign to “pay the freight.”

(6:27:19) – In response to Member Hamilton’s question, Mr. Jenkins stated that he would talk to the vendor about possibly making the “tenant” areas indicated on the rendering the same size as the existing signs.

(6:28:33) – MOTION: Member Jones moved to approve the proposed expense not to exceed \$14,750 for the development and installation of a new Airport sign with the suggested additions.

RESULT:	APPROVED (7-0-0)
MOVER:	Jones
SECONDER:	Rogers
AYES:	Golden, Puliz, Rogers, Jones, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

4. FOR DISCUSSION AND POSSIBLE ACTION: PROCUREMENT OF BOBCAT AND NECESSARY ATTACHMENTS FOR AIRPORT OPERATIONS AND MAINTENANCE.

This item was added to the Consent Agenda and approved with the motion to accept the Consent Agenda.

I. AIRPORT MANAGER’S REPORT

(6:29:41) – Mr. Jenkins presented his report, which is incorporated into the record, and responded to clarifying questions.

J. LEGAL COUNSEL’S REPORT

(6:34:04) – Mr. Tackes reported that he and Mr. Jenkins met with Steve Lewis after the previous CCAA meeting and reviewed the Goni Aviation LLC lease, during which they assessed potential solutions to the drainage problem. He stated that they all went on site to look at the existing drainage facilities there, and Mr. Lewis believed that there may be a drainage pipe that runs north from one of the existing drainage pipes, so the drainage “that’s coming off the corner” could possibly be rerouted to run east along the side of Goni Road and down into the drainage facility located in that area to eliminate the problem. He added that Mr. Lewis was investigating whether someone, such as an engineer, could figure out if that pipe goes in that direction. Mr. Tackes mentioned that he was contacted by a local attorney on behalf of Weaver Aircraft regarding utilizing the 10-year extension provision in its lease, which he noted was an “unusual lease” that was prepared by the City before the CCAA was formed, and he referenced the language in the lease. He stated that he had explained that the Authority has only extended leases on the basis of what statute allows rather than on the basis of language in lease, and the Authority had raised the rent in all instances to the current market rate as a condition of the extension and expected for something similar to happen in this case based on the Members’ decision. He indicated that the attorney accepted Mr. Tackes’ feedback, and Yvon Weaver would be looking at appraisals to find out what the value of the leasehold is. Mr. Tackes indicated that the lease would otherwise expire in December 2024, and the Airport would own the hangar currently located on the leasehold. He also briefed the Members on the history of the lease and responded to clarifying questions.

K. TREASURER’S REPORT

(6:41:00) – Treasurer Rogers noted that he did not have anything to bring to the Authority’s attention regarding the agenda materials and entertained and responded to clarifying questions.

L. REPORT FROM AUTHORITY MEMBERS

(6:41:47) – Chairperson Golden entertained Member reports. Member Jones informed the Authority the City’s position on the drainage issue on the Goni Aviation LLC leasehold was that the stormwater drainage was installed “long before” Mr. Lewis purchased the property.

(6:42:23) – Chairperson Golden thanked Mr. Jenkins, Member Hamilton, Vice Chairperson Puliz, John Mayes, and Airport Maintenance and Operations Technician Rick Lee for “providing an incredible amount of resources and experience and knowledge” with the Airport’s live webcam, and he announced that the webcam was “up and running.” He added that Member Hamilton was “the missing link” in the webcam project and noted that the webcam is “a real, true asset.” He also pointed out that the Airport’s webcam was the only live webcam that shows the entire Carson City community and area. Member Hamilton added that there were three views of windsocks at the Airport because of the webcam and noted that the Airport may be the only Airport around with live video. Mr. Tackes believed that the Airport’s webcam was the highest resolution webcam he had ever seen and commented that the webcam was “a nice piece of equipment.”

M. PUBLIC COMMENT.

(6:47:14) – Chairperson Golden entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:47:17) – Chairperson Golden indicated that a CCAA special meeting was scheduled for March 3, 2022 at 5:30 p.m. at the Airport Terminal Building, during which he anticipated the Authority reviewing the bids that were received from the solicitation to lease the 12 acres along Taxiway Bravo. He stated that there was a possibility that there would be another agenda item at the special meeting to discuss the Goni Aviation LLC lease.

O. ACTION ON ADJOURNMENT.

(6:48:52) – Chairperson Golden adjourned the meeting at 6:48 p.m.

The Minutes of the February 16, 2022 Carson City Airport Authority meeting are so approved on this 16th day of March 2022.