

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**Wednesday, April 20, 2022 ● 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**

(5:32:42) – Chairperson Pro Tem Rogers called the meeting to order at 5:32 p.m.

(5:33:05) – Roll was called, and a quorum was present.

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

**B. PLEDGE OF ALLEGIANCE**

(5:33:19) – Led by Member Norvell.

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

(5:33:46) – Chairperson Pro Tem Rogers introduced the item and entertained comments, questions, and a motion.

(5:34:02) – MOTION: Member Jones moved to approve the March 16, 2022 meeting minutes as presented.

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Jones
<b>SECONDER:</b>	Norvell
<b>AYES:</b>	Rogers, Jones, Hamilton, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Golden, Puliz, Hutter

**D. MODIFICATION OF THE AGENDA.**

(5:34:16) – Chairperson Pro Tem Rogers noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT.**

(5:34:33) – Chairperson Pro Tem Rogers entertained public comments. Anita Habberfield introduced herself as a Carson City resident living next to Riverview Park and stated that she has had discussions with Mr. Jenkins, who she indicated had been “incredibly informative and very kind,” regarding having noticed “a huge increase” in air traffic over her house. She added that Mr. Jenkins had informed her that, on average, 280 airplanes take off and land at the Airport, and she wished to know about the future plans for how many more aircraft will be utilizing the Airport. She also asked the Authority how many parcels were for sale around the Airport; if citizens could vote on whether parcels are sold; if there were plans to expand the runways of where the aircraft land and take off; if there is a mandate regarding a certain height that jets, airplanes, and helicopters have to maintain above residents; and how the Airport earns money that is paid to the City. Mr. Jenkins indicated that he would respond to all of Ms. Habberfield’s questions by email.

**F. AIRPORT ENGINEER’S REPORT**

(5:38:04) – Chairperson Pro Tem Rogers introduced the item. Armstrong Consultants Airport Project Manager Nadine Crow presented the report, which is incorporated into the record. She also entertained Member questions; however, none were forthcoming.

**G. CONSENT AGENDA**

(5:43:30) – Chairperson Pro Tem Rogers introduced the item.

**1. FOR POSSIBLE ACTION: APPROVE SCOPE OF WORK AND REVISED GRANT APPLICATION FOR NIGHTTIME APPROACH LIGHTING SYSTEM PROJECT.**

(5:43:59) – Mr. Jenkins commented that the item involved “a really minor change, and it is a necessary step to get this project moving.” Chairperson Pro Tem Rogers entertained a motion.

**(5:44:26) – MOTION: Member Norvell moved to accept item G.1 of the Consent Agenda as presented.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Norvell
<b>SECONDER:</b>	Hamilton
<b>AYES:</b>	Rogers, Jones, Hamilton, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Golden, Puliz, Hutter

**END OF CONSENT AGENDA**

**H. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE PROPOSED PARCEL MAP FOR THE TRIANGLE HANGAR DEVELOPMENT PARCELS.**

(5:44:44) – Chairperson Pro Tem Rogers introduced the item. He read an email from Vice Chairperson Puliz expressing support for Chairperson Golden’s, Chairperson Pro Tem Rogers’, and Mr. Jenkins’ plan to put the Triangle Parcel out to lease before the current appraisal expires, and Vice Chairperson Puliz indicated in the email that he approved the proposed parcel map rendering included in the agenda materials, which he had assisted Mr. Jenkins with, depicting a 21.8-acre parcel for a major development, the existing Jet Ranch Parcels, and the four suggested small parcels sized at approximately two acres, 1.5 acres, 1.2 acres, and one acre. Vice Chairperson Puliz also had clarified that the sizing of the smaller parcels were suggestions and could be modified and/or merged together. He had added that a survey would need to be performed upon lease agreements to determine the exact size of each parcel. Mr. Jenkins referenced the agenda materials, entertained Member questions, and responded to clarifying questions.

(5:50:51) – Member Norvell noted that the reasons for the four parcels were so that the Authority does not “run afoul of the [Federal Aviation Administration’s] (FAA’s) requirement to avoid a single-use lease for the entire parcel to one individual, and “it helps to stay away from that and also addresses interest that has been expressed in developments approximately the size of those four parcels.” Mr. Jenkins’ confirmed Member Norvell’s explanation. Member Norvell stated that the hangars were oriented in the depicted direction on the proposed parcel map to make them as fair and as usable as possible to all of the hangar owners based on Member

Hamilton’s input regarding how hangars with a southern exposure would have the sun to melt off the snow while those with a northern exposure “would be stuck with a big mess.” Member Hamilton believed that the proposed parcel map was “a great way to go” and thanked those involved with the proposed parcel map for listening to his input. He added that the proposed parcel map would also provide nice drainage in the middle of the taxiways, and Member Norvell pointed out that it could also facilitate the drainage plan. Member Norvell noted that the proposed parcel map was not all an exact representation of the lease parcels because they had not yet been surveyed, though it did provide those interested an opportunity to see what the general design would look like and “to help formulate ... their position with respect to development and whether or not to consider bidding on the property.” He recommended taking action in favor of the proposed parcel map and move forward to the next step prior to going out to bid.

(5:54:38) – Member Hamilton commented that one of the fears of many Airport patrons is that the Airport would grow to be only for use of large aircraft, and he pointed out that the proposed parcel map depicts several T-hangars for the regular-sized piston aircraft. He also noted that the proposed parcel map was designed to allow the maximum number of hangars, and he was in favor of approving the proposed parcel map.

(5:55:26) – Member Norvell stated that one of the objectives of all the development at the Airport that has been done is to maximize the potential of the Airport and make the Airport as productive as possible for City residents “without appreciably increasing the negatives to the surrounding community in Carson City as a whole.” He added that the Airport is one of the few airports that is self-supporting. He also noted that the Authority encourages community input in order to address issues before they become real problems and “perhaps chart a different course if necessary.”

(5:57:50) – Chairperson Pro Tem Rogers indicated that an extensive planning process had been used for the community-based Master Plan for the Airport approximately three years ago, and the process involved a lot of surveying of the community and gathering input from the City. Member Norvell added that the Master Planning process has been an ongoing process, as he had been involved in the Airport for roughly 20 years as well as participated in developing “a very extensive” Airport Master Plan around the year 2000. Member Hamilton briefly explained how to access the Master Plan, which is available to the public on [www.flycarsoncity.com](http://www.flycarsoncity.com).

**(6:00:55) – MOTION: Member Norvell moved to approve the proposed parcel map to be used for bidding on the Triangle Parcels.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Norvell
<b>SECONDER:</b>	Jones
<b>AYES:</b>	Rogers, Jones, Hamilton, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Golden, Puliz, Hutter

**I. AIRPORT MANAGER’S REPORT**

(6:01:17) – Mr. Jenkins presented his report, which is incorporated into the record, and responded to clarifying questions.

(6:11:28) – In response to Member Hamilton’s request, Mr. Jenkins stated that there was “a pretty big” National Guard activity at the Airport, which included a Chinook helicopter and a UH-60 helicopter. The National Guard had also orchestrated a flight for community outreach to show local City officials in Northern Nevada what the helicopters can do and what kind of resources the National Guard has available. He and Member Hamilton also complimented the National Guard and the event.

#### **J. LEGAL COUNSEL’S REPORT**

(6:13:18) – Chairperson Pro Tem Rogers introduced the item. Mr. Tackes reported that the Goni Aviation LLC Lease Amendment would be presented by Mr. Jenkins and Mr. Tackes to the Carson City Board of Supervisors (BOS) during the morning of April 21, 2022. He had inserted the information from the Recorded Survey into the corrected description for Mountain West Aviation, and he was in the process of inserting that information in the Carson Tahoe Executive LLC Lease Amendment, both of which would be sent out to the respective tenants to obtain their signatures. Mr. Tackes stated that, during the Airport Capital Improvement Plan (ACIP) meeting, the Airports District Office of the FAA thought that the Airport’s ACIP was professionally prepared and supported it, though that does not guarantee that it will get funded. He also added that the ACIP meeting was “a very positive one” from all the other ACIP meetings he had attended. He entertained Member questions; however, none were forthcoming.

#### **K. TREASURER’S REPORT**

(6:15:16) – Chairperson Pro Tem Rogers referenced the agenda materials and mentioned that he and Mr. Jenkins had completed a transfer from the Airport’s checking account into the Local Government Investment Pool (LGIP) account approximately one to two months ago in order to earn some interest on more of the Airport’s money. He added that he and Mr. Jenkins intended to keep approximately \$300,000 in the checking account going forward while all the rest of the funds would reside in the LGIP account. He entertained Member questions; however, none were forthcoming.

#### **L. REPORT FROM AUTHORITY MEMBERS**

(6:16:09) – Chairperson Pro Tem Rogers entertained Member reports; however, none were forthcoming.

#### **M. PUBLIC COMMENT.**

(6:16:23) – Chairperson Pro Tem Rogers entertained public comments.

(6:16:55) – Member Norvell thanked Ms. Habberfield for attending the CCAA meeting and indicated that “we really encourage the public to be involved, and to attend, and to provide your input and give us a chance to address any concerns.” He also encouraged Ms. Habberfield to speak with Mr. Jenkins at any time, and if the aircraft can be identified, the Airport staff would be happy to talk to the pilot to try to resolve the issue. Chairperson Pro Tem

Rogers added that aircraft are identified by the N-Number on the tail of the aircraft, which could help Mr. Jenkins with finding the pilot of the aircraft if Ms. Habberfield would be able to read the N-Number.

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

(6:16:44) – Chairperson Pro Tem Rogers requested that the Members inform Chairperson Golden and Mr. Jenkins of any requested agenda items for the next regular meeting.

(6:18:17) – Mr. Tackes believed that the mandatory approval of the final Budget should be agendized as an item, and he expected to have agendized an item concerning the request from Yvon Weaver from Mentors Unlimited to extend the lease, for which Mr. Jenkins and Mr. Tackes had worked on a proposed lease with a provision that allows for an extension.

**O. ACTION ON ADJOURNMENT.**

**(6:19:32) – Chairperson Pro Tem Rogers adjourned the meeting at 6:19 p.m.**

The Minutes of the April 20, 2022 Carson City Airport Authority meeting are so approved on this 18<sup>th</sup> day of May 2022.